

D1-C2 Ratings Organizer Checklist

At least six weeks prior to the testing:

___ Secure a copy of the USPC Examiners' Handbook and read it! Remember that the Standards and the Test Sheets may be more recently updated, and if there is a discrepancy in requirements, the Standards and Test Sheets should be followed.

___ Determine the number of candidates _____

___ Determine rating levels to be tested _____

___ Choose testing site _____

___ Secure PC property insurance _____

___ Compensation for facility usage determined _____

___ Secure examiners, one PIP examiner (first among equals, meaning lead examiner) plus second examiner, for first 3 candidates, add one more examiner for each additional 3 candidates.

___ Examiners and I.O. sign Regional Policy Attachment for Disciplinary Action

___ Compensation for examiners is at the discretion of the DC, but reimbursement for all travel expenses should be offered, at the least.

___ Impartial Observer is highly recommended to have at the test, especially in the case of the DC or organizer having a child in the test.

At least four weeks prior to the testing date:

___ Arrange for schedule of test to be determined, (including formal inspection times) either by examiner, or through discussion with examiner. Print it off, and mail or hand out to candidates and parents.

___ Notify candidates and their parents about the date, place, time, attire, what to bring, meal arrangements, costs.

___ Inform the examiners if any candidate has a learning, physical, or other disability-if this information is known by DC by reason of disclosure to DC by candidate or candidate's parent or other legal guardian, and with their written permission.

___ Supply examiners, and each candidate with a copy of the particular Standard and Test Sheet on which he or she will be tested.

___ Supply I.O. with job description from Examiner Handbook.

___ Check test sheets for facility requirements, i.e., jump availability, tables, chairs, any prior arrangements that need to be made.

___ Communicate to the Examiner facility set up.

___ Check test sheets for needed props, i.e., pony clubbers for teaching audience.

___ Arrange for food to be provided for examiners.

___ Be aware of nearest Medical Facility and phone number.

___ Have PC medical-liability release forms for candidates on site to give to examiners.

___ If property owner requires liability release forms to be signed, make sure parents are available to sign these before test begins.

- ___ Arrange for jump ring crew.
- ___ Arrange for any needed stabling/trailer parking.
- ___ Check with parents to make sure each candidate has an on site parent/chaperone present the day of the test.

Bring to test:

- ___ Name tags
- ___ Test sheets, filled out with names, clubs, etc. for examiners
- ___ Black pens, pencils, clip boards
- ___ Extra schedules, extra test sheets for parents, standards, PC Manuals
- ___ Rating Certificates, ready for examiners to sign
- ___ Test evaluation sheets for examiners , candidates and I.O.

At test:

- ___ Arrange for initial briefing with examiners, candidates, parents, Impartial Observer.
- ___ Make sure water is available at all times for examiners and candidates.
- ___ Secure a quiet place for examiners to discuss and write comments on tests.
- ___ Arrange for a covered/shaded location for stable management portions of test to be administered.
- ___ After test, thank land owner and make sure property is left as it was, if not in better condition..
- ___ Arrange for retesting of any DNMS sections of tests, with recommendation of PIP examiner.
- ___ Check to see that examiners have signed the Meets Standards Test Sheets.

Reminder: At no level is it appropriate for a candidate or parent to make arrangements for a testing outside the club or region. Pg. 28 USPC Examiner Handbook. It is the responsibility of the DC.