



Guidelines for Dressage Pencillers

Northern Metropolitan Zone of PCAV

Thank you for agreeing to act as a dressage penciller. Your effective and knowledgeable assistance will add to the rider's appreciation of the test's appraisal, help keep the ring running on time, and give you an insight into judging dressage tests.

Test

Please read the test and be familiar with the letter positions around the arena, and the sequence of movements.

Judges' Sheets

Only six Pony Club tests require carbon copies. Do not do more than six, as you could run out of sheets. No carbon copies are required for EA or Open tests.

Check that the top copy and the carbon align correctly with the copy sheet, and that the carbon will produce a legible copy.

When the rider presents to the judge, record the correct number and details at the top of the sheet. Do this after the rider arrives, as it is possible riders may not be in the order expected, or may have replaced listed riders.

Mark off the competitor on your time sheet.

For each numbered movement, the judge will give a mark out of ten, and usually a comment. *It is crucial that you record each mark correctly, and this must take precedence over recording comments.*

It is very important to write the judges' comments exactly. *Do not alter, re-word or re-interpret what the judge said.*

If you have difficulty keeping pace with comments, write what you can. Wait until the end of the test before asking the judge to repeat comments.

Please do not talk to the judge, while judging is in progress, except to clarify a mark or movement. The judge will appreciate as little distraction as possible when marking the test.

Pencilling also takes priority over any other business, such as conferring with marshals, passing sheets to runners, or talking or texting on a mobile phone.

Make sure you write the numbers for marks clearly, the judge initials any alterations, and all movements have a mark.

At the end of the test, some judges will dictate the "Collectives" marks and comments. Others prefer to write them themselves.

The judge must sign each sheet on completion of the test.

Errors of Test/Course, Elimination

Mark errors with an asterisk (*) and "EOT" (error of test) or "EOC" (error of course) in the "Test" column, as instructed by the judge. Mark elimination with an "E" in the "Test" column.

You are only required to record – the scorers will deduct marks and add totals.

Abbreviations and Symbols for Comments

Use any abbreviations and symbols as you see fit. The list given is for your assistance.

Good luck and happy pencilling.

Suggested Abbreviations

Gaits and Horse

Hs	=	Horse
H	=	Halt
W	=	Walk
FW	=	Free Walk
MW	=	Medium Walk
T	=	Trot
Lgth	=	Length
Irreg	=	Irregular
Acc	=	Accurate
Qs or ¼s	=	Quarters
H¼s or HQs	=	Hindquarters
F/H	=	Forehand
Flex	=	Flexion
Trans	=	Transition
↑ bit	=	Above Bit
½H	=	Half Halt
Med	=	Medium
Ext	=	Extended/Extension
Col	=	Collected/Collection
Actv	=	Active/Activity
Imp	=	Impulsion
St	=	Straight
Ryth	=	Rhythm
Sq or □	=	Square
Res	=	Resisting/Resistance
4B	=	Four Beat
B/V	=	Behind Vertical

Movements and Markers

○	=	Circle
□	=	Square
↑ Trn	=	Upward Transition
↓ Trn	=	Downward Transition
1 st ½ ○	=	First half of circle
2 nd ½ ○	=	Second half of circle
Mrk	=	Marker
Cnr	=	Corner
I/S	=	Inside
O/S	=	Outside
C/L	=	Centre Line

Terminology

Exc	=	Excellent
VG	=	Very Good
G	=	Good
FG	=	Fairly Good
Satis	=	Satisfactory
Suf	=	Sufficient
Insuf	=	Insufficient
FB	=	Fairly Bad
VB	=	Very Bad
N/Ex	=	Not Executed
S/B	=	Should be