Testing

Guide for test reps in the ABSR Region

An introduction

The CPC has a system of tests in place to determine its members have good all-round, sound, practical knowledge of horsemanship and stable management.

They form stepping stones in the education of our members and provide a method to determine progression

Test standards are broadly described in the testing requirements document on the CPC website.

For Branch tests they range from a D level (*confidence in handling a pony, understand basic needs and care*) to a C1 level (*riding effectively with a sense of rhythm and balance, demonstrate timing and authority in jumping*).

Testing is an optional part of the CPC program but is highly encouraged as it gives riders a sense of accomplishment and a goal to work toward.

Traditional Testing levels

Traditional testing levels move from D to D1, D2, C, C1, C2, B, B2 to finally A.

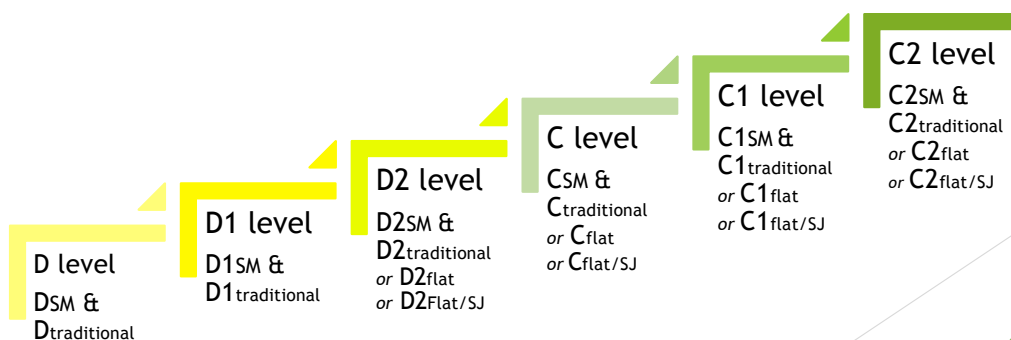The disks behind a member's pin reflect the level achieved.

D
level

D1
level

D2
level

C
level

C1
level

C2
level

B
level

B2
level

A
level
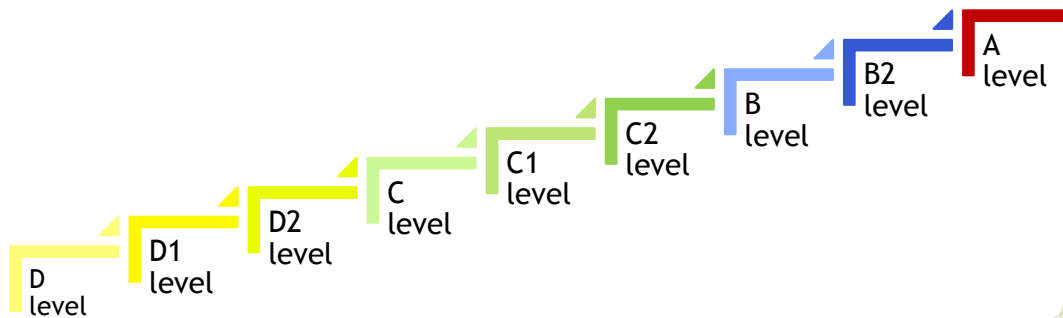
Testing levels and streaming options

The CPC allows for a SM only stream starting at the D level, all the way up to the SA and HA levels.

The SM phase is always required, so a successful SM test is a prerequisite for every riding test.

After the D1 level members can stream the riding portion to exclude all jumping (flat stream) or to exclude XC jumping (flat/SJ stream).
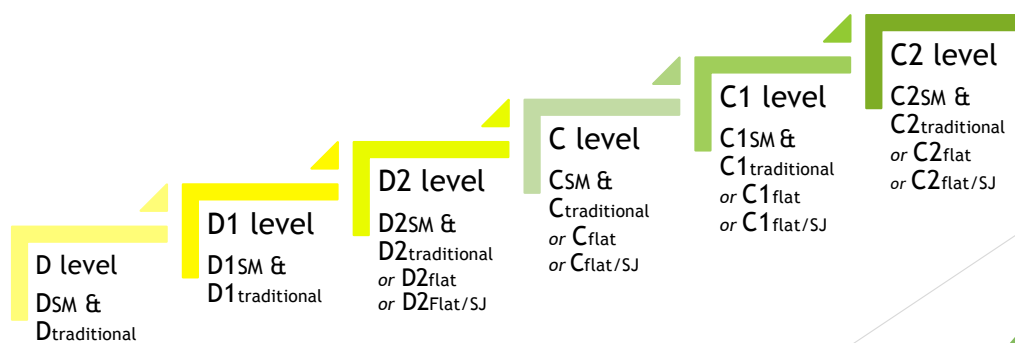
D level
D_{SM} &
$D_{traditional}$

