



JUDGES EDUCATION PROGRAMME (BREED SHOWS)

CODE OF BEST PRACTICE

**FOR THE RUNNING OF A BREED APPRECIATION DAY
(AND THE SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD
EXAMINATION)
(BAD & MCE)**

Kennel Club Training Board
“Setting standards through education”

This document is intended for use by candidates, organisers, Breed Education Coordinators (BECs) and breed speakers



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INTRODUCTION

In setting this Code of Best Practice the Kennel Club wishes to ensure that the breed clubs/councils, organisers, Breed Education Co-ordinators (BECs) and breed speakers tailor Breed Appreciation Days to meet the needs of the attendees for the relevant breed. This document should be read in conjunction with its subsequent appendices and must be adhered to as far as possible, in order to meet the Kennel Club requirements for Judging Levels, exceptional circumstances permitting. For more information on the Judges Education Programme (Breed Shows) and Judging Levels please refer to the link on the 'Judges Education' page on the Kennel Club website – <http://www.thekennelclub.org.uk/jep>

Individuals reading this Code of Best Practice (and its appendices) are reminded to ensure that they hold the most up to date copy. Please refer to the 'Judges Education' Page on the Kennel Club website for more information - <http://www.thekennelclub.org.uk/training/judges-education> or seek guidance from the Office, as necessary – judges.education@thekennelclub.org.uk

1. THE AIM OF THE BREED APPRECIATION DAY (AND SUBSEQUENT MULTIPLE CHOICE BREED STANDARD EXAMINATION)

- 1.1. To educate individuals interested in the breed, whether they are exhibitors, aspiring judges or breeders, and provide them with the information to make informed decisions to preserve and safeguard the breed.
- 1.2. To test a candidate's knowledge of the Breed Standard via a Multiple-choice Breed Standard Exam.

2. OBJECTIVES OF THE BREED APPRECIATION DAY (AND SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD EXAMINATION)

2.1. Objectives:

- To provide an opportunity for all those interested in learning more/updating their knowledge about that breed to attend a Breed Appreciation Day.
- To encourage individuals to take control of their learning opportunities and ensure that all Kennel Club judges are provided with the opportunity for enhancing their knowledge.
- To outline the Kennel Club expectations, reinforce good practice, and encourage careful planning and organising
- To provide an opportunity for all those interested in judging the breed to attend the subsequent Multiple-choice Breed Standard Examination, and potentially obtain a pass certificate. This pass certificate may be used as part of the criteria for progression to Level 2.

3. ORGANISATION OF A BREED APPRECIATION DAY (AND SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD EXAMINATION)

- 3.1. All breed clubs must organise a minimum of one Breed Appreciation Day at least once every two years from 2021. Breeds with more than one club may have joint events, provided all clubs are involved in providing education.
- 3.2. Breed clubs may only organise a Breed Appreciation Day once the breed has appointed a Breed Education Co-ordinator and notified the Kennel Club of the appointment.



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- 3.3. It may be sensible to appoint a small committee to co-ordinate the organisation of a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Exam), and liaise with the BEC accordingly.
- 3.4. Breeds with varieties where the only difference is size/coat or where there is automatic approval to award CCs across these varieties may be covered together, as part of the breed talk and subsequent Multiple-choice Breed Standard Examination. Breeds with similarities, such as the Norfolk Terrier and Norwich Terrier, or Welsh Corgi (Cardigan) and Welsh Corgi (Pembroke) etc. must be conducted as stand alone events. However, a short comparative section may feature as part of the breed talk to highlight key differences.
- 3.5. Please refer to **Appendix A** for further '**Guidance for Organisers**'.

4. ELIGIBILITY CRITERIA

- 4.1. There should be no restrictions to individuals wishing to attend a Breed Appreciation Day, apart from any limits because of venue size etc.
- 4.2. Candidates wishing to undertake the Multiple-choice Exam must at least be a Level 1 Judge, appearing on 'Find a Judge' for the relevant breed. If a Breed Appreciation Day is held before the online system is available organisers are advised to accept on trust if a candidate states that they meet Level 1 requirements.
- 4.3. No minimum age is required for a candidate to attend a Breed Appreciation Day and sit a Multiple-choice Breed Standard Exam, provided they have met Level 1 requirements, however a common sense approach should be adopted as to whether the candidate will be able to undertake this exam.

