

# Conduct of Practical Examination Protocols

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## Purpose

To ensure that the conduct of the practical examinations 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 associated with the conduct of examinations for the Association.

## Principles

All members of the NZDJA entrusted with the conduct of 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

### Examination Dates:

- To be set by the NZDJA Board (or relevant sub-committee) in conjunction with Dogs NZ Show Calendar.

### Venues:

- To be booked in conjunction with the Board Secretary in the centre where the exams are to be held.

### Schedule:

- The examination subcommittee (not to be a candidate) to complete the Dogs NZ open show schedule with the relevant details. **No** candidates or examiners names to be included.
  - The entry fee is to be set by the subcommittee conducting the examination shows.
  - Draft schedule to be approved by the board prior to submitting to Dogs NZ.
  - Breed classes to exclude 1 & 1a Baby Puppy.
  - Up to 8 classes to be scheduled to allow maximum spread of options for exhibitors to encourage entries.
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**Examiners:**

- Examiners are appointed by the examination subcommittee the Board of NZDJA.
- The tenure for each examiner shall be decided by the board and there is no minimum or maximum term.
- The Board may appoint an examiner who is currently a member of Dogs NZ Executive Council or NZDJA Board, and it is their responsibility to declare conflict of interest when discussing relevant matters.

**Senior Examiner:**

- A Senior Examiner is appointed by the Board of NZDJA.
- The Senior Examiner is the liaison between the board and the other two Examiners and ensures that all is in order for the examination process.
- Where required, the Senior Examiner makes decisions and speaks on behalf of the Examiners for the examination.

**Reporting Timetable:**

- Ten Days prior to the examination show the Senior Examiner is to be supplied with a summary of entries (Breeds/Numbers) by the Show Secretary to determine the order of judging.
- This must include a minimum of 6 breeds per group with a minimum of 15 dogs.
- Each group is to be given a reporting time. Candidates being examined in that group are not required to report until that time.
- Under no circumstances are catalogues to be made available to exhibitors prior to the day of the examination show.

**Examination:**

- Candidates are to be examined in the main ring in the first instance.
- If there is only one candidate for that group, and a large entry is received, the candidate may be moved to an adjoining ring to complete breed judging once the Examiners have completed their assessment. This will enable the commencement of the next group candidate in the main ring and is done in the interest of time constraints.
- Each candidate must judge and be examined on a minimum of 6 breeds with a minimum of 15 dogs.
- Examiners may observe the final group/in show judging.
- Examiners may carry out a hands-on evaluation of any exhibit. This is at their discretion.
- The official examiners assessment sheet, as approved by the Board, is to be used.
- In the event of multiple candidates for a group the Senior Examiner will decide which candidate judges which breeds. This is not announced until the day of the examination.
- Specialist candidates will judge and be examined on a minimum of 6 dogs for the breed.

**Examiners Travel & Accommodation:**

- NZDJA to arrange all travel & accommodation for the examiners in consultation with the board.
  - The board is to organise ground transportation and meals.
  - Unless unavoidable, examiners will assemble the night before the exams.
  - Examiners must not be accommodated in the same facilities as any candidate traveling at NZDJA request.
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#### **Financial Responsibilities:**

- The examination shows should be run with the view of "breaking even".
- The Dogs NZ fee for the schedule is to be paid for by the Board.
- Show Levies are payable by the Board to Dogs NZ.
- Rosette/Sashes are provided by NZDJA.
- Catalogue production and any prizes or prize money is to be supplied by the Board.
- Venue hire cost is to be paid by the Board
- Cost of examiners meals and transportation are to be reimbursed by NZDJA.
- All entry monies are to be retained by the Board.
- NZDJA to meet any reasonable out of pocket expenses.

#### **Ring:**

- Must be reasonable in size and suitable for large dogs.
- Must have all mandatory equipment (i.e table, ramp, 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place markers, hand washing facilities etc).
- In addition, a table and chair for each examiner and any trainee examiner.

#### **Steward:**

- The Board is to arrange a competent and experienced ring steward.

#### **Interview area:**

- There must be a room or secluded area where the examiners can consult in private with each candidate.

#### **Stationery:**

- The show secretary will supply Judges Award Record Cards, one for each candidate. Where there are multiple candidates for the same group, the first time the breed is judged is the "Official Record".
- Assessment forms will be supplied by NZDJA. A photocopier will need to be available for duplication of completed forms.
- Envelopes to be supplied by the local board members.

#### **After the Show:**

- The show secretary is to complete all normal show returns to Dogs NZ.
- Examiners are to send their copies of the candidates' assessment sheets to the NZDJA President, originals to be given to the candidate.

#### **Examiners Report**

- The Senior Examiner will provide the NZDJA board with a report on the conduct of the examinations. The other examiners should only report if there was something exceptional that they wish to bring to the attention the Board.

#### **Specialist Candidates:**

- These are to be conducted in the same manner as the group candidates with the addition of verbal critiques on at least 6 exhibits including Best and Reserve Dog and Bitch plus Best and Reserve of Breed and written critiques of two dogs.
  - At the conclusion of judging, the dogs are to remain in the ring to allow the written critiques to be taken. These may be dictated to another person for transcribing.
  - Written critiques are to be submitted to the Examiners via the show manager or steward within 30 minutes of the completion of the examination and form part of the assessment.
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**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.*