

IMPORTANT NOTES

1. **DRESS:** A properly well-fitted hat to current BSI or Euro standard must be worn. It is **strongly recommended** that hats should have shock absorbing material down to the lower rim. Body Protectors are mandatory in some examinations. **Candidates are strongly advised to read the 'Guidelines on Dress for BHS Examinations' (available from the Examinations Office, BHS, Stoneleigh Deer Park, Kenilworth, Warwickshire. CV8 2XZ - please enclose a stamped addressed envelope) before making entry to BHS examinations.**
2. **BOOKING CONFIRMATION:** Candidates will receive written notification of an examination date/venue. Candidates who do not receive written confirmation with 10 working days are asked to contact the Examinations Office as failure to arrive at an examination may result in loss of exam fee.
3. **WITHDRAWAL FROM EXAMINATIONS:** Candidates who are well below standard may be asked to retire from the examination by the Chief Examiner, to avoid risk of an accident to candidates and / or to school horses (applicable for all examinations).
4. **BAD WEATHER CONDITIONS:** Candidates are advised that in the event of ice and snow examinations may be cancelled or postponed. Whilst the Examinations Office will then try to notify all candidates, candidates are advised to telephone the centre the day before if there is doubt in view of the weather. If the examination does take place, candidates who fail to arrive for any reason (and this includes the weather conditions), are liable to forfeit their fee. Candidates are, therefore, advised to bear this point in mind when choosing to book their examination during the winter months.
5. **EXAMINATION CANCELLATIONS:** All examinations are subject to cancellation / alteration / postponement should circumstances make it necessary.
6. **WITHDRAWAL/RE-ARRANGEMENT/CANCELLATIONS OF EXAMINATION BOOKINGS:**
The following notification in respect of cancellation/withdrawal/re-arrangement is applicable to all examination applications received from 1st January 2001 onwards.
In all cases written notification must be made to the Examinations Office and should be accompanied by the appropriate fee and medical certificate where applicable.
Cancellations: Candidates wishing to cancel their examination outside of the *Closed period will be charged a cancellation fee of 50% of their original exam fee.
Transfers: Candidates wishing to transfer to another examination outside of the *Closed period will be charged a transfer fee of 25% of their original fees.
Medical Refunds: Candidates who are unable to attend their examination due to medical reasons are required to forward evidence of this (ie doctors note/medical certificate) no later than 14 days after the intended examination date along with a fee of 25% of their original exam fee in order to obtain another exam booking.
Candidates wishing to place a booking on "hold" may do so without charge, providing written notification is received outside of the *closed period. However, once they contact the Examinations office and request another examination booking/refund they will be charged one of the above fees as appropriate to their situation.
***closed period** (Candidates withdrawing within the closed period will forfeit their examination fee unless on medical grounds – see Medical Refunds)
Stage 1, Stage 2, Stage 3, PTT = within 4 weeks of the exam date
Stage 4, Int. Teach, BHS SM and E & T = within 8 weeks of the exam date.
7. All Exam results will be sent by post. For Stages 1, 2, 3 or Preliminary Teaching Test only please take an A5 stamped addressed envelope with you to your examination and give it to the Chief Examiner at your briefing. Your results and certificate where applicable will be sent to you. Please allow 7 days for Stages 1,2,3 and PTT results and 10–14 days for Stage 4, Intermediate Teaching, BHS SM and E&T results. Results for all exams will not be issued on the day. The Examinations Office regrets it is unable to give out results over the telephone.
8. All Exams held in the UK must be taken in English. In exceptional circumstances it may be possible to complete the written paper orally, e.g. if dyslexic. This must be requested at the time of application and supported by written evidence.
9. **Candidates may not take any examination if they are pregnant.**
10. Candidates must complete the height/weight section in order for the application to be processed.

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INSTRUCTOR'S EXAMINATION

**The British Horse Society**

Registered Charity No. 210504

Stable Manager's & Equitation & Teaching

Syllabus

**British Horse Society
Stoneleigh Deer Park
Kenilworth
Warwickshire
CV8 2XZ****Tel: 08701 202244****Fax: 01926 707800**

The British Horse Society Instructor's Certificate (B.H.S.I.) is open to members of the British Horse Society who have reached the age of 22 years.

The Certificate is obtained by passing the following two examinations. Candidates may take the BHSI examinations in order of preference.

- a) The BHS Stable Manager's Examination (BHS SM).
This examination is open to holders of the Stage 4 Horse Knowledge & Care (Intermediate Stable Manager).
- b) The Equitation and Teaching Examination
This examination is open to holders of the BHS Intermediate Instructor's Certificate

FEES: Apply to the BHS

a) THE BHS STABLE MANAGER'S EXAMINATION

Fee: Apply to the BHS

Candidates must show sound experience and knowledge in all aspects of horse care and competence in managerial practices relating to efficient organisation and running of a riding establishment. Candidates will be examined not only in their knowledge and practical competence, but also in their ability to transmit this to others.

Discussion on the care of the horse will include maintenance of horse health in stables and at grass and the preparation and care of competition horses for all disciplines and the breeding and management of young stock.

Candidates will be required to examine horses for purchase, appraising condition, conformation and soundness. A sound, up to date, practical knowledge of veterinary treatments for equine ailments and illnesses is required.

Organisation and running of a yard will include work planning, purchase and maintenance, practical economics, staffing, book-keeping, layout and construction of a stable yard and the maintenance of grassland.

Candidates must discuss and show their ability in the selecting, buying and fitting of saddlery and equipment.

Candidates must prepare, prior to the exam, lectures on given subjects to be delivered at the exam.

The guidelines for both examinations are available, and candidates will receive a copy with their confirmation of examination date; or these may be obtained separately from the Examinations Office, at a cost of 50p each, plus A5 s.a.e. (NB: SM Lecture subjects are changed every year).

b) THE BHS EQUITATION AND TEACHING EXAMINATION

Fee: Apply to the BHS

Equitation: Candidates must show that they are competent and knowledgeable horsemen with a sound grasp of the principles of training horses, on the flat and over fences, Show Jumping and *Cross Country. The syllabus requires work up to and including movements at Medium Dressage Level, Intermediate Horse Trials and Foxhunter Jumping, **plus riding single flying changes in the Dressage and/or Jumping.** Candidates will be required to assess, ride and jump several horses, also to show a practical knowledge of training from the ground, young and spoiled horses, as well as those to the above discipline levels. *In cases of severe weather the cross-country riding may be simulated over suitable jumps on a surface, or a course walk may take place where candidates will be asked to discuss various jumps and riding styles with the examiner.

Teaching: Candidates must show that they are effective instructors with sound teaching and equitation principles. They will be required to teach to the level of Medium Dressage, Intermediate Horse Trials and Foxhunter Jumping: and to show their ability to train students and pupils for current examinations and competitions (eg. up to BHS Intermediate Examinations, Riding Club and Pony Club Tests and competitions, Dressage, Show Jumping and Horse Trials). **The teaching of single flying changes in the Dressage and/or jumping sections may be required.**

Candidates will be required to instruct individuals and/or a class, inside or outside. Candidates are expected to give a short talk as if to students or competitors and to discuss or write a paper on the theory of equitation to the above standards.