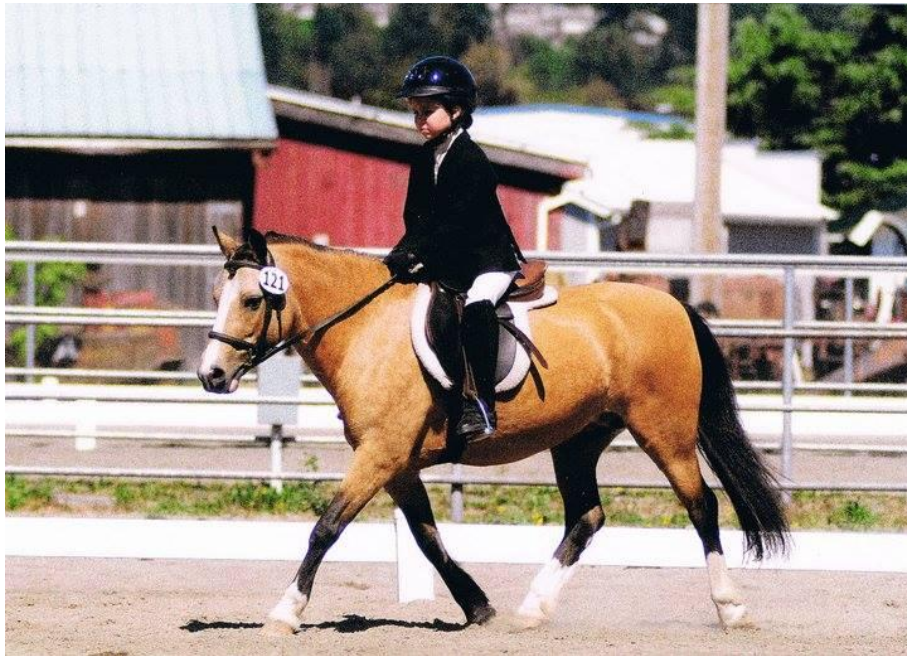


# CPC How to Test - D to C2 clinic



with  
Lezah Williamson  
CPC National Examiner  
and  
National Education Chair

# What is Pony Club Testing?

- From CPC C/D Testing Procedures (TP) (2015), p. 3:
  - Remember the aims/objectives of Pony Club:
    - Encourage young people to ride and enjoy sports connected with horses
    - Provide instruction in riding and horsemanship, and proper care of animals
    - Promote highest ideals of sportsmanship, citizenship, and loyalty, thereby establishing character and self-discipline
  - Pony Club tests are:
    - Steps toward the aims/objectives of Pony Club
    - Offered as encouragement for members to advance and to provide a method of determining that members have a good, well rounded knowledge of horsemanship and stable management
    - Fulfilling the aims of enjoyment, developing skills, sportsmanship, and citizenship
    - Emphasis is on being practical and workmanlike

# Who Can Become an Examiner?

- From CPC Testing Procedures (2015), pp. 5 and 13
- Any current member of CPC who is:
  - A full 'C'
  - Minimum of 16 years old
  - Has First Aid
- Any adult approved by the region
  - Must meet Regional Examiner requirements to be placed on the list
  - Is teaching at or above the level to be tested
  - Has First Aid

# More on Members as Examiners

- From CPC Testing Procedures (2015) p. 13:
  - C can test D
  - C1 can test D1
  - C2 can test D2
  - B can test C
  - B2 can test C1
  - A can test C2
- The person you test cannot be someone you teach regularly
- You can only test if you are on a panel with experienced adults
  - If testing at C2, a 'B' examiner (or higher) of any classification must be part of the panel

# Steps to Becoming an Examiner

- Attend an Examiner's Clinic
- Fill out the Application form
- Shadow 2-3 tests
- Have access to and review all the references on the Required and Recommended Reading lists (found in CPC C/D Testing Procedures 2015, p. 17), being particularly familiar with:
  - CPC C/D Testing Procedures (2015)
  - CPC C/D Testing Requirements (2015)

# CPC Testing Procedures (2015) and CPC Testing Requirements (2015)

- Have a copy of these documents
- Make sure you are looking at the latest version
  - There are still outdated versions online (2010, etc.)
- Make sure you are familiar with them
  - However, there is no expectation that you memorize them
- They will provide you with everything you need to know
- Make sure you update them when changes come out
  - This can happen once or twice a year so make sure you check the website

