

REGIONAL EXAMINER FAQs

November 2012

Who can be an examiner?

1. Active members and affiliate members Any active or affiliate Pony Club member, in good standing, who is at least **16** years old as of January 1 of the current year, and who has achieved at least a **C level** may apply to become an Examiner. Members may apply to become examiners up to one complete level below their own current test level. Members who are 15 years old and will become 16 before January 1 of the next calendar year may also apply and attend examiner clinics but will not be put on the list until they become 16.

2. Pony Club Alumni may also apply to become Examiners.

3. Experienced horse people over the age of 21 as approved by the region may apply to become Examiners. They are asked to submit a resume outlining their experience with horses, young people and Pony Club.

What do I need to do to become a Pony Club examiner?

- be familiar with the requirements of the levels up to the level that you wish to test. These can be found by reading the **current C/D Testing Procedures Requirements for Examiners, Coaches and Candidates** available at <http://www.canadianponyclub.org/Misc/Downloads.html> listed as “Requirements for ...” on the webpage. You will find a list of recommended examiner characteristics in this document.
- read the **C/D Testing Procedures** document available for download at the same webpage
- have, or have access to, all books on the required reading list.

How do I get on the regional examiners list?

1. Attend a clinic.

You can obtain information about the location and topic of regional and national clinics from the SLOV webpage <http://www.canadianponyclub.org/SLOV/index.htm> under testing, notices, or on the calendar. You can also contact the Regional Test Chair. Bring a pen, paper, and your copy of the most recent C/D Testing Procedures Manual - this can be printed from the CPC web page (address above) Please note that changes to the CPC Testing Procedures are made annually, so be sure to check this web site shortly before the workshop. Print any relevant addenda you find there.

2. Complete an application to join the current SLOV examiners' list and send it to the current test chair

Note: Potential examiners can send in their application then attend a clinic, either order will do.

3. To your application please attach:

- 1 a copy of a **current St. John Ambulance or Canadian Red Cross Standard First Aid** certificate or its equivalent.
- 2 If you are **an adult experienced horse person or you are an adult “graduated“ (over 25 years of age) Pony Club member**, please also submit a **resume of your experience in the horse industry**. This will help us in placing you on the list.

How will I know at which level I will start testing?

The initial level at which applicants are eligible to test will be at the discretion of the Regional Testing

REGIONAL EXAMINER FAQs

November 2012

Committee based upon horsemanship knowledge, experience and familiarity with the Pony Club system. Applicants will be notified of their beginning level.

The level at which current Pony Club members and affiliates may test is dependant upon the member's own tested level as detailed in the current C/D Testing Procedures as well as upon the discretion of the Regional Testing Committee.

Current or affiliate Pony Club members:

“Senior Pony Club Members may be listed on the Regional Examiner’s List and used to examine provided that:

a) **they are 1 full level above the level to be tested.**

i.e. C's may test D's

B's may test to C

C1's may test D - D1

B2's may test to C1

C2's may test D - D2

A's may test to C2”

From C/D Testing Procedures 2012 Part 1 – GENERAL INFORMATION Pages 13 - 14

Current Pony Club members may not test beyond the level indicated in the Testing Procedures document unless they pass their own next test level. A full level is the complete level which means all phases, both stable management and riding.

Adults

Placement on the list as a junior examiner will be based upon the information submitted in a resume. This, as well as any comments from the senior examiner at tests in which they assisted, will be used to determine the examiner's level as a regular examiner. Once placed on the list as a regular examiner, the existing upgrading policy will apply.

Once I am on the list, how do I gain experience so that I feel comfortable testing?

Please see the glossary at the end of this document to explain terminology.

The applicant is added to the current Regional Examiners' List, as a **junior examiner** who is qualified to **assist** with tests. All new examiners who are added to the list will be asked to assist and/or test at least twice within the D/D1/D2 levels. Since the levels within the testing system build on each other, it is beneficial for examiners at all levels to have some experience within each level. The purpose of assists is to ensure that examiners are fully qualified and experienced at all test levels. The total number and types of assists required will depend upon the level at which the examiner joins the list or, for those upgrading, the level at which the examiner is presently testing and the level to which the examiner is upgrading. Please note that tests within our region are seldom at one level only, but often across several levels. These multi-level tests will count for the highest level at which you need an assist. In other words, if you are on the list as a Junior C examiner, on the panel for a D - C1 level test, the test would count as an assist to become a Regular C level examiner but not as an assist towards becoming a C1. For a Regular C examiner it could count as an assist towards upgrading to become a C1 level examiner. Branches must use examiners on the current year's regional test list for their test(s). It is important that examiners check the list to be sure that their contact information is correct.

