



NEW ZEALAND PONY CLUBS ASSOCIATION INC.

Policy on Conducting 'H and A' Examinations

Purpose

To determine the minimum number of candidates required to proceed with a scheduled examination and the maximum number of Observers, Grooms, Technical Delegates and Pony Club Officials allowed to attend examinations.

'A' Examination

One Candidate

- Depending on circumstances, candidate may be asked to wait until the next scheduled examination date.

Two or more Candidates

- The exam will proceed.

'H' Examination

One Candidate

- Depending on circumstances, candidate may be asked to wait until the next scheduled examination date, if no alternative venue is available.

Two or more Candidates

- Where another venue is available, NZPCA will consider subsidising candidates travel to the alternative venue. An amount of \$100 to \$150 will be offered to the candidate depending on distance to alternative venue. Candidates will receive the subsidy after the exam.

'H & A' Examination (combined)

One 'A' and Two 'H' Candidates

- Exams will proceed where possible.

One 'H' and Two 'A' Candidates

- Exams will proceed where possible.

OBSERVERS at 'H & A' Examinations

H and A Exam - (combined) if only one candidate	-	no observers allowed.
A Exam - two or three candidates	-	two observers allowed.
H Exam - two or three candidates	-	one observer allowed.
H Exam - four candidates	-	two observers allowed.

If a new National Coach is attending as an observer - no other observers allowed.

If a National Coach is assisting for the first time - no observers allowed.

Code of Conduct for Observers at H or A Exam:

- It is paramount that the observer protects the privacy of the candidate/s and examiners. Therefore they will not discuss or repeat any comments made during the course of the exam or sum up with anyone other than the examiners without their prior approval and the approval of the candidates.
- During and following the certificate Exam the observer:
 - May be close enough to hear and observe the examiners and candidates.
 - Must not speak to the examiners unless addressed by them.
 - May discuss the exam with the examiners at the conclusion.
 - Must respect the authority of the TD for the duration of the exam.
- Observers failing to comply with these expectations can be asked to cease being an observer.
- Observers may not be a parent or coach of a candidate sitting that exam.
- If a new National Coach is attending as an observer, no other observers are allowed.
- If a National Coach is assisting for the first time, no observers are allowed.

GROOMS at 'H' Examinations (Only)

Candidates are paired for the H Exam

1. Morning: up to 4 candidates would give two grooms an opportunity to see all phases of the exam.
2. Afternoon: if enough applicants, could be a different pair of grooms or same ones could be used.

Number of Grooms / Assistants required:

- One candidate - maximum one groom.
- Two candidates - maximum two grooms.
- Three or four candidates - maximum of two grooms.

This is an opportunity for potential examination candidates to gain invaluable experience. They can help by preparing horses beforehand, being on hand during the exam, and caring for the horses at lunchtime and at the end of the day.

Each groom to be able to assist/watch all four sections of the H Exam. If more grooms apply than required they will be wait listed or first on the list for the next exam.

Phases 1 & 3 usually run concurrently as do phases 2 & 4, therefore, the same horse can be used in different phases.

PERSONNEL at Examinations (excluding trainee examiners and organiser)

One candidate

Two or Three candidates

Four candidates

A Exam

- Two examiners
- One TD
- No observers
- PC official (optional)

- Two or three examiners
- One TD
- One or two observers
- PC official (optional)

- Two or three examiners
- One TD
- One or two observers
- PC official (optional)

H Exam

- Two examiners
- One TD
- No observers
- One groom
- PC official (optional)

- Two or three examiners
- One TD
- One observer
- Two grooms
- PC official (optional)

- Two or three examiners
- One TD
- Two observers
- Two grooms
- PC official (optional)

Note: If only one H or A candidate, the Chief Examiner may examine on his / her own subject to prior approval from the Training Chairperson.

Supporting Documents:

TR6.02 NZPCA Guidelines and Requirements for Hosting H & A Certificate Exams

References:

NZPCA Certificate Rule Book
NZPCA Job Descriptions

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Please refer to <http://www.nzpca.org/resources>
for any updates or new developments.