5. ADVERTISEMENT AND APPLICATION TO THE BREED APPRECIATION DAY (AND SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD EXAMINATION)

- 5.1. Interested parties may apply to attend a Breed Appreciation Day (and the subsequent Multiple-choice Breed Standard Exam) without being invited, once the event is advertised.
- 5.2. Candidates wishing to undertake the Multiple-choice Breed Standard Exam must declare any conflicts of interest.
- 5.3. Breed Appreciation Days (and the subsequent Multiple-choice Breed Standard Exam) must be notified to the Kennel Club and will be advertised via the Kennel Club Academy (www.kccademy.org.uk) and Kennel Club Journal, and may further be advertised where ever else the organiser sees fit.
- 5.4. To inform the Kennel Club of an upcoming Breed Appreciation Day, please complete the '**Notification Form**' (**Appendix Ai**) and forward to judges.education@thekennelclub.org.uk at least three months in advance of the event date. Please note that in the event that a notification is received with a Breed Speaker who in the past has had poor feedback, organisers may be requested to consider an alternative speaker.
- 5.5. Candidates are required to contact the relevant breed club organiser/BEC for further information.
- 5.6. It is at the discretion of the organising breed club as to how many candidates may attend a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Exam) however consideration must be made as to the logistics of the day and ensuring the maximum educational benefit to candidates. Special consideration needs to be given to any practical session that will be held. It is recommended that a 'Group Mentoring' session may be held following the MCE. Dog welfare considerations must be taken into account.



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- 5.7. In the event that interest exceeds the maximum number of places, consideration should be taken regarding scope for an additional Breed Appreciation Day in the relevant breed.

6. PRE-SEMINAR LEARNING

- 6.1. It is recommended that candidates refresh their knowledge on Conformation and Movement on the Kennel Club Academy, prior to attending a Breed Appreciation Day, in order to ensure that they have the sufficient understanding of canine anatomy and the general principles of conformation and movement, to get the most out of the day.
- 6.2. Candidates and breed speakers should be provided with access to a copy of the relevant Kennel Club breed standard ahead of the event.

PLEASE NOTE

The Kennel Club breed standards are copyright of the Kennel Club Limited, and may not be reproduced without permission which should be requested by emailing library@thekennelclub.org.uk. The subsequent permissions will be granted by the Kennel Club following agreement to be bound to the relevant Kennel Club Terms and Conditions.

7. THE BREED APPRECIATION DAY (BREED TALK)

- 7.1. The Breed Appreciation Day comprises of a breed talk aiming to provide the knowledge required to establish/refresh the attendee's understanding and appreciation of the breed.
- 7.2. The breed talk should be interactive, with the use of live models to demonstrate application of the Kennel Club breed standard, and provide practical experience.
- 7.3. A 'Question and Answer' approach should be adopted, whether it be open forum, at the end of each section of information, or at the end of the event.
- 7.4. An optional practical session may be held. Breed speakers and others invited by the organiser may wish to use this opportunity to conduct informal 'mentoring' and provide feedback on their comments. Please note that this does not form part of the formal mentoring requirements as part of the Level 3 judging requirements but may be used to allow attendees to put into practice what has been learnt during the Breed Talk. Where optional practical sessions are held, welfare considerations must be taken into account and a common sense approach adopted regarding the ratio of dogs to attendees.
- 7.5. It is recommended that a club considers using the same date and venue to hold a group mentoring session. It must be emphasised that this is a separate event and only those candidates who are eligible to undertake the mentoring stage do so. Candidates who pass a MCE on the same day may be permitted to take part in one of these group mentoring sessions.
- 7.6. For more information on '**Guidance for Breed Speakers**' please refer to **Appendix B**.

8. THE MULTIPLE-CHOICE BREED STANDARD EXAMINATION

- 8.1. The Multiple-choice Breed Standard Exam is a mandatory part of the judge's education – attending a Breed Appreciation Day coupled with passing the subsequent Multiple-choice Breed Standard Exam (80% pass mark) is required as one of the criteria for progression from Level 1 to Level 2.
- 8.2. A multiple-choice exam is a form of objective assessment in which candidates are asked to select the correct answer from a list. It is a popular way of testing a candidate's knowledge and lends itself well to the contents of a Kennel Club breed standard.



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- 8.3. The exam conditions must be 'closed book', i.e. the candidate must not be able to refer to any books, notes or other media during the exam. All exams must be adequately invigilated.
- 8.4. The exam should be carried out in exam conditions, i.e. conducted in silence, supported by invigilator(s). Separate tables should be provided as far as possible.
- 8.5. For more detailed information on the '**Compilation of a Multiple-choice Breed Standard Examination**', organisers and BECs should refer to **Appendix C**.

9. CERTIFICATES OF ATTENDANCE TO THE BREED APPRECIATION DAY, AND PASS CERTIFICATES TO THE SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD EXAMINATION

- 9.1. Attendance and Multiple-choice Exam pass certificates are required as evidence towards progression to Level 2. Candidates are reminded to keep their certificates safe as they will be required as evidence for progression.
- 9.2. Certificates of attendance must be issued on the day.
- 9.3. Pass certificates for the Multiple-choice Breed Standard Exam must be issued on the same day.
- 9.4. Organisers must ensure confidentiality and sensitivity are applied when issuing results to all Candidates, particularly those who have been unsuccessful. All Candidates must be presented with certificates in such a way that no Candidate is aware of the result of another. It is essential that any unsuccessful Candidates are informed of their results discreetly.
- 9.4. There will be no option to only re-sit the Multiple-choice Breed Standard Exam. Candidates will need to attend a future Breed Appreciation Day and take a subsequent Multiple-choice Breed Standard Exam.
- 9.5. Organisers and BECs must ensure that all certificates issued in accordance with **Appendix D – 'Compilation of Attendance and Pass Certificates'**, for more information.
- 9.6. The hosting club should complete a list of both attendees and those who passed the Multiple-choice Breed Standard Exam and submit this to the BEC for their records. There is no requirement for these to be submitted to the Kennel Club unless requested. Please refer to the '**Returns Form**' – **Appendix Aii**.