# Candidates

- From CPC C/D TP (2015), pp. 3-4:
  - All testing rules as outlined in TP must be followed by all parties (candidates, parents, coaches)
  - Candidates cannot be tested by their family members, club instructor, DC, Test Rep, or anyone who regularly teaches them
  - Candidates:
    - Must be recommended by instructors who are familiar with C/D TP
    - Must have 60% attendance confirmed by DC
    - Must have passed written exam with a mark of 60% or better
    - Must meet minimum age requirements for both self (varies by level) and pony/horse (5)
    - Must be familiar with Required Readings (CPC C/D TP, p. 17)
    - Must complete SM phase prior to or at the same test as the riding
    - Must bring a horse capable of test requirements
    - May be asked to withdraw due to:
      - Abuse of horse
      - Rudeness
      - Unsportsmanlike conduct
      - Safety Concerns

# “The Pony Club Way”

- Don't use this phrase EVER!
- We are evaluating candidates compared to:
  - **A standard**
    - *That is based on a **systematic** and **progressive** education program*
    - With an emphasis on **safety**
- Every test you do in your life will be based on some kind of syllabus that will prescribe criteria/core ideas/skills/Learning Outcomes to be met, which is no different than what you experience in a PC test
- Pony Club (and by extension, Pony Club testing) should be considered an *intermediate optimum*
  - The horse world tends to polarize between trends, which cycle typically every 5-10 years or so
  - Pony Club tries to avoid this polarization and instead *values, teaches and tests* what is **classical, traditional** and **most humane**, always with an **emphasis on safety**
- *The teachings of Pony Club are considered by many to be the Gold Standard*
  - Insurance companies in particular refer to PC as trend setters in safety
  - EC Stewards also look to Pony Club for our continued efforts to be safe and humane
  - Our Stable Management program is highly respected in the equine community
  - Pony Club alumni often comprise the bulk of Olympic team members worldwide



# Roles at a PC Test

- Test Rep
  - Organizer
    - Sets date, time and place
    - Contacts and contracts panel
    - Collects paperwork from candidates, ensures it is complete and candidate is eligible
    - Provides paperwork for Examiners and arranges for your food
- Senior Examiner
  - Sets schedule (together with Test Rep.)
  - Assigns Stable Management topics
  - Sets course (or delegates)
  - Checks applications prior to test starting
  - Responsible for final paperwork
- Testing Panel
  - Be aware of and test to standard
    - Prepare questions and bring any equipment necessary
  - Contribute to the discussion
  - Arrive at a consensus for each candidate

# Roles at a PC Test (cont'd)

- Shadow/Assistant Examiner
  - Circulate and listen to questions, observe the process without disturbing the candidates
  - Not to be used as jump crew
- Candidate
  - Complete the test application
    - C2s must complete and submit First Aid certification prior to test
  - Have a horse capable of fulfilling test requirements
  - Be aware of test requirements and be prepared
  - Bring any equipment required for the test
  - Inform the Test Rep immediately if you cannot come
  - Be on time
  - Be aware of the schedule so as not to cause delays
- Candidate's Assistant
  - Only allowed at C2 level
  - Must be a PC member and at a lower level than the candidate
  - Essentially acts as a horse holder and go-fer
  - Not allowed to school or braid or in any way prepare the horse

# Parents at a PC Test

- Parents are important at a PC Test
  - They are the candidates' support system
  - They can provide important emotional support, but should not be assisting in the preparation of the horse (once the test is underway)
    - The exception to this might be a very young D/D1 candidate getting help with tacking up before the test starts
- Parents' role:
  - Ensure the candidate gets to the site on time
  - Provide emotional support
  - Ensure the candidate is fed and hydrated
- Parents are welcome to watch the test but must be 20 m. away from the ring
- Parents should not be in the barn during the Stable Management phase
- Parents are welcome to video and/or take pictures (after getting consent from the other candidates) but the videos/pictures cannot be used in an appeal
- Parents are encouraged to attend the critique and it is recommended they take notes for the candidate

# Duties of the Examiner

- From CPC C/D Testing Procedures (2015), p. 14:
  - Be familiar with TP and the requirements of the level being tested
  - Inform the Test Rep of any conflicts of interest
    - Inform the Test Rep **immediately** if something comes up and you cannot attend
  - Arrive at the test site at least a ½ hour early; plan to stay for the duration
  - Put the candidates at ease during the test
  - Be clear about reasons for your decision (on the ‘Records Sheet’ and in the critique, but never before the conclusion of the test for that candidate )
  - Fill out and sign all necessary paperwork prior to leaving
  - Present travel vouchers and mileage to Test Rep
  - The Examiner can stop the test at any time due to:
    - Safety
    - Bad footing
    - Unsoundness
    - Unsuitable facilities
  - Fill out the ‘Test Evaluation’ form prior to leaving