D1 level
$D1_{SM}$ &
$D1_{traditional}$

D2 level
$D2_{SM}$ &
$D2_{traditional}$
or $D2_{flat}$
or $D2_{Flat/SJ}$

C level
C_{SM} &
$C_{traditional}$
or C_{flat}
or $C_{flat/SJ}$

C1 level
$C1_{SM}$ &
$C1_{traditional}$
or $C1_{flat}$
or $C1_{flat/SJ}$

C2 level
$C2_{SM}$ &
$C2_{traditional}$
or $C2_{flat}$
or $C2_{flat/SJ}$

Testing levels and streaming options

Members with a traditional riding level can opt to continue to the next traditional riding test or can choose the flat or flat/SJ stream for their next test.

Members with a flat/SJ level can opt to continue to the next flat/SJ test or can choose the flat only stream for their next riding test.

Candidates in a limited stream (flat or flat/SJ) will have to catch up all missed phases in previous tests to return to the traditional riding phase.
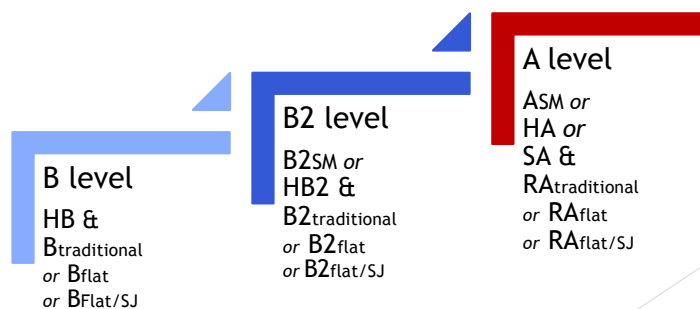
C2 level
$C2_{SM}$ &
$C2_{traditional}$
or $C2_{flat}$
or $C2_{flat/SJ}$

C1 level
$C1_{SM}$ &
$C1_{traditional}$
or $C1_{flat}$
or $C1_{flat/SJ}$

C level
C_{SM} &
$C_{traditional}$
or C_{flat}
or $C_{flat/SJ}$

D2 level
$D2_{SM}$ &
$D2_{traditional}$
or $D2_{flat}$
or $D2_{Flat/SJ}$

D1 level
$D1_{SM}$ &
$D1_{traditional}$

D level
D_{SM} &
$D_{traditional}$

Testing levels and streaming options

At the B level the B SM phase is referred to as HB and includes separate marks for lungeing.

At B2 level the B2 SM phase can be attempted after successful completion of the HB level and revolves around SM only. The HB2 designation includes the teaching and lungeing portion of the program.

At the A level we find the same distinction between A SM and HA, with SA as a third option.

A level
A_{SM} *or*
HA *or*
SA &
$RA_{traditional}$
or RA_{flat}
or $RA_{flat/SJ}$

B2 level
$B2_{SM}$ *or*
HB2 &
$B2_{traditional}$
or $B2_{flat}$
or $B2_{flat/SJ}$

B level
HB &
$B_{traditional}$
or B_{flat}
or $B_{Flat/SJ}$

Branch tests

Organized by the Branch test rep in consultation with the DC and Regional testing chair.

▶ Relevant information

On the CPC website you can find all testing documentation relating to the process, procedures and requirements for testing. **Familiarize yourself with these**.

❖ The CD testing procedures lay out the general process for organizing a test in your Branch (or the Region).

❖ The AB testing procedures lay out the general process for organizing a test in the Region.

❖ The CD (and AB) testing procedure requirements describe what a test looks like and what the testing standards are.

