



Preparation of Written Examination Protocols

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Purpose

To ensure that the conduct of the written examinations are conducted in an open and transparent manner and in a consistent way across the country.

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Scope

This policy applies to all those writing or checking examinations for the Association.

Principles

All members of the NZDJA entrusted with writing or checking examinations for the Association are duty bound under the Constitution of the Association to comply with the provisions of this Protocol and any other direction given by the Board for the management of the Associations examinations.

Protocols

1. For all papers, questions will be multi-choice with 4 options. Two options will be quite incorrect (detractors); one option will be close to the standard but incorrect and one option will be a direct quote from the standard.
2. Where direct quotes from the standard are used, the quotes will be in inverted commas. If only part of the sentence is used, then a series of four or more full stops will be used to connect where the passages stop and restart.
3. Questions will only include a direct quote from one section of the standard per question.
4. For the group papers, all breeds that are recognised by Dogs NZ for exhibition will be examined on.
5. For the group papers, weighting will be set from the previous year's Dogs NZ puppy registrations and the number of dogs and breeds being exhibited, with no more than 8 questions on any one breed.
6. Where a breed has a specific defining requirement, there will be questions written to ensure that knowledge has been learnt.
7. No questions are to be written in the negative.
8. Questions written in a judging sense will be limited to 6 per paper for the Group papers and 5 for the Specialist Breed papers. Judging sense refers to questions about a specific breed,

where a description of four different aspects of the breed are described and the candidate is asked to identify which aspect the dog could be improved on.

9. The paper will contain as many different styles of questions as possible to test the candidates grasp and understanding of the standards.
10. All breeds, including rarer breeds (not regularly exhibited), are to include at least one question from the general appearance, temperament or identifying characteristics of the breed.
11. Rarer breeds may be used in answer choices. This should be approximately 10% of the total paper.
12. To avoid the potential of candidates rote learning from previous exam papers, and to truly test their understanding of the breed standards, papers may be written new and will be saved in a question bank.
13. All questions must refer to the pdf copy of the relevant breed standard as listed on the Dogs NZ website on the 31st August in the year preceding the examination.
14. For the Breed & Group papers, 10 questions will be set on rules and regulations and 10 questions on terminology and anatomy taken from the reference material as set out in the syllabus.
15. The member compiling the paper will attach a matrix showing the allocation of questions to each breed and the associated section of the standard.
16. Draft questions will be checked firstly by a person on the subcommittee who did not write the questions and then the representative appointed by the Board will double check.
17. The master copy will include correct answers written in red for ease of marking.
18. It is noted that all questions remain the property and copyright of the Association and shall not be reproduced either in writing or electronic format without the express written permission of the Board.

Review

This policy is reviewed annually or as necessary in response to new regulations, system updates and/or policy changes.

Breach of any NZDJA Policy and/or Procedure may result in termination of board membership by majority vote of the Members in accordance with Section 22.1(b) of the Constitution.