# Considerations for panel members

- You are part of a panel, and as a panel you must reach consensus
  - Work as a team
- Be aware that if one person says something negative, people can hop on the band wagon and what should have been a 7 can rapidly deteriorate to a 4 or 5
  - Be reasonable and be aware of this tendency
- Remember you are testing this candidate based on what happens on this day (TP p. 62)
  - It is to be considered a snapshot
  - Past performance should not be considered
- Utilize the expertise of the members of your panel
- Do be knowledgeable about all elements of the test
  - Know your distances for poles/lines
- Your goal is to find out what the candidate knows, not what they don't know
  - Be open minded
  - Accept/anticipate that there will be different styles/approaches to things
- Remember this is a test, not a lesson
  - Avoid the urge to teach, or lower or adjust fences
- Be cognizant of time and the schedule
  - If there is a SM rotation, follow it
  - If a candidate is there for one section only, consider having a critique at the conclusion of their section or other break in the schedule such as lunch

# Dress/Considerations for Examiners

- Dress as if presenting for the SM section yourself
  - Be professional
  - Consider the weather and dress appropriately
    - You will be a stronger member of the panel and able to contribute more if you aren't constantly focussed on freezing/being soaked, etc.
- No cell phones
- No smoking or drinking alcohol on site
- Safe shoes/boots
  - No runners/flip flops
- No short shorts
- Take into consideration the appropriateness of any logos your clothing may have on it

# Responsibility of the Candidates

- From C/D TP (2015)
- It is up to the Test Rep to ensure that this is in place prior to test day:
  - Minimum ages:
    - D – 7
    - D1 – 8
    - D2 – 9
    - C – 10
    - C1 –
    - C2 –
      - C2s must have valid First Aid
  - For the riding, **one** horse/pony *capable of test requirements*
    - Horse/pony must be at least 5 years old
  - Tack usually worn by pony
    - Not allowed: wire bits
    - Martingales over fences only, not on the flat
    - Running martingales only for cross country
    - Grass reins/overchecks allowable at D level
  - Rider turnout: complete riding dress unnecessary; must be neat/clean/in good repair; must have helmet, gloves, safe footwear, Pony Club pin, medical armband (for all phases)
  - Must bring: clean grooming kit, tack cleaning kit, passport, bandages for C1 and up, etc.

# Marking Scale

- From C/D TP p. 20
  - 0 - Not attempted = *FAIL for entire phase*
  - 1 - Attempted but not executed (they tried)
  - 2 - Bad
  - 3 - Poor
  - 4 - Unsatisfactory
  - 5 - Almost Sufficient
  - 6.5 - Sufficient/pass
  - 7 - Satisfactory
  - 8 - Good
  - 9 - Very Good
  - 10 - Excellent
  - 10+ - Outstanding
- Half marks are allowed
- Make sure your comments reflect the marks (e.g., Don't write 'good' but then give 7)



# Before the test

- Respond to the call/email from the Test Rep within 24 hours
  - Doing so on email will provide you with something to refer back to
  - Note it on your calendar (date, time, location)
  - If you are not familiar with the site, Googlemap it
    - Plan to arrive at the test site a ½ hour early
- Get contact info for the Senior Examiner in case you have any questions
- Be aware of levels and numbers being tested
  - This may change closer to the test date but will help with your planning
- Review CPC C/D Testing Procedures (2015) and CPC C/D Testing Requirements (2015)
  - Review requirements for riding and stable management
  - Review time recommendations for test length (varies by level)
- Prepare your Stable Management questions for the senior examiner to look at and collect any tack/equipment you need for your questions

# Preparing Stable Management Questions

- Refer to your SM sections in TP at the level you will be testing
  - Use this as your guide in creating your questions
- Look at old written tests to help you create your questions
- Write your questions down and submit them to the senior prior to the start of the test
  - Make sure you have enough questions to add up to 10 (or whatever your section is out of)
  - Make sure that your marks breakdown makes sense
- Some candidates like to look at the questions
- Marking is easier if you have a checklist or take some notes
  - This can be handed back to the candidate after the test so will help with their education

# While testing

- Come at this with a clean slate/no preconceptions
- A PC test is not a horse show
  - There are vastly different criteria
- Remember the candidates are being compared to a standard, not to each other
- You are testing the rider and his/her ability to apply the appropriate aids to your horse to achieve a particular aim
  - It is about how the candidate deals with the horse, not about how fancy the horse is
- Just because something happened to you at a test in the past does not mean you have to inflict that upon others
  - Be fair and honest, open and positive
  - Be thoughtful and understanding, patient and friendly
  - Be sympathetic
  - Have a sense of humour
  - Be **consistent** from candidate to candidate, and test to test, from year to year

# While Testing (cont'd)

- Set the candidates at ease
  - You can re-phrase questions if they don't understand
  - Some candidates prefer to read their questions first
- Candidates will typically be more nervous for a PC test than they would for a show or event
- If the senior examiner forgets something, don't be afraid to politely point it out
  - They will appreciate this, as it will save time in the long run
- Make good, detailed notes as you go
  - You might think you will remember everything, but at the end of the day when you are sitting writing up the test papers, you'll find that you didn't
- Flat rides should be called
- For some issues, if a candidate can explain what should have happened, what went wrong, and how to fix it (but is unable to show you), their mark will not be as low
- Allow candidates to walk the stadium course
- Allow candidates to walk/trot (mounted) around the XC course
- Allow candidates to re-do *PART* of a flat ride or jump course *if they can tell you what they are going to improve upon*