❖ The CD (and AB) testing forms and documents contain all test record sheets and test evaluation forms

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Testing procedures

C/D Testing

Document	Version	Description
00 - CD Testing Documents Addendum 🔒	Jul 9, 2023	List of changes to the 2022 version of the C/D Testing Documentation that is in effect beginning in 2023.
01 - CD Testing Procedures 🔒	May 19, 2022	
02 - CD Testing Forms & Documents 🔒	May 19, 2022	
02 - CD Testing Procedure Requirements 🔒	May 19, 2022	For Examiners, Coaches & Candidates
03 - D Level Test Application Form 🔒	Feb 28, 2023	For 2023
04 - C Level Test Application Form 🔒	Feb 28, 2023	For 2023
05 - Multiple Level First Test Worksheet 🔒	Jul 9, 2013	
06 - D to C1 Test Result Report Form 🔒	Oct 5, 2021	
07 - C2 Test Result Report Form 🔒	Feb 28, 2023	
08 - C2 Certificate of Achievement - blank 🔒	Apr 8, 2011	blank certificate
09 - C2 Certificate of Achievement - fillable 🔒	Apr 8, 2011	(Certificate template - fillable form)

Testing procedures

The C/D testing procedures lay out *the general process for organizing a test in your Branch*.

Here you will find

- ❖ a framework on how to conduct a test, including timelines, officials (examiners) and volunteers needed, what facilities, equipment and materials you need to provide, expected turnout of candidates and what forms you need to have ready

- ❖ Information on multilevel first tests (MLFT), when are they allowed and how do you organize one

- ❖ Qualification of candidates and streaming rules

- ❖ Job description of testing officials (including the Branch test rep. and center admin.)

Testing procedure requirements

The C/D testing procedure requirements describe *what a test looks like and what the testing standards are*.

Here you will find

- ❖ A general description of what a rider at a certain level looks like
    - *e.g. be able to jump a simple course with control*

- ❖ General guidelines on conducting a test
    - *e.g. tips for examiners on how to ask questions, how to manage your time as an examiner and organizer*

- ❖ Information on examiner qualifications and duties of lead and panel examiners, dress code for examiners and code of conduct

- ❖ Summary of requirements for a test at all levels up to C2
    - *both Stable Management and Riding requirements, including streaming options*

Testing forms & documents

The CD testing forms and documents contains all test record sheets and test evaluation forms

Here you will find

- ❖ D and C level worksheets
  - *used by the examiners to record notes about the candidates during the test*
- ❖ D and C level individual record sheets
  - *final individual evaluation and marks to be shared with the candidate*
- ❖ Flat ride tests
  - *tests with a prescribed set of movements to evaluate candidates individually on the flat, much like a dressage test – starts at D2*
- ❖ Test evaluation forms
  - *for test reps and examiners*

Branch tests

What is expected from the Branch to facilitate testing?
This is a task for the test rep in collaboration with the DC or ADC.

- ❑ Know your members' intentions and this year's candidates.
- ❑ Organize a Branch test for levels D to C1
- ❑ *OR* if there are not enough members in your Branch to warrant a Branch test, make sure you prepare your members for the D – C1 level test organized by the Region.
- ❑ Support your C2 and up candidates in their testing process with the Region

Know Your Candidates

At the start of the year make sure to check in with your members and know who is considering testing.

To be considered for testing candidates will have to

- ❑ Be capable of performing the test
- ❑ Have completed the immediately preceding level successfully
- ❑ Have been a member for at least 3 months
- ❑ Have attended 60% of your branch / centre meetings
- ❑ Be in good standing
- ❑ Meet age requirements

Candidates
Be capable of performing the test

To determine if a candidate is capable of performing the test, the member's regular coach / instructor will have to sign the application for testing.

Instructors will have to be aware of the requirements for testing before they can sign this application and will also need to indicate on the form that they have read and understood these requirements

Depending on the levels your instructors are teaching **it is important** that they have access to testing requirements and carry out their instruction accordingly!

Candidates
Be capable of performing the test

It is the Branch's responsibility to educate their members with the testing requirements in mind.

Make sure you, your members and their parents/caregivers understand the CPC program and its testing requirements

Refer candidates and their parents / caregivers to the testing documentation available on the CPC website.

