

The Code of Conduct for Pony Club Assessors applies to all Pony Club Officials delivering Pony Club Tests. Compliance with the Assessors Code of Conduct for Pony Club is a condition of acceptance to assessing or probationing regardless of the level to which the Assessor officiates

Assessors List Location

- E – C+ Test is kept by Individual PC Branch / Centre
- B, B+, Lungeing and AH Test Lists are managed by Area Representatives and sent to The Pony Club Office for recording/moderation.
- The A Test Assessor List is managed and moderated by The Pony Club Office.

For B Test and above an assessor will be qualified by:

- Holding the minimal technical qualification required
- Completion of a probationary period (including formal verification of assessing skills)
- Attendance at Assessor CPD Workshops and Standard Setting Workshops as required

From 2021, new assessors at D, D+, C and C+ Test level will be required to attend a Pony Club Assessor CPD Workshop at the relevant level before beginning to assess. C+ Test Assessors are expected to have also completed a probationary period of at least one C+ assessment.

1.0 Categories

- 1.1 Accredited Assessors** - Assessors are suitably qualified coaches or officials of the Pony Club who have undertaken formalised training and completed a probationary period appropriate to level(s) at which they assess.
- 1.2 Lead Assessor** – A Lead Assessor is required at B, B+, AH and A Test. The Lead Assessor role is to coordinate the day and if in a Moderating Lead Assessor capacity (which is compulsory at AH and A Test), undertake quality assurance reviews of the test.
- 1.3 IQA Assessor** – At B Test days when the Lead Assessor is not acting in a moderating capacity an IQA Assessor will be sent to a proportion of test days at the discretion of the Training Committee to oversee moderation and quality assurance.
- 1.4 Probationary Assessors** - Probationary Assessors are not involved directly in making assessment decisions. They are to attend tests to attain the required knowledge to assess at the level following completion of their training pathway.

2.0 Conduct

- 2.1** Assessors are required to be Pony Club Accredited Coaches and all associated prerequisites need to be in date.
- 2.2** All B, AH and A Test Assessors must attend National or Regional Assessor CPD Workshops biennially. If they fail to attend, they will be removed from the Panel until this duty has been fulfilled.
- 2.3** Assessors will arrive at the Test Centre in plenty of time prior to the start of the test.
- 2.4** Assessors will be courteous, polite and considerate towards all with whom they come into contact with during the course of the test 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 referred to the Pony Club Training Committee. Assessors may then be offered remedial training or removed from the panel.

- 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 assess a candidate that they have taught during the past six weeks. If, unknowingly the assessor finds they have had an interest in a candidate this will be declared to the organiser and Lead Assessor (if applicable) of the test.
- 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 act professionally during the test and will not, under any circumstances, attempt to secure business of any kind whatsoever from candidates and/or staff.
- 2.11 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.
- 2.12 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 at least four weeks in case of appeals.
- 2.13 All assessors must be conversant with The Pony Club Reasonable Adjustments Policy.

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 test 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 Risk Assessment

- 4.1** 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.
- 4.2** For health and safety reasons, only minimal discreet jewellery is acceptable.
- 4.3** All assessors will risk assess throughout every examination.

5.0 Assessor Dress

- 5.1** Assessors will present themselves dressed in a smart but practical manner wearing trousers with suitable footwear.
- 5.2** Assessors are strongly discouraged from wearing riding clothes (jodhpurs, breeches, gaiters etc) so as they can be easily identified as assessors.
- 5.3** Clothing should be free from personal business company logos, promotions or advertising.

6.0 Expenses

- 6.1** B, B+, Lunge, AH and A Test Assessors will be paid a set fee for assessing per half or full day as per the current Pony Club Rule Book
- 6.2** Travel expenses are paid at the current office rate.
- 6.3** Additional expenses such as overnight accommodation must be agreed in advance with the organising Branch/ Centre/ Area or The Pony Club Office. If additional expenses are being claimed, complete receipts must be kept and provided at invoice.