
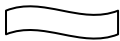


Judges Writer (penciller) Guidelines

1. Read through the test the evening before so you are familiar with the movements and flow of test.
2. Be on time for your pencilling appointment - preferably arrive at least 15 minutes before the test is due to start and report to the Organisers.
3. Take a pen along with you (check that it is working), always good to have 2 on hand.
4. Ask the Judge how she/he operates, (eg, gives comments then mark) and inform the judge that you are new to writing if this is the case.
5. Use list of abbreviations to save time when writing (sometimes a copy is included in folder with judging sheets).
6. Write neatly and be accurate in completing the test sheet.
7. Ensure there is a mark in every square.
8. Only return sheets to the scorers for competitors who competed. Do not mark papers with names of horse/riders who scratched (SCR) or did not appear (DNA). This is unnecessary waste of paper (help save trees).
9. Mark DNA on the cover sheet only (the copy of draw) - tick each horse that competes to enable scorers to know there should be a test paper for that competitor.
10. Ask the Judge to initial all alterations to the marks.
11. Judges must sign every test paper before handing over to runner/official collecting papers.
12. Please take care when writing down numbers to avoid confusion with the scoring. Badly written numbers cause delays with the test paper having to be returned to judge for checking.
13. Mark all errors of course with an **E/C** in the right hand remarks column.
14. Notify judge when they miss a mark.

Abbreviations

BAL	balance	COLL	collected	CL	centreline
EXT	extension	ELIM	eliminated	ENG	engagement
E/C	error of course	FWD	forward	F/H	forehand
FC	Flying change	FLEX	flexion	H/P	half pass
HLT	halt	IMP	impulsion	IRREG	irregular
INSUFF	insufficient	IMM	immobile	MED	medium
PIR	pirouette	PREP	preparation	RB	Rein back
REG	regular	RES	resistance	RET	retired
RHY	rhythm	SC	Single change	SUFF	sufficient
TRANS	transition	STR	straight	SCR	scratched
TRL	trailing	NE	Not executed	DNA	did not appear
	square		crooked line	O	Circle
1/4's	quarters	S/O	Strike off	O/T	over track

Scale of Marks for Judges

10-Excellent	4 – Insufficient
9- Very good	3 - Fairly bad
8 – Good	2 – Bad
7 – Fairly good	1 – Very bad
6 – Satisfactory	0 – Not executed

5 - Sufficient