Share with your members educational opportunities outside your branch (e.g. Regional clinics or events shared by other Branches)

Candidates
Be capable of performing the test

Do some prep work with your candidates geared specifically towards testing.

Some examples would be:

- Do a complete mock test
- Go over tack and turn out rules for a test
- Practice with some old written tests
- Spend some time during a riding lesson on proper CPC etiquette around mounting, dismounting, tightening girths in the saddle, changing stirrup lengths in the saddle etc.

Candidates

Have completed the immediately preceding level successfully

Candidates may attempt two levels in one year, if timing allows. This means that they can *write* 2 tests at the same sitting before moving on to the practical portion.

Practical tests must be completed in the proper sequence.

Please note that the SM phase must be completed prior to or concurrently with the riding phase.

Candidates

Have attended 60% of your branch / centre meetings

To be able to perform a good assessment of a candidate's abilities they must take part in branch and centre events.

Traditionally this would be 60% of your riding and stable management lessons.

Branches are free to set further guidelines, e.g. participation in camp or a certain (regional) clinic will also count towards attendance, or a minimum number of lessons is set to account for 60%

Make sure the candidates understand your branch's requirements!

Candidates
Have attended 60% of your branch / centre meetings

For candidates attempting a Regional test the Region has set additional criteria around the attendance rule for C2 and up candidates.

This allows our older members who may be away for part of the year or are unable to receive adequate instruction within the Branch's program to still qualify for testing.

These criteria are available on the Regional website.

Make sure the candidates understand your regional requirements!

Candidates
Be in good standing

Candidates will have to be in good standing with the CPC

This means that all fees are paid, all forms and waivers are on file with the CPC and the candidate is not under disciplinary action by any part of the organization.

Members must be in the Pony Club program for at least 3 months, before they will be allowed to test.

Candidates
Meet age requirements

CPC considers a member's age as determined on January 1st of the current year.

Minimum age for testing (both SM and riding) are:

D level – 7 years old

D1 level – 8 years old

D2 level – 9 years old

C level – 10 years old

C1/C2 level – no age requirements set

B Level – 14 years old

A level – 16 years old

Organizing testing in your Branch

The Branch test rep is responsible for:

- Making sure candidates (and parents) understand the requirements for testing
- Making sure the instructors /coaches understand the requirements for testing
- Receiving test applications from candidates and make sure they get signed off by their instructors
- Arrange the test in the Branch
    - Book a facility and examiners
    - Prepare paperwork for the examiners
    - Have supplies on hand such as disks and spare pins

Parts of a test

A test is comprised of three main parts

The written test

The written test determines whether a candidate has enough basic knowledge to attempt the practical phases of the test. Results of this test are not included in the final testing marks, but a passing grade is required to move to the practical test.

The practical test is split up in two sections:

The Stable management Phase

Here candidates are tested on their practical application of knowledge. Candidates will be asked to demonstrate skills like grooming, tacking up, bandaging or recognizing feed samples conformation traits and colours.

The Riding Phase

Here the candidates show their abilities under saddle and are evaluated against the riding standard set by the CPC.

Written Test

A written test for the D to C1 levels will need to be organized by the Branch test rep, regardless of where the members will test (with the Branch or the Region)

- ❑ Write the test well before the practical test day, but at least 30 days prior.
- ❑ Tests are available from the Regional test chair
- ❑ A mark of 65% is considered a passing grade.
- ❑ A rewrite is allowed, recommended within two weeks of the failed test
- ❑ A passing grade is valid until the end of the following calendar year. If the SM phase of the test is not completed before that time a new written test must be completed with a passing grade.
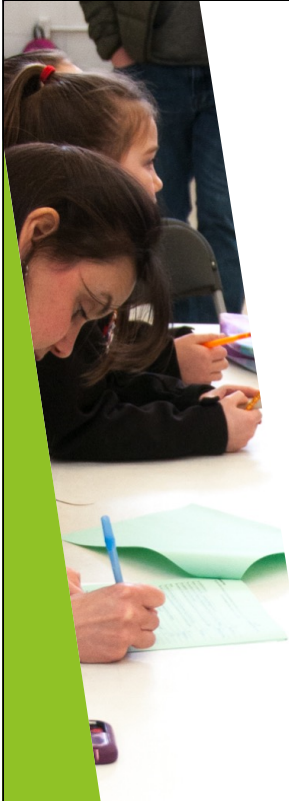
Written Test

