



May 2008

## *Level 1-2 Horsemanship Skills Testing Information for Coordinators*

### Club, County or Regional Testing

1. Determine date, time, and location for testing
2. Obtain examiners for testing
  - a. Exact number of examiners needed is dependent upon total number of youth/tests, time and space available for testing, etc.
  - b. Allow 30 minutes per test for Level 1 handling skills; one hour for all Level 1 handling and riding skills; approximately 45 minutes for all Level 2 handling and riding skills. (If tests require significantly more time than this, then youth are probably not ready to test or pass that level.)
  - c. Three (3) examiners are required for each test.
  - d. Lists of examiners are available on the 4H Horse Program Website at: <http://www.das.psu.edu/> go to 4-H programs, horses, and Horsemanship Skills.
3. Pre-register all youth for testing; set times as agreed by examiners.
4. Prepare and assemble paperwork
  - a. Level 1 Evaluation Sheets (A0605B) for each test (in triplicate)
  - b. Level 2 Evaluation Sheets (A0606B) for each test (in triplicate)
  - c. Summary Evaluation Sheet (A0609B)
  - d. Sign-in/registration sheet for participants when arrive at testing site
5. Advertise and distribute information about testing to examiners, volunteers, families, and 4H members in county/region.  
*Include copy of:*
  - a. Testing Information Sheet (page 11 of *4-H Horsemanship Skills Resource Book* for Members OR page 27 of *4-H Horsemanship Skills Resource Book* for Professionals/Volunteers)
  - b. Testing Information for Volunteers and Examiners (page 28 of *4-H Horsemanship Skills Resource Book* for Professionals/Volunteers)
  - c. Specific times for testing youth.
6. Notify examiners of testing dates/times and secure additional examiners as needed.
7. Obtain any items needed for testing such as cones or markers, ground poles to simulate stall for testing if stalls are unavailable, etc.
8. **Have a plan for handling any emergencies.** Please have ready access to a phone, and designate a responsible, capable person to be in charge in the event of an accident. Please notify a local Emergency Medical Service, if a paramedic or EMT is not on the grounds.