



Appendix 3

EQUESTRIAN CANADA EVENTING OFFICIALS ACCREDITATION PROGRAM

WRITTEN EXAMS AND ASSIGNMENTS

3.1 Written Examinations – Judges and Technical Delegates

Written examinations are a part of the Technical Delegate and Judge Education/Training program for promotion and maintenance and are considered tool used in the assessment of a candidate's knowledge. Written examinations will be comprised of multiple choice questions based on the current Rules.

Written exams are a post education course assignment and must be submitted to Equestrian Canada Officials department in accordance with the Timetable contained in Section 3.3 of this Appendix.

The examinations and answer key will be developed by Equestrian Canada.

There shall be a written examination for the following categories and levels:

For Technical Delegates and Three Day Event Judges:

- Level 1 Technical Delegates and Judges written exam – Equestrian Canada rules
- Level 2 Technical Delegate and Judges written exam– Equestrian Canada rules
- Level 3 Technical Delegate and Judge written exam – Equestrian Canada rules and FEI rules for 1* and 2* events

For Eventing Jumper Judges:

- Level 1 Technical Delegates and Judges written exam – Equestrian Canada rules

Successful completion of a written examination is defined as achieving a minimum of 90%.

3.2 Written Assignments – Course Designers

Written Assignments are part of the Course Designer Education program for promotion or maintenance as a post course assignment. The guidelines and a template is provided to the Candidate at the Course Design Theory Course Guidelines and template for each level are created by an assigned Eventing Official. Guidelines are updated as determined by Equestrian Canada

There shall be a written assignment for the following levels:

- Course Designer – Level 1 - Equestrian Canada rules and standards
- Course Designer – Level 2 – Equestrian Canada rules and standards
- Course Designer – Level 3 – Equestrian Canada rules and standards

Course Assignments are a post education course assignment and must be submitted to Equestrian Canada Eventing department in accordance with the Timetable contained in Section 3.3 of this Appendix.

Course Assignments are reviewed and evaluated by a designated member of the EC Eventing Official. A positive evaluation is one that is considered as “meets” or “exceeds” expectation.

3.3 General Guidelines and Timetable for all written Exams and Assignments:

Distribution of Exams and Assignments	Examinations and assignments provided to the candidate at the completion of the Education Course as a post course assignment
Exam and Assignment Submission	All written exams and assignments must be submitted to the Equestrian Canada Officials Department.
Submissions Deadline	The deadline for all written exams and assignments will be 6 weeks following the completion of the course or by November 1 st (whichever is shorter)
Request for Extension to Submission Deadline	Note: Extensions to the submission deadline will only be made for extraordinary circumstances The Candidate must send their request 1 week prior to the existing deadline. This request must be made in writing and must include a rationale for the request. Requests must be submitted to the Equestrian Canada Officials Department. If accepted, an extension to a maximum of 2 weeks will be approved.
Examination Results- Judges and Technical Delegates	Within 4- 6 weeks of the submission deadline - The candidate will receive the original marked examination by standard post.
Assignment Evaluation – Course Designers	Within 8 -10 weeks of the submission deadline. The candidate will receive the original marked examination or assignment by standard post.
Late Exams and Assignments	Unless an extension has been requested and approved, any exams or assignments that have been submitted after the deadline will not be accepted – the education course would be considered incomplete.