- Make sure to find a location where candidates can be supervised while writing, and where additional spaces are available to allow for tests to be read to those that need support in reading and / or writing the test.
- Written tests are marked by the Branch / Centre and answer keys will be made available. They can ask for support from the Region in marking if so desired.
- Markers cannot be related to candidates.
- Marked tests are returned to the candidates for review and to prepare for their practical test.
- Readers to support individual members are allowed but cannot be a family member and must have a vulnerable sector check on file with the Region / National.

Practical test

- Find a test facility that is appropriate for all aspects of your practical test.
- Find suitable and enough Examiners
- Notify the Regional test chair of your testing date and levels being tested

Practical test
Facility requirements

Depending on the parts and levels of the test several demands will be put on the facility and equipment.

This includes both the stable management and riding portions of the test

Practical test
Facility requirements – STABLE MANAGEMENT equipment

At different levels different equipment should be available to perform a test.

Members are all expected to bring their own pony, grooming kit and tack.

Check with your lead examiner if they can bring some of the equipment, otherwise the Branch should have access to:

D level:

- Some horse cookies

D1 level:

- Hay and straw sample

D2 level

- Simple set of bits (D ring snaffle, loose ring snaffle, eggbutt snaffle, kimberwick and pelham)

Practical test
Facility requirements – STABLE MANAGEMENT equipment

Equipment to perform a test – continued

C level:

- Stall mucking tools *(candidates are instructed to bring their own, but it never hurts to have a spare set on hand)*
- Trailer or stall with bedding
- Popular grain / concentrate samples (oats, beetpulp, barley, etc.)
- Set of farrier tools
- Variety of tack items such as different nosebands, girths and martingales (can also be pictures if needed)

Practical test
Facility requirements – STABLE MANAGEMENT equipment

Equipment to perform a test - continued

C1 level:

- Legume and grass hay sample
- More grain and concentrate samples
- Another horse available for conformation discussion *(can be the horse of another candidate present)*
- Variety of tack items such as different martingales

Candidates are requested to bring their own bandaging materials and a first aid kit. However, it would be prudent to have on hand:

- A simple horse first aid kit
- A set of stable bandages

Practical test

Facility requirements – RIDING PORTION equipment and arenas

At different levels different facilities and equipment should be available to perform a test.

The Branch should have access to <u>at a minimum</u>:

D level:

- A fenced area / arena on sand or grass
- 5 poles

D1 level:

- A fenced area / arena on sand or grass
- Equipment to set up 4 single fences (8 poles and 8 jump stands)

Practical test

Facility requirements – RIDING PORTION equipment and arenas

Equipment to perform a riding test – continued

D2 level:

- An arena on sand or grass
- Equipment to set up at least 5 fences, including 1 oxer *(6 sets of standards and 12 poles)*
- Access to an XC field with simple fences (e.g. logs) on flat terrain and an option for hill work. Not to exceed 2'3".

If the examiner would like candidates to do the simple flat ride as provided in the testing procedures, a dressage ring with letters must be set up (at least 20 by 40 m.)

Practical test

Facility requirements – RIDING PORTION equipment and arenas

Equipment to perform a riding test – continued

C level:

- An arena on sand or grass with dressage letters (minimum 20 by 40 meters)
- Equipment to set up at least 6 fences, including some oxers
- Access to an XC field with 4 simple fences, fences at a pre-entry level, maximum 2'6" in width and height. Preferably on varied terrain.

Practical test

Facility requirements – RIDING PORTION equipment and arenas

Equipment to perform a riding test – continued

C1 level:

- An arena on sand or grass with dressage letters (minimum 20 by 40 meters)
- Equipment to set up at least 6 fences, including some oxers
- Access to an XC field with 4 simple fences, fences at an entry level, maximum 2'9" in width and height. Preferably on varied terrain, including banks, small ditches and steep hills.

