




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 10 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).
4. Ask the Judge how she/he operates, (eg, gives comments then mark) and inform the judge that you are new to writing.
5. Use list of abbreviations to save time when writing (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 or did not appear. 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

EXT	extension	MED	medium	COL	collected
FLEX	flexion	CL	centreline	TRANS	transition
SUFF	sufficient	FWD	forward	INSUFF	insufficient
1/4's	quarters	IMP	impulsion	O	circle
<input type="checkbox"/>	square		wobbly line	ELIM	eliminated
RET	retired	F/H	forehand	BAL	balance
EC	error of course	RHY	rhythm		

Scale of Marks for Judges

10	excellent
9	very good
8	good
7	fairly good
6	satisfactory
5	sufficient
4	insufficient
3	fairly bad
2	bad
1	very bad
0	not executed