D Levels

2 of 10

REGIONAL EXAMINER FAQs

November 2012

- If you join the list as a D examiner, both your assists would be at the D level and are all that you need to begin testing as a regular D examiner. If the examiner is assisting as a D level examiner at a multi-level test, the assisting examiner would be eligible to test only D level candidates.
- If you join the list as a D1 examiner, your assists would be one at the D level and one at the D1 level. These are all the assists that you need to begin testing as a regular D1 examiner. If the examiner is assisting as a D1 level examiner at a multi-level test, the assisting examiner would be eligible to test D and/or D1 level candidates.
- If the examiner joins the list as a D2 examiner, the assists should be one at D/D1 and one at D2. If the examiner is assisting as a D2 level examiner at a multi-level test, the assisting examiner would be eligible to test D, D1 and/or D2 level candidates.

C levels

The entire test procedure requires some practice and as a C level tester, the examiner could be assigned as the senior examiner on a panel in the D levels therefore all new examiners at the C level will be asked to **test twice** as regular examiners and to receive positive reports from the test reps **within the D levels (D/D1/D2)** before qualifying to assist within the C levels (C, C1, C2).

- If the examiner joins the list at C level, the examiner will then need to assist at two C level tests. If the examiner is assisting as a C level examiner at a multi-level test, the examiner would be eligible to test D, D1 D2, and/or C level candidates.
- If the examiner joins the list at C1 level, the examiner will need to assist at one C level test and one C1 level test. If the examiner is assisting as a C1 level examiner at a multi-level test, the examiner would be eligible to test D, D1 D2, C and/or C1 level candidates
- If the examiner joins the list at C2 level, the examiner will need to assist once at C/ C1, then assist once at the C2 level before becoming a regular C2 examiner. In SLOV C2 tests are Regional Tests.

Please note: As a **Junior Tester** you cannot test alone. When the **regional testing chair** receives notification of your two assists and the recommendation of two different senior examiners from those assists, you may be upgraded to a regular Examiner. Other clubs will be notified at the next publication of the C/D Examiners List (usually at the beginning of the season).

How am I to find these assists?

- contact local **Branch Test Reps** and ask to be included in any appropriate tests to help earn your assists. Branch contacts are listed on the SLOV website at <http://www.canadianponyclub.org/SLOV/index.html> We hope to have branch tests listed on the SLOV website in the near future.
- The region encourages experienced examiners and branch test reps to try to include junior examiners in their tests whenever possible. (maximum two people assisting per test)

How do I ensure that I get credit for my assists?

- make sure your assist gets recorded on the **Test Result Report Form** filled out by the **Branch**

REGIONAL EXAMINER FAQs

November 2012

test rep. This form is sent to the regional test chair so you will get credit for the assist. .

- The **senior examiner must also make a recommendation** concerning the junior examiner on the **Senior Examiner's Evaluation form**. It should note whether the junior examiner has a competent knowledge of the testing materials as well as the maturity and social skills necessary to handle the desired level of testing.
- Keep a record of your assists and tests at home as backup.

How do I stay on the examiners list?

Examiners are appointed for a two year term and active examiners are eligible for reappointment. To maintain their current level and be reappointed, Examiners must:

- Do **one (1) test OR** attend a Regional or National Examiners' Clinic at least once in a 2-year period .
- Have a **current First Aid certificate** at all times. **The examiner is responsible to forward a copy of their updated certificate to the Regional Test Chair and to keep the Regional Test Chair apprised of any changes to contact information - address, telephone number, email, etc.**
- Stay current on Testing Procedures, check the CPC Website on a regular basis.
- Demonstrate active involvement in pony club activities and the horse industry. This can be done in a variety of ways including attending lectures, seminars, workshops and clinics, giving clinics, organizing tests, participating in marking panels, or other Pony Club and/or horse related activities.
- Be positive and professional in their relationship with testing candidates. Agree to take the Respect in Sport certification online course supported by SLOV.
- Never comment upon or discuss the performance of candidates outside the test situation.
- Do their best to make testing a good experience whenever possible.