Practical test

**Facility requirements –
RIDING PORTION
equipment and arenas**

Equipment to perform a riding test – continued

The lead examiner should send you a jumping course before the test, so you can set this up beforehand and make sure all equipment is available as requested.

Make sure to have some volunteers on hand to help set up / change fences during the day as well.

Practical test

Examiner panel

In the Region we have a list of potential examiners.

For a test you will need to find a panel that is appropriate to the levels tested and the number of candidates.

Practical test
Examiner panel

A panel of examiners should ideally consist of 3 examiners. One will be the lead examiner and 2 will act as 'panel' examiners.

At the D levels two examiners can be allowed for a panel

Allow for approximately 1 examiner for every 4 candidates.

Examiners cannot be the Branch instructor, the DC, Branch test rep or a family member to one of the candidates

In ABS a novice lead can be used for tests up to the D2 level.

We encourage 'switching' examiners every 2 to 3 years.

Practical test
Examiner panel

The lead examiner will be responsible for planning the day of the test in collaboration with the test rep.

They will provide the test rep with a jumping course and possible requests for testing materials to be available on the day of the test.

If they don't offer this information, ask them for it!

Practical test
Notification

Notify the Regional testing chair of your date and location for testing.

This form is available on the Regional website and includes the number of candidates, the levels tested and the names of your examiners.

This form should be submitted at least 1 month prior to your test date.

Testing day!

On the day of testing the Branch test rep is expected to be present for the complete duration of the test.

They are the one coordinating the day and making sure everything runs smoothly and on time.

Most importantly they are the liaison between candidates and examiners and the buffer between parents and examiners.

The test rep. will be the candidate's representative and as such will be present for the candidate's critique – **not the parent**

Any concerns around the test that are expressed by the parents (or candidates) will run through the test rep. – **parents should not address examiners independently.**

Testing Day
Test rep tasks

Make sure that all paperwork is available for the test

Make sure the jump course is set, and a crew is on site to assist with changes

Be the safety officer for the day (or delegate this task)

Organize food and refreshments

Keep examiners on schedule

Act as the candidate representative

Make sure all paperwork and passports are filled out and signed

Hand out disks as appropriate

Make sure examiners get paid

Testing Day
Paperwork - Candidates

The test rep will make sure that all paperwork is ready to go for the test (have some spare papers too!):

Have a folder for each candidate with

- A copy of the test application for each candidate (ensure the lead examiner is aware of any special circumstances)

- A copies of the individual test record sheets at the appropriate level (1 set of record sheets per candidate, consisting of the overall results, a sheets for SM scoring and riding scoring)

- Put the candidate's passport with their folder when they arrive for their test

    (have a couple of 'passport testing pages available for those that forgot their passport)

Testing Day
Paperwork - Examiners

Have a folder for each examiner with

- Copy of the schedule for the day
- Enough copies of the examiner worksheets at the appropriate level (a set of worksheets for each examiner)
- Make sure the examiners have the MLFT form if applicable.
  There is a sperate form available on the website for the Stable management and riding phases of a MLFT.
- Copies of the flat test and jump course
- Test evaluation forms for the panel and lead examiners

Testing Day
Paperwork - Other

The test rep will make sure that all paperwork is available for the test:

- A copy of the testing procedures and testing procedures requirements
- Copies of the flat ride test at the required levels.
- A copy of the test evaluation form for the test rep.
- Copies of the ABS examiner invoice sheet to fill out at the end of the day and pay examiners (or use your own)
- Gather passports from all members at the start of the test, to be signed and returned at the end of the day

Testing Day
Paperwork – After the test

Send a copy of the test result form to the Regional testing chair

Copy all individual test records, before returning those to the candidates. These stay on record with the Branch.

Send a copy of the test evaluations as done by the examiners and yourself to the Regional testing chair.

Upper-level testing

C2 tests and up will be performed at the Regional level.

As the test rep you are responsible to still make sure that

- ✓ Your candidates are prepared
- ✓ Your candidates are qualified to test
- ✓ Your candidates are aware of deadlines and paperwork to be submitted
  - ✓ Intent to test
  - ✓ ABSR Testing plan
  - ✓ Proof of first aid certification
  - ✓ Written test
  - ✓ Application to test

Thank you!

Guide for test reps in the ABSR Region