10. ACCESS ARRANGEMENTS

- 10.1. Candidates with recognised educational needs, disabilities and temporary physical injuries may request access arrangements for the Multiple-choice Breed Standard Exam. A common sense approach should be adopted.
- 10.2. Access arrangements include applying for assistance from an 'independent person', to act as a reader/scribe/interpreter. Such requests must be arranged through the BEC and the organiser.
- 10.3. An 'independent person' is there to aid the candidate by reading the question and the answer choices aloud/relaying the questions, and may further document the candidate's answer if required. The independent person may only record the answer dictated to them – they are not permitted to offer help or guidance to the candidate in any other way.
- 10.4. The selected 'independent person' must have no connection to the candidate.



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- 10.5. Where a reader/scribe is to be utilised, a private space must be used in order to ensure that other candidates are not disturbed.
- 10.6. Further access arrangements may include examination papers being provided on coloured paper to suit the candidate's need, providing extra time (up to 25%) and/or supervised breaks.

11. CANDIDATE FEEDBACK

- 11.1. Candidates should be offered the opportunity to provide feedback before leaving on the effectiveness of the event through an anonymous short exit questionnaire. The '**Candidate Evaluation Form**' – **Appendix E** is required to be circulated.
- 11.2. All feedback must be confidential in order to obtain an accurate reflection – organisers/BECs should have a box or similar available for candidates to return this form anonymously.
- 11.3. The breed clubs/organisers and BECs should use this information to develop their educational process.

12. QUALITY ASSURANCE

- 12.1. In setting out this Code of Best Practice, the Kennel Club aims to provide guidance to breed club organisers/BECs as to how Breed Appreciation Days and Multiple-choice Breed Standard Exams should be conducted.
- 12.2. This Code of Best Practice also includes '**Guidance for Organisers**' (**Appendix A** refers) with regards to:
 - Location
 - Organisation
 - Selection of a breed speaker
 - Exhibits required for a breed talk
 - Required equipment and layout
 - Catering requirements
 - Queries, suggestions and complaints
- 12.3. Your privacy is very important and we retain your data in accordance with our Privacy Notice which can be found on the Kennel Club website www.thekennelclub.org.uk

13. COMPLAINTS PROCEDURE

- 13.1. Please refer to the Judges Education Programme (Breed Shows) Complaints Procedure located at www.thekennelclub.org.uk/jep



JUDGES EDUCATION PROGRAMME (BREED SHOWS)
 CODE OF BEST PRACTICE FOR THE RUNNING OF A BREED APPRECIATION
 DAY (AND SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD
 EXAMINATION)

GUIDANCE FOR ORGANISERS

The Code of Best Practice for the Running of a Breed Appreciation Day and Multiple-choice Breed Standard Examination and its accompanying appendices should be read in addition to this appendix. This guidance has been produced as an aide memoire to assist organisers.

1. LOCATION:

- 1.1. Organisers/Breed Education Co-ordinators (BECs) are responsible for booking a suitable date and venue for the Breed Appreciation Day and subsequent Multiple-choice Breed Standard Exam.
- 1.2. Suitable kitchen facilities, toilets and car parking are required.
- 1.3. Suitable IT should be available.

2. ORGANISATION

- 2.1. It is recommended that a budget is drawn up, in order for organisers/BECs to make informed decisions in regards to:
 - Breed speakers
 - Handlers (and exhibits)
 - Venue hire
 - Number of candidates
 - Catering
 - Travel expenses
 - Potential accommodation costs
 - Printing costs
 - Committee support
 - Other potential costs associated with the event
- 2.2. The details of the Breed Appreciation Day should be finalised well in advance to ensure that it can be advertised to ensure there are a sufficient number of candidates to make the event viable. It is recommended that clubs/organisers/BECs give themselves at least 6 months in which to organise.
- 2.3. The breed club organiser, with the support of the BEC, is responsible for the whole aspect of the Breed Appreciation Day and subsequent Multiple-choice Breed Standard Exam. Specific responsibilities may be delegated, especially if it is to be a joint event. Tasks include (but are not limited to):
 - Selecting an appropriate breed speaker
 - Organising exhibits and handlers for the breed talk – assistance may be sought from the breed speaker, but final arrangements should be confirmed by the organiser/BEC.
 - Advising and liaising with the Canine Activities Team for all details of the Breed Appreciation Day. **Breed Appreciation Day Notification Form, Annex Ai** to be submitted



at least three months before the event. This will assist with marketing of the event, including online platforms.

