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|---|---------------------|---------------------|--------------|
| Name of Candidate | | Date: | |
| Phone No | Home: | Mobile: | |
| Candidate's Current Level | | | |
| Postal Address of Candidate | | | |
| E-Mail address of candidate | | | |
| Event & Location | | | |
| Competition e.g. Novice 2.3 | | No of Horses: | |
| Judge Educator/Mentor | | | |
| 1. Preparation and appropriate presentation and demonstrated commitment to the process: | | | |
| 2. Entire Competition - Ranking – Placing: | | | |
| 3. Entire Competition - Appropriate percentages - assessment of standard of performance: | | | |
| 4. Entire Competition – Range of total percentages: | | | |
| 5. Use of marks/comments – Correct correlation between marks and remarks in relation to the training scale: | | | |
| 6. Use of individual marks – Has the scale of marks been correctly used – 0 to 10? | | | |
| 7. Appropriate use of technical language | | | |
| 8. Further remarks – please attach a separate page if more room needed: | | | |
| Assessment – Pse circle | Very Good | Good | Satisfactory |
| | Needs more training | | |
| Candidate Signature | | JE/Mentor Signature | |

The JE/Mentor or the candidate will be responsible for destroying/shredding all test sheets responsibly as per the Privacy Act

Shadow Judging (SJ) is a process by which a Candidate Judge, for the purposes of upgrading, is assessed by an accredited Mentor at their next judging level. It is aimed at assessing the candidate's ability, comprehension and skills in an actual judging environment. The Mentor reviews the candidate's marks and comments for each combination judge and discusses various movements especially where there is a discrepancy in marks between the Mentor and the candidate. It is a learning and development exercise. The Mentor must be an appointed Mentor of at least D level. They must be at least 2 levels higher than the candidate judge (see table below)

| Candidate Current Level | Exam Level | Shadow Judge/Mentor Level (Minimum) |
|-------------------------|------------|-------------------------------------|
| G | F | D |
| F | E | D |
| E | D | C |
| D | C | B |
| C | B | A |
| B | A | FEI |

Responsibilities - Candidate Judge

- Check the Dressage Rule book, Section 12 - Dressage Judges (and all amendments) for the rules on Shadow Judging
- Ask the club prior to the closing date of entries of the event of your wish to do some shadow judging, the level you want to shadow judge and if they are OK with this occurring
- Options for copying supervising judges test sheets:
 - ask supervising judge if they have a tablet and can take a photo of their test sheets before they go to the scorer – preferred method
 - provide your own copier and paper
 - photocopy test sheets at the event if the OC has copying facilities – Need to ask the OC
 - provide supervising judge with carbon paper and paper – not preferred – time consuming for writer
- Provide your own test sheets for the tests to be judged, a writer and car to judge from
- Add up your own scores and calculate the percentage of each test judged and rank your order of horses
- Provide a SJ Evaluation form to the Mentor for completion (also have on hand any previous SJ evaluation forms for review by the Mentor)
- Conduct yourself as though you are judging officially and adhere to the Code of Conduct for Officials
- Tests are not to be discussed with anyone other than the judges of the competition shadowed

Responsibilities - Mentor/Supervising Judge

Before the competition

1. Before the competition starts assess the appearance, punctuality and attitude of the candidate. Check how well they have communicated with the OC, negotiated where to sit and their preparation to provide their own writer and enough test sheets.
2. Ask the candidate to put as many remarks in as possible for each movement and in the collectives summing up

After the competition

1. At end of the competition, make sure you have a copy of the results of yourself and the candidate (ideally scorers will add up along the way but if not candidate must do this in a prompt fashion)
2. Work out the Ranking for the Candidate compared to yours
3. Go through the results quickly according to ranking, percentage and spread of results
4. Mark each movement where there is a difference in the marks of more than 1.5. Note the total number of each of the differences, i.e. 2x1.5, 1x2 and 1x3 on the top of each test sheet
5. Look at the correlation between marks and remarks and the technical language used. Highlight any irregularities, points for discussion
6. Then arrange a meeting with the candidate for discussion about the outcomes
7. Give the candidate the opportunity to explain the marks that have been given in order to give you the chance to check their knowledge on the principles of dressage and judging dressage

Responsibilities - Organising Committee (OC)

- Send the candidate judge a copy of the draw when it is available
- Advise the candidate judge of the person to report to on arrival
- Provide the candidate judge with an up to date copy of the draw if different to what has been sent out
- Provide time for the Mentor to perform their task e.g. they need time after the competition or at the end of the day to discuss the tests with the candidate judge – this will usually take about 30 mins to 1 hour. It may mean that you need to allocate a longer lunch break for the Mentor or an early finish to the day for the Mentor
- Provide a print out of the final results to the Mentor and candidate judge

- Provide to the Mentor details of all individual marks for each horse the Mentor has judged if possible
- If your scorers add up the candidate judges sheets (not compulsory) then a print out of individual marks per movement for each horse judged by the candidate should also be provided to the Mentor
- You are not expected to provide the candidate or their writer with lunch unless they are also officiating at the event

NOTE: Alternatively, SJ can be carried out by having the candidate judge a Participation competition in an official capacity, with an NOAS Mentor of the required level.