



# NEW ZEALAND PONY CLUBS ASSOCIATION INC.

## Assessment Guidelines for B, H and A Certificates Candidates

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All candidates for B, H & A exams must be assessed before being accepted to sit the exam. This ensures that candidates are up to standard to sit. It also gives them a clear insight into the requirements and an opportunity to ask questions about content or procedure.

The Assessor MUST have an up to date knowledge of the exam content and all the relevant information - i.e. Certificate Exam Syllabus and the current 'Rules and Guidelines for PC Certificates.

Assessments for B must be carried out before a candidate can be nominated to sit the exam (R & G Rule 8). For H & A, the completed and signed Assessment Form must be submitted to the Association no later than six weeks prior to the examination date (R & G Rule 35). See also Rule 35 re nominations for H & A.

It is the responsibility of the candidate's Club to arrange for an assessment. The Assessor, who should not be one of the intended Examiners for the exam is invited by the DC in consultation with the Chief/Head Coach. It is recommended that the assessor for B certificate should at least be a C+ Examiner and for H & A Certificate, they should have observed these exams and be an experienced coach or examiner at B level or above.

Assessments offer a good opportunity for a less experienced examiner to stand in with the Assessor to gain experience of these levels.

It's important that helpful points should be made and candidates' queries answered fully and correctly.

Assessments need not be too formal. The Assessor can outline the format, with possible variations, discuss strengths and weaknesses en route, but it should not turn into a lesson.

Throughout, candidates should be questioned, and encouraged to discuss with the Assessor or each other where relevant, so that a good examination attitude is fostered.

A full mock exam is not the best way to assess. It causes tensions, and is too long and demanding. Candidates who pass have good reason to ask why they have to go through it all again!

Inspections should be directed towards fitting and care of saddlery and the condition of the horse - formal turnout, plaiting etc, is not essential.

**Dressage:** In the open the rider should produce a variety of work, designed to show their horse and themselves to the best advantage. It is not a 'working-in situation'. In the arena, all movements specified for the level should be included.

**Jumping:** Exercises/courses can be devised with a minimum of fences, bearing in mind the considerable scope required and the height required for B & A (B - 95cm, A - 1.10m). Also, apart from the show jumping, ponies/horses must be experienced over a variety of cross-country fences to the maximum height.

In all phases of the exam, while it's the rider who is being examined, the horse must be capable of performing to the required standard.

**Changing horses** should be included. The Assessor must satisfy him/herself that the candidate has had for B, some, and for A, considerable, experience in this direction.

**Horse Management** could range over the essentials, keeping it practical and checking known weak spots, such as grooming, bandaging and conformation. For H, candidates MUST have had practical experience of such topics as clipping, mucking out, stabling, as well as lungeing and ride and lead.

Candidates who show minor weaknesses which could be remedied within the short time available should be advised accordingly and a plan to improve these aspects should be outlined. If there are large gaps in knowledge or performance, Assessors should

not allow candidates to go forward. These exams are devised to test work covered over a period of years and last minute cramming cannot provide the experience needed. Allowing sub-standard candidates to go forward is unkind and causes resentment for all concerned.

Record cards MUST be checked by the Assessor. If they are not completed satisfactorily (R & G, Page 6, Rule 8), the reason must be established and may be borne in mind during the assessment. If the Assessor is satisfied that the candidate is up to standard, every effort must be made to obtain the necessary signatures before sitting the exam. If a card is not presented, and the candidate is up to standard, the card must be forwarded to the Assessor before approval can be given to sit the exam.

A candidate who does not pass the assessment must wait at least three months before being re-assessed, preferably by the same Assessor.

A candidate failing in B, H or A certificate and not re-sitting the examination within twelve months of the exam, must be reassessed.

<b>Attachments:</b>	Nil
<b>References:</b>	NZPCA Certificate Rule Book
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