- Receiving applications and receipt of payment for attendees.
- Ensuring the eligibility of applicants to the Multiple-choice Exam (please refer to the Code of Best Practice for more information).
- Ensuring that the breed speaker and candidates have had sight of the relevant, up to date Kennel Club breed standard.
- Ensuring that the breed speaker and candidates have had sight of and are aware of the relevant and up to date Kennel Club Breed Watch points of concern.
- To ensure that adequate invigilation is undertaken for the Multiple-choice Breed Standard Exam.
- To ensure that exam papers are double marked in accordance with **Appendix C**.
- Issuing attendance and pass certificates in accordance with the mandatory criteria set out in **Appendix D**.
- Providing the BEC with a list of attendees for the Breed Appreciation Day and successful candidates for the Multiple-choice Breed Standard Examination, via the '**Returns Form**', **Appendix Aii**, within two weeks of the event.
- Ensuring that those in attendance are suitably thanked for their contribution to the day.
- Issuing and collating anonymous feedback questionnaires from Candidates as per the '**Candidate Evaluation Form**' – **Appendix E**.
- Organising any optional practical session/group mentoring, where appropriate.
- Catering arrangements

3. SELECTION OF A BREED SPEAKER

- 3.1. Breed speakers may be appointed at the discretion of the breed club/council and BEC, and will ideally:
 - Be a widely recognised as an 'authority' in the breed.
 - Have a proven track record in the breed either as a breeder, judge, exhibitor or handler.
 - Have an in-depth and up to date knowledge of the breed including health issues.
 - Be a good communicator, who is confident and articulate.
 - Able to demonstrate an enthusiasm about their breed, having a positive approach with good body language and a clear pitch.
- 3.2. The length of a breed talk will vary, but a good speaker will hold an audience for a considerable amount of time quite successfully. If content is clear, informative and interesting, one hour should pass comfortably.
- 3.3. Please note that in the event that a notification is received with a Breed Speaker who in the past has received poor feedback, organisers may be requested to consider alternatives.



4. EXHIBITS REQUIRED FOR BREED TALK

- 4.1. A range of exhibits should be available for the breed talk that will be sufficient to demonstrate the points raised as part of the breed talk. The speaker should therefore be familiar with the dogs to be used, and in most cases will have been selected and organised by the breed speaker themselves.
- 4.2. Where possible both dogs and bitches, and a range of ages from puppy to senior should be available for candidates. Preferably those not currently shown, but it is accepted that this is not always possible.
- 4.3. It is noted that all dogs have merits and demerits. Breed speakers may outline both the positive features of a particular dog, as well as touch upon its short comings. Breed speakers should approach such matters in a sensitive manner at all time, with careful consideration to phraseology used. Phrases such as “I would prefer” are recommended, and ideally followed up with reference to another merit.
- 4.4. It is crucial that owners are not upset as a result of comments, in order to ensure that dogs are available for future Breed Appreciation Days. Criticism should never be destructive or hurtful and this should be made clear to everyone at the outset. If owners are assured that their dog will be portrayed in a positive light, it should be easier to get owners to offer/accept the invitation to bring their dog along to Breed Appreciation Days.
- 4.5. Breed speakers are not permitted to use a breed talk to raise the profile of a particular kennel.

5. REQUIRED EQUIPMENT AND LAYOUT

- 5.1. A theatre style layout is recommended.
- 5.2. Required equipment includes, but is not limited to:
 - Relevant breed standard to hand
 - Grooming tables where appropriate
 - Tables and chairs
- 5.3. Sufficient IT equipment for the delivery of a PowerPoint presentation if required.

6. OPTIONAL PRACTICAL SESSION

- 6.1. An optional practical session may be held. Breed speakers may wish to use this opportunity to conduct informal ‘mentoring’ and provide feedback on their comments. Please note that this does not form part of the formal mentoring requirements as part of the Level 3 judging requirements but may be used to allow attendees to put into practice what has been learnt during the Breed Talk.
- 6.2. Where Group Mentoring also included please see the **Code of Best Practice for Breed Mentoring**.



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CODE OF BEST PRACTICE FOR THE RUNNING OF A BREED APPRECIATION DAY
(AND SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD EXAMINATION)

NOTIFICATION FORM

FOR A BREED APPRECIATION DAY AND MULTIPLE-CHOICE BREED STANDARD EXAM

Date of event:			
Hosting club(s)/council: <i>*Please do not abbreviate*</i>			
	Website(s) Address:		
Breed:	<i>*If not specified above*</i>		
Breed speaker(s):			
Breed Education Co-ordinator:	Name:		
	Email:		
	Tele:		
Organiser: <i>*or main contact*</i>	Name:		
	Email:		
	Tele:		
Venue address:			
	Post code:		
Timings for day:	Start time:		Finish Time:
Practical Session: <i>(Optional)</i>	Yes / No	Group mentoring	Yes / No
Cost(s): <i>*Please complete as appropriate*</i>	BAD only:		
	BAD and MCE:		

Please return this form via email to judges.education@thekennelclub.org.uk
alternatively please forward to Canine Activities Team, The Kennel Club,
Clarges Street, Piccadilly W1J 8AB at least three months prior to the event.

