



FEDERATION EQUESTRE INTERNATIONALE
2006 FEI Eventing Courses – Guidelines for Evaluation
(Document 5)

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FEI Course Directors
Guidelines for Evaluation of Seminar Attendees
January 2006

Aim: The aim of these seminars is to provide a mixture of education, sharing of information and gaining of experience for those attending, whilst providing an opportunity to demonstrate knowledge, understanding and a 'feel' for the sport.

The seminars are run according to the 'appropriate' syllabus, with the requirement that the Course Directors must evaluate and assess the ability of **ALL** those attending, by filling in the appropriate 'assessment' forms, at the end of the course, and returning them to the FEI [Catrin Norinder] as soon as possible

Assessment: The 'assessment' opportunities - within the seminars - are:

1. Written tests - with and without, rule books.
2. The level of contribution to the seminar by each attendee.
3. A "one to one" discussion to explore their knowledge, and understanding.

Course Directors need to be able to make recommendations to the FEI at the end of each seminar, as to whether attendees are "Experienced and Knowledgeable" enough to be:

Level 1 course: Added to the FEI Directory as an Eventing official at **Candidate** level

Level 2 & 3 courses: Upgraded to the next category of official, or maintained at the present level. This recommendation can often only be based on a limited knowledge of the person, and so it is highly recommended in these instances to conduct a 'one to one' session, with those who are wishing to upgrade. **These people must be clearly identified at the beginning of each seminar.**

Written Tests: *For the written tests where rulebooks **are permitted**, it is felt that **85%** correct answers needs to be achieved as a pass rate. For the tests where rulebooks are **not permitted** it is felt that **70%** needs to be achieved as a pass rate. These written tests are produced with these levels in mind.*

Participation: Attendees are expected to contribute to the seminar and not just sit there quietly. Part of officiating is to show some authority, and so Course Directors may sometimes need to encourage the 'quieter' people to express opinions, and demonstrate their knowledge.

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Different Levels: It is accepted that there is a high level of experience at the Level 3 courses and that the evaluation of these officials will be different to those on the Levels 1 and 2 courses.

Level 3 courses: *The quality of the debate and the issues discussed will be more sophisticated at the Level 3 courses than at the lower levels, and in reality there is normally no need for lengthy or written evaluation of these officials. However, if it is noticed that they are 'out of touch', then the FEI needs to be made aware of this concern, so that they can 'keep an eye' on that particular person.*

At all the Levels it is felt that the written tests must be completed.

At Levels 1 and 2 the attendees must have recommendations made by the Course Directors as to whether they are suitable to be accepted on to the FEI lists (Level 1) or upgraded from 'C' to 'I' status, Level 2. **These are seen as important steps and so the evaluation must be as thorough and fair, as possible.**

Recommendations from NF's are important but must not necessarily be seen as an **automatic** promotion. If the Course Directors are not comfortable that an attendee is suitable for acceptance on to the FEI lists, or is experienced enough to upgrade, then it must be clearly stated on the appropriate form, that the recommendation is **NOT** approved on that occasion, accompanied by the reasons!

It is important to remember that all FEI officials are not only representing themselves, they are representing the FEI and their National Federation.

As stated above all Course Directors must carry out a 'one to one' personal assessment of each person who has indicated that he/she wishes to be considered for upgrading to the next level. The purpose of this 'interview' is to establish that the person in question has sufficient depth of knowledge of the sport and the rules.

The Course Director needs to ascertain that the person in question understands the implications of being accepted on to the FEI lists, if looking for 'C' status, or that they fully recognise the added responsibilities that come with being upgraded to the 'I' status.

The Course Director must inform the person whether they feel that they are ready for acceptance to the next level, or whether they feel that **more experience** would be beneficial - and indeed, essential.

At the end of the course the Director[s] must send all the appropriate details to the FEI with **their recommendations.**

The FEI will then inform all relevant NF's of this recommendation, asking them to forward the details to their attendees.