Ontario Equestrian Federation membership is mandatory for Pony Club members; recommended for others.

If this criteria is met, the Examiner remains on the Regional Examiners' List.

If this criteria is not met, the Examiner goes onto the **Dormant List** for a 1-year period. During this time, they will be notified of any Regional Examiner Clinics and will be reinstated if they attend.

After being on the dormant list for a year, if the Examiner does not update qualifications, he or she will be removed from the contact lists and will not receive any notification of clinics. To go back on the Examiners' List, he or she must contact the Regional Examiner Chair and attend the next Regional Examiner Clinic.

I am already on the examiners list. How do I upgrade?

Please note: The upgrading policy below is in effect at all levels for **current and affiliate Pony club members**, however upgrading is contingent upon the member or affiliate passing his or her own next level of testing. Please see the current C/D Testing Procedures for the maximum level to which

REGIONAL EXAMINER FAQs

November 2012

you can test given your own tested level.

Upgrading (D to D1)

1. **Test at least twice at D level.**
2. Completed **at least 1 assist** at the **desired** level.
3. Receive **satisfactory reports from Test Reps** at the tests you have done. The test rep fills out a Test Evaluation form, copies of which can be found in the CD Testing Procedures document after each test. If there are problems at a test, it is here that they report it. Report of problems will be investigated by the regional test committee.
4. **Current or affiliate Pony Club members** - must pass at least their full C1 level Pony Club test before they can upgrade. A member who passes the full C1 test, may be moved up to D1. The member must have the assist mentioned above before being upgraded. The member may attain the assist before or after passing the C1 test. The assist cannot be one of those used to join the examiners list as a D level examiner.

Upgrading (D1 to D2)

1. **test at least twice at D1 level.**
2. Complete **at least 1 assist** at D2 level.
3. Receive **satisfactory reports from Test Reps** at the tests you have done. The test rep fills out a Test Evaluation form, copies of which can be found in the CD Testing Procedures document after each test. If there are problems at a test, it is here that they report it. Report of problems will be investigated by the regional test committee.
4. **Current or affiliate Pony Club members** - must pass at least their full C2 level Pony Club test before they can upgrade. A member who passes the full C2 test, may be moved up to D2. The member must have the assist mentioned above before being upgraded. The member may attain the assist before or after passing the C2 test. The assist cannot be one of those used to join the examiners list as a D1 level examiner.

Upgrading (D2 to C)

1. **Test at least twice at D2 level.**
2. Attend a **Regional Examiners' Clinic**.
3. Obtain **two assists** with an experienced C, C1 or C2 level examiner at C level tests. It is felt by the testing committee that the jump from the D2 level to C level is significant and to properly prepare our examiners for this level, two assists will help introduce you to the requirements of this level.
4. Submit a **letter of recommendation** from one of the senior examiners with whom you have assisted at a C level test. This letter must confirm that the candidate has a competent knowledge of the testing materials at the desired level as well as the maturity and social skills necessary to handle the desired level of testing.
5. Receive **satisfactory reports from Test Reps** at the tests you have done. The test rep fills out a Test Evaluation form, copies of which can be found in the CD Testing Procedures document

REGIONAL EXAMINER FAQs

November 2012

after each test. If there are problems at a test, it is here that they report it. Any report of problems will be investigated by the regional test committee.

6. Current or affiliate Pony Club members must pass their at least their full B level Pony Club test before they can upgrade. A member who passes the full B test, may be moved up to C. The member must have the two assists mentioned above and the required letter of recommendation before being upgraded. The member may attain the two assists before or after passing the B test. These assists cannot be the same ones that were used to join the examiners list as a D2 level examiner.