OFFICE USE ONLY	
Date received:	
Date processed:	
Processed by:	



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 CODE OF BEST PRACTICE FOR THE RUNNING OF A BREED APPRECIATION DAY
 (AND SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD EXAMINATION)

RETURNS FORM (to be sent to Breed Education Co-ordinator for their records, not the Kennel Club)
 FOR ATTENDEES OF THE BREED APPRECIATION DAY AND MULTIPLE-CHOICE BREED STANDARD EXAM

Where forms are completed by hand, please ensure that all details are clear and printed in capital letters

Candidate's Salutation and Full Name	Kennel Club Judging Number <i>(if known)</i>	Post code	Email Address	Attended the BAD only or BAD and MCE	Results of the MCE <i>(where applicable)</i>
e.g. Mr Alpha Bravo	12345	W1J 8AB	judges.education@thekennelclub.org.uk	BAD only / BAD & MCE	Pass / Fail



Candidate's Salutation and Full Name	Kennel Club Judging Number <i>(if known)</i>	Post code	Email Address	Attended the BAD only or BAD and MCE	Results of the MCE <i>(where applicable)</i>

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CODE OF BEST PRACTICE FOR THE RUNNING OF A BREED
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GUIDANCE FOR BREED SPEAKERS

The Code of Best Practice for the Running of a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Examination) should be read in conjunction with this document.

It may be that the breed talk is split into sections and may involve more than one speaker.

It is important that the talk(s) should focus on the history and function of the breed, the Kennel Club breed standard and Breed Watch, breed specific health issues, how to over the breed appropriately and the knowledge a judge would need to build their understanding and appreciation of the breed. It should be interactive with the use of live models and involve a 'questions and answer' session.

It will also focus on providing education on breed specific anatomy, conformation and movement, health and welfare including all aspects of Breed Watch 'Fit for Function, Fit for Life'.

PLEASE NOTE: Breed Appreciation Days (and the subsequent Multiple-choice Breed Standard Examination) should be about the breed and breed judging issue only. Kennel Club Regulations; completion of records; basic anatomy and general conformation and movement are covered elsewhere in the judges' education.

1. ORGANISATION

- 1.1. Prior to the Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Examination) those who are to be actively involved in the breed talk or informal 'mentoring', should discuss precisely how the day is to be managed.
- 1.2. The use of live dogs is required for the breed talk and optional practical session. It is recommended that dogs are presented on a grooming table, if appropriate for the breed for the breed talk in order to provide candidates with the best view.
- 1.3. Breed speakers may wish to use this opportunity for a practical session to informally 'mentor' candidates, to show them how to 'go over' the breed, and provide feedback on their comments. Please note that this does not constitute a formal Group Mentoring session as part of the Level 3 requirements.
- 1.4. A copy of the relevant Kennel Club breed standard and any Breed Watch points of concern should be provided to both the breed speaker and the candidates. There are nearly always 'key' elements of a breed which have to be conveyed to a new judge. There will always be some discussion about the weight certain breed characteristics should be given but in a breed seminar the essential elements should put across consistently.

2. OUTLINE OF BREED TALK

- 2.1. Essentially the breed speaker(s) should aim to present a session about the breed that:
 - Is well structured ('Structure of a Breed Talk' is provided in the following section)
 - Includes good visuals
 - Encourages audience participation



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- Includes some form of practical session
- Operates on a semi-informal basis

2.2. The Breed Speaker(s) should:

- Be widely recognised as an 'authority' on the breed
- Have a proven track record either as a breeder, exhibitor, handler or judge
- Be a good communicator with in-depth knowledge of the breed including health issues
- Be articulate
- Demonstrate an enthusiasm about their breed
- Have a positive approach with good body language and a clear pitch

3. CONTENT AND STRUCTURE OF THE BREED TALK

- 3.1. The following is designed to help in the presentation of breed talks which should provide in-depth information and an appreciation of the Kennel Club breed standard.
- 3.2. Begin at the beginning by relating the history and 'function' of the breed. Make the audience clear and familiar with the 'function' and what the dog requires to carry this out successfully. All aspects of the breed should be covered including health issues which are breed specific.
- 3.3. Since the 'function' dictates the form of the breed, the structure should be explained with the use of drawings, photos, text and live dogs. The explanation should be demonstrated by diagram and live examples, covering the front and rear assembly, outline and balance.
- 3.4. As the structure will influence how the dog will move, it is important to explain the style and gait of the breed. Inform the audience of what assessing good movement, particular to the breed, entails.
- 3.5. Similarly, excellent examples of really good moving dogs and bitches should be available and all aspects of how to evaluate good movement explained:
 - What to expect to see as the dog moves away from the judge
 - What to expect to see as the dog comes towards the judge
 - What the judge can see and evaluate as the dog goes around the ring and is viewed from the side
- 3.6. The head of the dog, often the most distinguishing feature, is important and should be discussed in sufficient depth for candidates to understand what is required.
- 3.7. Temperament and style add to the essence of 'breed type' and this also requires examples of dogs of the breed with excellence in the foregoing.
- 3.8. Visual health is a vital element and any Breed Watch points of concern and any other potential visual health issues should be discussed and the importance of noting these as part of the judging.
- 3.9. The correct method of examination/judging of the breed should be explained. If a breed has a specific judging method attached to it then the speaker should emphasise this. It should be noted that for some aspiring judges this may be the first experience they have of performing a 'hands-on' exercise of the breed.
- 3.10. A breed speaker should be able to effectively communicate what in their opinion makes a superb example of the breed with the Kennel Club breed standard as their yardstick.
- 3.11. There should be interaction with candidates by the invitation of questions and subsequent discussion including the use of anecdotes where appropriate.

