

Exam Day Protocol

1. Exam day will commence at 9am sharp, or a time pre-determined by the examiner.
2. Students will draw for their exam horse.
3. Students shall, upon being presented their exam horse, shall decide whether or not to accept the horse for their exam.
 - If a student decides not to test on the horse drawn, they will be required to test at a later date or choose to continue on with that horse. Re-testing is detailed on lines 8 and 9.
4. Examiner will be responsible for arranging horse handlers.
5. Time limit for the exam is two (2) hours.
6. Time penalties will be imposed for those students that exceed the two (two) hour time limit.
 - There will be a 5% deduction from each section of the exam that is not completed within the allotted time. A maximum of 30 minutes additional time will be allowed. Those exceeding two (2) hours and thirty (30) minutes will have their exam terminated and no score given. Re-testing will be required at a later date. Re-testing is outlined in lines 8 and 9.
 - Additional time will be allotted a student in the event they have questions for the examiner; time allowed is up to the discretion of the examiner.
 - Time will be allotted a student if their progress is hindered by the horse's owner or handler; time allowed is up to the discretion of the examiner.
7. It is the student's responsibility to be prepared with:
 - All required tools, products and equipment.
 - All required forms. Student may choose to use the forms provided in the On-Line Program or those of their own design.
 - Failure to comply with Exam Day Protocol will result in termination of exam, with no grade given. Re-testing is detailed on lines 8 and 9.
8. In the event that exam is terminated or failed, student may re-test following a sixty day grace period. This time should be used for review and practice.
9. Student's having failed their exam or having their exam terminated are responsible for requesting, in writing a re-examination date.