Upgrading (C levels)

To move from C level to C1 or from C1 to C2

Once becoming a C examiner, in order to upgrade through the C1 and C2 levels, examiners will be required to:

1. Test twice at the examiners current stage (C or C1).
2. Attend a C level regional or national level examiners' clinic once every 3 years.
3. Receive **satisfactory reports from Test Reps and other Examiners** at the tests you have done. The test rep fills out a Test Evaluation form, copies of which can be found in the CD Testing Procedures document after each test. If there are problems at a test, it is here that they report it. Any report of problems will be investigated by the regional test committee.
4. **Current or affiliate Pony Club members** must pass the B2 level test to move to C1 and the A test to upgrade to a C2 level examiner as well as have completed requirements 1, 2, and 3 above. A member who passes the B2 or the A level test, may be moved up to test C1 or C2 respectively.

then choose one of the following paths

Path 1

Submit a letter of recommendation from another examiner who is currently at or above the desired level of testing before upgrading to the next stage and do one assist at the desired level. This letter must confirm that the candidate has a competent knowledge of the testing materials at the desired level as well as the maturity and social skills necessary to handle the desired level of testing. The recommending examiner should have been one of those who was at a C1 or C2 test at which the applicant assisted. _

OR

Path 2

Attend 2 assists at the desired level.

The Regional Testing Committee will regularly review upgrade requests and letters of recommendation, and notify examiners of their promotion to the next level.

REGIONAL EXAMINER FAQs

November 2012

I want to join the National Examiners List and be able to test at B and A level tests? How do I do this?

The examiner must make application to join the national examiners list .

In most cases, the examiner must:

1. have begun on a regional examiners list before making application to become a National Examiner.
2. Have participated on the test panel for **two complete C2 tests** as a regular examiner
3. Participated in **one B or B2 level test as a junior examiner**
4. **Submit an application** to the National Test Chair (**Examiner's Basic B Application Form**) found at <http://www.canadianponyclub.org/Misc/Downloads.html> Applications may be submitted at any time of the year to the National Test Chair. The entry level will be determined using the information you provide on your application, in the letters of recommendation and from the resume you provide.
5. Submit a **letter of recommendation** from the senior examiner at the B/B2 test at which you assisted.
6. Have attended a National level **examiners clinic** within the last 3 years.
7. Have a current **Standard First Aid Certificate**.

Those who wish to join the National list as a B or an A level examiner should refer to the **current A/B Testing Procedure REQUIREMENTS FOR EXAMINERS COACHES AND CANDIDATES** available at <http://www.canadianponyclub.org/Misc/Downloads.html> for more information about criteria.

Checks and Balances

Please be aware that at every test all examiners and test reps are requested to complete **test evaluation forms** found in the back of the testing procedures documents. Upon receipt of negative reports, the Regional Testing Committee will assess need and contact the examiner involved in writing or by telephone and take appropriate action where necessary. The Regional Test Committee has the authority to determine the continuing capability and position on a panel for regional examiners. This will be included in their job description.

Terminology:

Panel: A team of examiners at a test. For C2 and above tests the panel consists of at least 3 examiners, more if the number of candidates warrant. A panel works as a team. The senior examiner is an equal member of that team when it comes to mark input, comments, etc. He/she is assigned to ensure each member of the panel has equal input. Any panel member can write the comments on the Individual Record Sheets. All marks should be a collaborative effort.

Senior examiner: The highest level examiner on a panel. If two or more examiners are at the same level on a panel, they may decide amongst themselves who will serve as the senior. This person should sign the applications to test and is responsible for ensuring that all paperwork is completed. The Senior Examiner may assign stable management topics to the others on the panel before the test or do this in consultation with the other regular examiners on test day. The senior examiner may request the stable management questions from any examiner on their panel, regular and junior, at any

REGIONAL EXAMINER FAQs

November 2012

level test however the senior examiner is an equal member of the team when it comes to mark input, comments, etc.

He or she will assign **at least one stable management topic to Junior examiners** on the panel. This should be done at least one week before the test date. He or she will review the questions created by the junior examiner before the test begins to confirm they are at level and appropriately phrased

The **Senior Examiner's Evaluation Form** should be filled in by the senior examiner. He or she should include a recommendation about any junior examiners on the panel on this form. The senior examiner may mail, electronically, or simply hand the test evaluation form to the branch test rep to be forwarded to the Regional Test Chair.

The Senior examiner at a D level test should be at a minimum D2 level for D or D1 level tests, at a minimum C level for D, D1 or D2 level tests and a minimum C2 level for C or C1 tests. The senior examiner at C2 level tests is a basic B or higher level examiner. See the **C/D Testing Procedures**, Part 3, Section C.