- 3.12. Where possible, additional quality dogs should be provided in order to demonstrate a typical example of the breed, to be moved individually and to invite the candidates to 'go over' them and discuss the qualities of the dog with the breed speaker.
- 3.13. The talk should be summarised into a short list of specifics, which in the breed speaker's opinion, make the breed what it is.
- 3.14. Inevitably dogs will have both merits and demerits points, so it is essential that the audience has a picture of what can be attained in the breed. It is in this way that it is easier to pick out positive values for the dogs and not slip into the habit of 'fault' judging the breed. Candidates are encouraged to take a practical approach and ask questions.
- 3.15. Whilst being realistic in describing attributes or shortcomings for the benefit of candidates, criticism should never be destructive or hurtful to the owners/handlers. This must be made clear at the outset to everyone.
- 3.16. The length of breed talks vary and a good speaker will hold an audience for a considerable time quite successfully. However if the content of the talk is clear, informative and interesting then one hour should pass comfortably.
- 3.17. Those breed speakers with a fundamentally 'different' view of a breed should be avoided where possible! This is not to say that there should be no place for personal opinions and choices but it is important to give as clear, concise, balanced and conventional a view as possible. The Kennel Club breed standard must be the guide.



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**COMPILATION OF THE MULTIPLE-CHOICE BREED STANDARD
EXAMINATION**

A Multiple-choice Breed Standard Exam (MCE) is now a mandatory part of a judge's education. Attending a Breed Appreciation Day (BAD) coupled with passing the Multiple-choice Breed Standard Exam) is required as part of the criteria to move from Level 1 to Level 2 for a specific breed.

The Kennel Club requires all breeds, through their Breed Education Co-ordinators (BECs) to formulate and facilitate the Multiple-choice Breed Standard Exam process, to be held in accordance with this document.

It is understood that some breed clubs already operate a multiple-choice exam for their breed, whilst others do not currently embrace the process. This guidance is provided to help those who will now have to create a new exam, and aid those BECs who will need to assess whether their current exam meets the criteria.

It is also recognised that where breed clubs have, in the past, offered a breed seminar with a breed standard exam and/or breed assessment, that the outcome for successful candidates may have varied, and that candidates will need to assess whether any of the certification documents that they currently hold may enable them to move forward from Level 1 to Level 2 without the need to attend a BAD and pass the MCE, i.e. the candidate may already have:

- attended a breed seminar (and been issued with an attendance certificate) and passed a breed standard exam with a pass certificate issued. *Evidence of both of these are required to allow progression from Level 1 to Level 2.*
- attended a breed seminar (and been issued with an attendance certificate) and been successful at a breed-specific hands-on assessment with a pass certificate issued. This is an assessment that required candidates to assess a mock class of 5 dogs, place and critique these dogs. *Evidence of both of these are required to allow progression from Level 1 to Level 2*

If a candidate does not have evidence that they have previously attended a breed seminar and passed a breed standard/hands on exam, it is the candidate's responsibility to contact the relevant breed club where appropriate and enquire whether evidence is available. If the breed club is unable to verify that the breed seminar was attended or the breed exam passed (or breed specific assessment if appropriate), the candidate will need to attend a BAD and pass the MCE to be able to proceed from Level 1 to Level 2.

A candidate must attend a BAD in order to sit the MCE.

