

Judges Writer (Penciller) Guidelines

1. Read through the test beforehand so you are familiar with the movements and flow of test.
2. Take a pen along with you (check that it is working), always good to have 2 on hand.
3. Ask the Judge how she/he operates, (eg. gives comments then the mark) and inform the judge that you are new to writing if this is the case. The mark goes under the column judges marks. Half marks are now used by judges. Writers must include the decimal i.e. **.0** or **.5**
4. On each sheet fill in: On the front-horse number, horse and rider names, event (IEQ State). On the back - judging position, date and print judges name. Check horse number as the rider rides past.
5. Use **abbreviations** to save time when writing (some examples below).
6. Write neatly and be accurate in completing the test sheet.
7. Ensure there is a mark in every "judges marks" square. It is more important to get the mark accurate than the entire comment.
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.
9. Mark DNA(did not arrive) 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. **Do not over-write incorrect marks. Cross out the incorrect and write the correction alongside. 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. If things are happening too quickly, leave that mark and make sure you notify the judge at the end.**

Abbreviations

BAL	balance	COLL	collected	CL	centreline
EXT	extension or extended	ELIM	eliminated	ENG	engagement
E/C	error of course	FWD	forward	FH	forehand
FC	Flying change	FLEX	flexion	HP	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	— or Str	straight	SCR	scratched
TRL	trailing	NE	Not executed	☒	Not Square
□	Square	~	Crooked	○	Circle
1/4s or qtrs	Quarters	S/O	Strike Off	O/T	Overtrack

Scale of Marks for Judges

10-Excellent	6 – Satisfactory	2 – Bad
9- Very good	5 – Sufficient	1 – Very bad
8 – Good	4 – Insufficient	0 – Not executed
7 – Fairly good	3 - Fairly bad	