

The Panel of Assessors will have been appointed by officials of The Pony Club. A condition of acceptance to the Panel is that Assessors will abide by this Code of Conduct.

Assessors List Location

- Below B Test kept by Individual PC Branch / Centre
- B, AH Test and Lungeing Test managed by Area Representatives and recorded at The Pony Club Office
- The Coaching Certificate and A Test listed at The Pony Club Office.

For B Test and above an assessor will be qualified by

- Completion of a probationary period, and
- Attendance at a Standard Setting Day

This practice is gradually being introduced at the lower levels. From 2017, new assessors at D, D+ and C Test level will be required to attend an Assessor Training Workshop at the relevant level before beginning to assess.

1.0 Categories

- 1.1 Assessors** - Assessors are suitably qualified instructors or officials of the Pony Club.
- 1.2 Chief Assessor** - A Chief Assessor is required at the AH and A Test. The Chief Assessor role is to coordinate the day and undertake quality assurance.
- 1.3 Probationary Assessors** - Probationary Assessors are not involved directly in making assessment decisions. Probationary Assessors must note and act on comments given during the day's examination.

2.0 Conduct

- 2.1** Assessors are required to be accredited Instructors/coaches.
- 2.2** All Assessors must attend National or Regional Standard Setting Days biennially. If they fail to attend Standard Setting days they will be removed from the Panel until this duty has been fulfilled.
- 2.3** Assessors will arrive at the Exam Location at least thirty minutes prior to the start of the candidate briefing.
- 2.4** Assessors will be courteous, polite and considerate towards all with whom they come into contact with during the course of the examination day. If Assessors are found to be impolite, rude, unsympathetic or offensive in any way to a candidate, staff, fellow assessors or organisers they will be removed from the Panel of Assessors.
- 2.5** Assessors will not allow their professional responsibilities or standards of practice to be diminished or compromised by considerations of age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex or sexual orientation; social standing, special education needs or self-interest.
- 2.6** Assessors will be responsible for familiarising themselves and adhering to the ethos of The Pony Club.
- 2.7** Assessors will be objective, impartial and totally fair to all candidates. The result of the candidate and any comments made with regard to their results will be an honest and accurate statement of that candidate's performance on the test day.
- 2.8** Assessors will not knowingly examine a candidate that they have taught during the past four weeks. If, unknowingly the assessor finds they have had an interest in a

candidate this will be declared to either the Chief Assessor, or the organiser of the exam.

- 2.9** Assessors are "Ambassadors" for The Pony Club and as such must set an example to candidates, fellow Assessors and organisers
- 2.10** Assessors will dress smartly, wearing neutral coloured clothing and appropriate safe footwear. Clothing should be free from company logos, promotions or advertising, other than that referring to The Pony Club.
- 2.11** Assessors will act professionally during the test and will not, under any circumstances, attempt to secure business of any kind whatsoever from candidates and/or staff.
- 2.12** Assessors must ensure that all questions and professional discussions and in the case of practical assessment all equipment and horses are applied and utilised to ensure there is not inconsistency in the standards each candidate is expected to achieve in order to show competence.
- 2.13** Assessors will be conversant with current assessment criteria and have an understanding of the standards and level of knowledge required. They will assess within the remit of the test syllabus and keep within the timescales as indicated by the programme. They will keep concise notes for the day. Their completed paperwork should be retained for four weeks in case of appeals.

3.0 Confidentiality

- 3.1** Paperwork relating to the following must be kept secure and confidential at all times: Assessor meetings; Assessor directives; Assessor discussions; Assessor correspondence; Candidate lists and results; Assessor reports
- 3.2** Medical Notes and requests for reasonable adjustments must be handled confidentially. These documents are to inform and guide Assessors.
- 3.3** All paperwork relating to pre and post assessment must be secured where it could not be accessed by individuals other than the team of assessors.
- 3.4** The exam results are confidential and must not be revealed to anyone other than the team of assessors, the Area Representative, the organiser and the Pony Club Office.
- 3.5** Assessors must not reveal any information which has been given to them in confidence by The Pony Club and which if revealed to trainers of candidates or candidates about a qualification may give a candidate or candidates an unfair advantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.
- 3.6** Assessors will confidentially destroy all confidential material they no longer require or at the request of The Pony Club. This includes when an assessor resigns, stands down or is removed from the list of Assessors for any reason.
- 3.7** Assessors will not use their position of privilege to offer training to candidates and/or trainers of candidates if, by doing, it is likely to reveal any confidential information about the assessment process which may give a candidate or candidates an unfair advantage and/or prevent the assessment from reflecting a candidate or candidates' skills, knowledge or ability.
- 3.8** Assessors in breach of the above will be removed from the panel of assessors with immediate effect.

3.9 Assessors past and present should be aware that breaches in confidentiality may contravene the data protection act. They should be aware of their legal responsibilities, as well as their professional duty.

4.0 Travel Expenses

Travel expenses will be paid at 40p per mile. Any overnight accommodation must be agreed in advance with The Pony Club Office or organising Branch/Centre/Area.

5.0 Risk Assessment

5.1 All Assessors must be able to assess all sections of any examination, they are asked to assess, unless there is prior consent from the Chief Assessor or organiser.

5.2 For health and safety reasons, only minimal discreet jewellery is acceptable.

5.3 All assessors will risk assess throughout every examination.