1. GENERAL NOTES AND GUIDANCE FOR COMPILING A MULTIPLE-CHOICE EXAMINATION

- 1.1. A multiple-choice exam is a form of objective assessment in which candidates are asked to select the correct answer out of a choice from a list. It is a popular way of testing a candidate's knowledge of the contents of a breed standard. As such it should always be a test of the candidate's understanding of the basics of a breed rather than simply a test of memory.
- 1.2. A multiple-choice exam should be compiled by the BEC and/or individuals(s) appointed by the relevant Breed Council and/or all Breed Clubs. There should be one selection of MCEs per breed. Individuals appointed to create the MCEs should be deemed to have sufficient knowledge/be a breed expert.
- 1.3. In order for the multiple choice examination to be a meaningful and fair test of a candidate's knowledge of the breed standard, there are a number of factors which must be taken into consideration, across all breeds. These points must be considered by the Breed Club in conjunction with the BEC to identify which are the important breed points that should be emphasised, and those which are not particularly meaningful and can be disregarded for this exercise.
- 1.4. Once this has been completed, an MCE paper should then be built around these important points irrespective of the number of questions it results in. The following considerations must also be made:
 - There must be no ambiguity to any question; if there is a measurement such as "moderately long" as the correct answer for example, avoid using other words such as "fairly" or "moderate" as distracters.
 - Any question posed must not offer nonsensical distracters
 - Questions should not be repetitious and should cover the entire breed standard
 - Questions should be meaningful to the breed.
 - The number of alternatives must be limited (no more than three or four answer options) so as not to confuse candidates.
 - There must only be one 'best' answer, which requires little interpretation, and should appear in exact word order as the breed standard upon which the questionnaire is based.
 - Distractors should be plausible, but in no way confusing or requiring a great deal of thought or interpretation – it is suggested more than two words difference between correct and incorrect answers.
 - All choices have to be grammatically consistent with the stem.
 - Ensure random distribution of the correct response.
 - Avoidance of using "all of the above".
 - Where size is mentioned in an exam, it should be given in both inches and cms in the question
 - Where weight is mentioned in an exam, it should be given in both pounds and kgs in the question.
- 1.5. It should be noted that candidates must have been provided with the breed standard before the assessment, for revision purposes and the Kennel Club Breed Standard must be discussed during the pre-assessment seminar, clearly emphasising important words and phrases used in the breed standard with no ambiguity.
- 1.6. An acknowledged breed expert, who has not been involved in formulating the questions, should be asked to review the questions and sense check these, alongside the 'distractor' answers.
- 1.7. Candidates taking the MCE may not have been involved in its compilation.

- 1.8 Once a bank of questions have been compiled these should be submitted to the Canine Activities Team for their records and for random 'spot checks' to be carried out.
- 1.9 It is the responsibility of the BEC to ensure that the criteria set out with in the Code of Best Practice for the Running of a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Examination) are adhered to.
- 1.10 All MCE text should be printed with black ink and a legible font with clear and concise instructions to candidates. Please refer to **Appendix Ci** for the template exam paper front cover.
- 1.11 The correct answers to the MCE should be maintained separately to the question paper.
- 1.12 If changes are made to the breed standard then these changes should also be incorporated into the MCE and questions amended to reflect this.
- 1.13 Great care should be given to ensure there is no possibility of the answers being distributed accidentally.
- 1.14 The make-up of any multiple-choice question starts with a 'question stem', the correct answer and various distracter answers.
- 1.15 The following question presented in table format is a simple example to demonstrate this:

	The acronym "KCA" represents:	This is the Question Stem
a	Kennel Club Association	This is a distracter answer
b	Kennel Club Amendment	This is a distracter answer
c	Kennel Club Academy	This is the correct answer
d	Kennel Club Article	This is a distracter answer

2. GENERAL GUIDANCE ON THE MULTIPLE-CHOICE EXAM FORMAT

- 2.1. **The multiple-choice exam paper need not cover all points in the breed standard.** Where possible, a minimum of 10 and maximum of 25 questions should be used in each question paper. It is recommended that a larger 'bank' of questions is retained to allow the questions to be rotated regularly. More importance should always be placed on the quality of questions within the MCE rather than quantity of questions. .
- 2.2. There should be a cover sheet to each exam paper to include candidate's name/number and instructions and an indication of the time allocated to complete the paper. The format for this cover sheet is given in **Appendix Ci** of this document.
- 2.3. **Keep the number of options for answers consistent throughout the exam.** The exam requires the format of four options and should include one correct answer. This format should be used wherever possible.
- 2.4. The questions should be presented in a table format (as above) and as per **Appendix Ci**.
- 2.5. **Try to place most of the words in the 'Question Stem'.** This way the answer options may be able to be short, making them less confusing and more legible.
- 2.6. **Write test questions in a simple structure** that are easy to understand. The exact wording from the breed standard must be used in the correct answer.

- 2.7 **Make all the distracter answers sensible.** This can sometimes be hard to do but if the answers are not reasonable it is likely to detract from the test's value. All distracter answers should relate to the particular aspect of the breed standard in the question, i.e. if the question relates to shoulders, then the correct answer AND the three incorrect answers should relate to shoulders.
- 2.8 **Try and keep all the answer choices around the same length,** as the longest answer tends to be the correct one. Keeping answers the same length can sometimes be difficult, so a helpful tip for when a long answer is unavoidable, is to give two long answers and two short.
- 2.9 Do not use 'trick' distracter answers, and do not simply use the words from the breed standard in a different order as a distracter.
- 2.10 The Kennel Club may subject questions papers for spot checks to ensure compliance with this Code of Best Practice.