Regular examiner: Regular examiners are able to independently test stable management topics and are part of the panel testing the other phases at their assigned level. All examiners, senior, regular and junior, should have a voice in discussions and assigning marks. The Regular examiner should fill out an **Examiner's Test Evaluation Form** and forward it to the Regional Test Chair by mail, electronically or by giving it to the branch test rep the day of the test. They are also responsible for helping to fill out all paperwork for the test, including their own worksheets and the Individual Record Sheets for the candidates.

They also help to guide any junior examiners who are assisting on the panel. It is helpful if the regular examiners have their own stable management questions ready before the test so that the junior examiner can see them before the test begins. This will help in the learning process for the junior.

Junior examiner: one who is **not able to test alone**. He or she must test under the supervision of a senior examiner (= an assist). The junior examiner should complete all work sheets and assist in the completion of individual record sheets. A junior examiner is trying to gain assists in order to upgrade or, when first joining the list, to become a regular examiner. He or she should participate in all phases of the test and should sit in on all discussions. See below - Assist for more information.

Auditor: one who is interested in becoming an examiner or in upgrading and accompanies the testing panel to view the proceedings. Sometimes, a person who thinks he or she may wish to upgrade but is unsure. This person may accompany the testing panel but will not have input into any of the marks that are given and should not ask questions of the candidates. He or she does not complete work sheets or assist in the completion of individual record sheets.

Assist: actively participating in a test as a junior examiner. It is an opportunity to learn about the testing procedures and to improve skills under the guidance of experienced examiners. An assist is when a new or junior examiner accompanies an experienced examiner through a test. They complete their own worksheets for each phase including marks and comments and ask stable management questions for at least one section of the phase as assigned by the senior examiner on the panel. **Questions, with expected answers, should be shown to the senior examiner before the testing begins.** The questions will be evaluated as to whether they are appropriate to the level and for their wording. Junior Examiners will add their thoughts and compare the marks that they assigned on their worksheets to those of the other examiners to better understand the requirements of the level, the marking process, and to learn to make constructive comments. Assistant or Junior

REGIONAL EXAMINER FAQs

November 2012

Examiners are encouraged to ask the Senior or Regular Examiners for clarification or further information in a way that does not disrupt the candidates or the test, often between phases or sections, or after the test is complete.

Active examiner: one who has been put on the list for a two year period and is eligible for reappointment. See “How do I stay on the list?” above.

Branch Test Rep: the person responsible for organizing tests within an individual branch. The schedule for the day is completed by the Test Rep in consultation with the senior examiner. The Test Rep is the liaison between candidates and examiners on the day, and is responsible for providing an area away from candidates and parents, as well as drinks for the examiners and meals if the test is scheduled during meal times. The Test Rep will also help to keep the test on schedule and organize volunteers for ring crew, etc., as needed. This person may or may not be the District Commissioner of the branch. The **District Commissioner or DC** is the “leader” of the branch. Contact information for these people can be found at <http://www.canadianponyclub.org/SLOV/index.htm>

Examiners Evaluation Form: This is a form filled out by all the examiners on a panel about the test situation. There is space on the back for examiners to list the others who participated in their panel and to make any comments. This form must be sent to the Regional Test Chair. A copy of this form can be found in the current A/B Testing Requirements document.

Senior Examiners Evaluation Form: This is a form filled out by the senior examiner on a panel about the test situation. There is space on the back for examiners to list the others who participated in their panel and to make any suggestions for improvement. It is here that senior examiners should make any recommendations about junior examiners when they have assisted on a panel. This form must be sent to the Regional Test Chair. A copy of this form can be found in the current A/B Testing Requirements document.

Test Evaluation Form: This is a form filled out by the test rep at the test. It is here that positive and negative feedback is recorded by the test rep. It is sent to the Regional Testing Chair and to the membership chair so that test results and the examiners who participated can be tracked and any problems investigated where necessary.

Regional Test Chair: A member of the regional committee who is responsible for organizing C2 and above tests within the region. This person acts as a source of information for the branches and helps to keep records and disseminate information. All test records and evaluations are sent to the Regional Test Chair. For a full list of responsibilities please see the C/D Testing Procedures document Part 1, section I (ii)