# If things go wrong

- You may have to make some hard decisions
- Candidates can be asked to retire at any time
  - If a horse is lame, suggest the candidate come back on another day
  - If the footing or facility is not safe or cannot adequately meet test requirements, you may have to call for postponement of the test
  - If a rider has multiple refusals, consider asking the rider to retire
  - If a rider is not capable of completing the stadium course, they probably should retire prior to going on cross country
  - If the rider falls, you should ask them to retire
    - Refer to TP, p. 64 re: concussions
- You may have to make allowances
  - Be flexible with the schedule – sometimes things come up that you did not anticipate
  - Think about the weather, and allow candidates to wear weather appropriate clothing once they have done their initial tack check

# Paperwork

- Take good, clear, detailed notes
  - You may have to refer to them during the critique
  - Keep them for at least a year
- On the day, add your SM notes to the good copy immediately to speed up the paperwork
- On the day, try and quickly decide on riding marks immediately after each candidate completes their course or flat ride
- Check your math and have someone else double check it
- Your paperwork shouldn't take very long

# Writing Comments

- From TP, p. 13
  - Not much is needed for marks of 8-10
  - Comments offered should be constructive
  - Marks of 7 or lower need comments re: how a candidate can improve, or observation of what occurred
  - Emphasize the candidate's *INFLUENCE* on the horse rather than the horse itself
  - Words to avoid: appear, tend, seem
  - Words to use: adequate/inadequate, effective/ineffective, consistent/inconsistent, well planned, competent, responsive, disorganized, etc.
  - Phrases to use: Work to improve \_\_\_\_\_ ; by doing the following... ; Attempt; Add to your skills by ...; To reinforce your aids try ...; You demonstrated a clear understanding of ...; You are a tactful rider as reflected in your approach to ...; You must concentrate on \_\_\_\_\_ as indicated when your horse \_\_\_\_\_; Continue to work on improving...; etc.

# Critique

- Options, usually decided by the Senior Examiner with input from the Test Rep and panel:
  - Individual blow-by-blow critiques
  - Group critiques (avoid!)
  - Give the candidates the marks sheet to read privately, and give them the option to come and talk if they want to
  - Give the candidates the marks sheet to read privately and ask them to come hand it in and pick up their passport; ask them if they have any questions



# How to Handle Unhappy People

- Sadly, candidates do fail periodically
- You need to emphasize what they did do well or what sections they achieved; acknowledge what went wrong but rather than focussing on the negative, give them constructive ideas to help them improve for next time
  - Reiterate what they have achieved coming out of the test
  - Sometimes people just need to have their concerns heard
- Parents/candidates/coaches should not get too angry; it is the Test Rep's job to shut this down before people get too emotional
- It's a good idea to compare the form they fill out at the end of the test and see if any concerns were noted there, as well, prior to receiving their results

# Appeals and Accidents

- Refer to TP p. 7
- Videos can be taken for personal reasons (with permission of all at the test) but cannot be used in the appeals process
- Keep your paperwork for up to one year
  - Keep detailed notes
- If there has been any kind of accident, keep the testing paperwork in excess of five years
- Ensure that the Accident form is filled out
  - Keep detailed notes of what happened, who was there, etc.

# Concussion

- C/D TP p. 64
- Review this!
- It is important that you are able to recognize the signs/symptoms of concussion
- Any athlete who has a suspected concussion must be referred to medical attention immediately
- Same-day return to riding is only allowed to be okayed by a medical professional
- Ensure that the appropriate paperwork is filled out and keep copies of all your paperwork; keep notes on the fall

# How to Prepare and Improve as an Examiner

- Go to clinics
- Practice question writing
  - Ask an experienced examiner for feedback
- Read the reference books
- Review Testing Procedures and Testing Requirements periodically
  - Update your copies as often as necessary
- Volunteer to be a candidate's assistant at upper level tests
- Volunteer to mark written tests/be jump crew/go-fer/safety officer (if you're old enough) at upper level tests

# Final Thoughts

- Each level is a building block to the next
- No two candidates will present exactly the same
  - Everyone will have their own strengths and weaknesses
- You can think of the standard (a test level) as a room with a door leading in and another door leading out:



- You will go to some tests where some candidates are already almost ready to walk out through the door into the next level, while others are just barely touching the door coming into this level
  - Do recognize that both candidates in the above scenario are at the standard
- You have to be very careful if you have a strong candidate that you don't compare them to one another