

## **Judge's Qualifications and Responsibilities**

At this time the judges will consist of two individuals who have attained the title of FEIF Trainer Level 4 in the FEIF Matrix. By entering this test the examinee additionally agrees to let trainee judges sit in on any exam as well as all discussions of grading and results though they will not be influencing marks given beyond assisting with potential clarifications or translation issues that could arise.

The only exception to the above will be the oral and written exams which will primarily be judged by a panel of Trainer's Committee members, which will include at least one FEIF Level 3 Trainer. Though judging will primarily be done by this panel the primary judges for the remainder of the exam will approve the results before they are finalized. Committee members will excuse themselves in cases of conflict of interest for the oral exam. For the written exam the exam pages will be identified by numbers as opposed to names in order to remove conflict of interest issues in judging. In the case of only one examinee the same rules as in the Oral Exam will apply.

Judges and trainee judges agree to respect the privacy of examinees and to not openly discuss results or grading beyond what is considered to be public results or general events that took place in public view.

## **Recordings of Exams**

Recordings will be made throughout the exam to ensure that proper procedures are followed as well as to clear up any discrepancies that could occur. Any recordings made on personal devices will be stored in a secured folder and deleted from the recording device within 24 hrs. Examinees can request their videos at any time. Public display of any videos will only be done with the written consent of the examinee, however examinees implicitly give their permission for videos to be used to train judges in the future.

## **Pass/Fail Requirements**

In order to pass the full exam and receive certification in either test, examinees must pass all sections with a score at or above 5.0. If one section is failed within a 0.2 point margin then one retake during the testing time period is allowed. If the exam failed was the private lesson or horse assessment exam the exam must be retaken with a new horse and rider. If the exam failed was the group lesson exam the rider and horses can be the same however the topic taught must be different.

The judges may also decide to allow retakes at their discretion due to what they believe to be circumstances affecting the outcome of the exam that were outside the control of the examinee. They reserve the right to either stop the test and allow for a restart or to allow for retaking of the whole exam depending upon the circumstance that they believe warrants a retake of that section.

In addition, the judges reserve the right to fail an examinee at any time during the exam time period due to rough riding or any other equine welfare issue, whether or not the action in question occurs during an exam.

If a section is not passed within the entire test taking period, the examinees may be allowed to retake just the failed sections within 2 years to pass the entire exam or, if another test is not offered within two years, until the next exam is offered. If the exam failed is a practical one, however, and they elect to change horses upon retake, they must retake the failed section as well another section they took with the original horse such that every horse used for a passing section was used for one groundwork exam and one ridden exam. If the horse used was the one that the examinee had been training for six weeks, the same applies the next time the horse is used or if the horse is replaced.

### **Arbitration Committee**

In the event that an examinee believes that a decision to fail them or otherwise not allow a retake was made unfairly or improperly they may bring their concerns to an arbitration committee made up of one Trainer's Exam Committee member, the Education Committee Chair and one judge. This complaint must be brought to the attention of the Education Committee Chair within two days of the failed exam. For this reason it is recommended all exams be filmed and any failing tests be kept on file for at least three days.

### **Regarding Trainer vs Instructor Certification**

If an examinee intending to attain a FEIF Trainer 1 certification passes the sections required for the Basic Instructors Certification they can receive the Instructors certification even if they failed any or all of the additional sections required for the Trainer's Exam.

Those with Basic Instructor Certification can complete their Trainer's Exam by taking the remaining required sections within two years or, if another test is not offered within two years, until the next exam is offered. This is contingent on the examinee fulfilling the prerequisites for the Trainer's Exam, as well as following all horse requirements laid out in the Horse Requirements document.