3. THE MULTIPLE-CHOICE BREED STANDARD EXAMINATION

- 3.1. The time given to a candidate for completion of the exam should be based on 1½ minutes per question. These timings should also allow enough time for the candidate to complete personal details and read the guidance notes on the front page of the exam paper.
- 3.2. The exam conditions must be 'closed book', i.e. the candidate must not be able to refer to any books, notes or other media during the exam.
- 3.3. The exam should be carried out in exam conditions, i.e. conducted in silence, supported by invigilator(s). Separate tables should be provided as far as possible.
- 3.4. If candidates have completed the exam before the end of the allocated time it is at the discretion of the organiser as to whether they are permitted to leave the exam room. If all candidates complete the exam before the end of the allocated time then the exam may be concluded.
- 3.5. The required pass mark is 80%.

4. ACCESS ARRANGEMENTS

Candidates with recognised educational needs, difficulties and temporary physical injuries may request access arrangements for the breed standard examination. A common sense approach should be adopted. Please refer to the '**Code of Best Practice for the Running of a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Examination)**' for more information.

5. ONCE THE EXAM HAS FINISHED

- 5.1 Where possible the breed club personnel should arrange for the marking to be carried out as soon as the exam has been completed. Exam papers should be double marked before the results are issued. The exam answer paper may be marked by either the organiser and/or BEC, or independent person(s) who have no need to undertake the exam themselves, or a person who has no connection with the judging of any breed.



- 5.2 Certificates must be issued on the day. Candidates must be provided with an attendance certificate (if only attending the BAD or if unsuccessful to the MCE) and a pass certificate (where successful in the MCE).
- 5.3 It is recommended that organisers collectively go through the exam answers with the candidates, after all of the exam papers have been collected in for marking, highlighting any common errors. Common errors should be fed back to the BEC and breed speaker.
- 5.4 Candidates must not make copies of the exam paper, document the phraseology used for any question that they got incorrect or remove exam papers from the room.
- 5.5 Should breed clubs have any queries or difficulties in compiling their Multiple-choice Breed Standard exam, the Kennel Club Canine Activities Team can discuss. Please email judges.education@thekennelclub.org.uk



**[INSERT BREED/BREED CLUB]
MULTIPLE-CHOICE BREED STANDARD EXAMINATION PAPER**

PLEASE COMPLETE IN BLOCK CAPITALS AND BLACK INK ONLY

SALUTATION:		FORENAME:	
SURNAME:			
JUDGE'S KC NUMBER:			

EXAMINATION PAPER GUIDELINES

- If any examination candidate has any learning or other disabilities, which affect them in the taking of this examination, please inform the organiser before the start of the examination.
- The examination paper consists of [XX] questions with [XX] possible answers to each question. The pass mark is set at [XX] which requires a minimum of [XX] correctly answered questions.
- The time allowed to complete this examination paper is [XX] minutes – 1.5 minutes per question.
- Please remain silent for the duration of the examination; any concerns or queries should be directed to the invigilator(s).
- No books, notes or other media are allowed; this is a closed exam.
- Please place an 'X' in the box that corresponds to your answer and indicate ONE answer only per question. More than one answer selected will render the answer null and void.
- If you change your answer, please make clear your final answer and initial the change.
- Please stay in your seat once you have completed the paper. All papers will be collected once the [XX] minute duration has elapsed, or all candidates have completed the paper. Candidates may leave the room **quietly** once they have indicated that they have completed the exam.
- Candidates may not make copies of the exam paper or remove the exam paper from the exam room.
- This Multiple-choice Breed Standard Exam has been compiled in accordance with the Code of Best Practice for the Running of a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Examination).

PLEASE ONLY OPEN THE EXAMINATION PAPER WHEN TOLD TO DO SO BY THE EXAMINER.

The questions laid out below are given for guidance only, to show how the exam questions are to be formatted. The examples should not be included in a Multiple-choice Breed Standard Exam.

Please place an 'X' in the box that corresponds to your answer and indicate ONE answer only per question. More than one answer selected will render the answer null and void.

Listed is an example of how to clearly phrase a question

1. The temperament of a [INSERT BREED] is described as:		
a.	Kind even disposition	
b.	Wary of strangers	
c.	Good natured	
d.	Lively	

Document Version Control:

BECs are required to ensure that they maintain a record of updates to examination papers. Any changes made to an examination paper, must be highlighted by the Document Version Control references as follows:

Document Version Control record in footer:

[INSERT CLUB NAME] MULTIPLE-CHOICE BREED STANDARD EXAMINATION
PAPER

Version 1

January 2019

The Document Version Control reference found on the bottom of these documents indicates the Kennel Club's records, and varies slightly to that required of BECs, due to the amount of documents retained by the Kennel Club.

**JUDGES EDUCATION PROGRAMME (BREED SHOWS)
CODE OF BEST PRACTICE FOR THE RUNNING OF A BREED APPRECIATION
DAY (AND SUBSEQUENT MULTIPLE-CHOICE BREED STANDARD
EXAMINATION)**

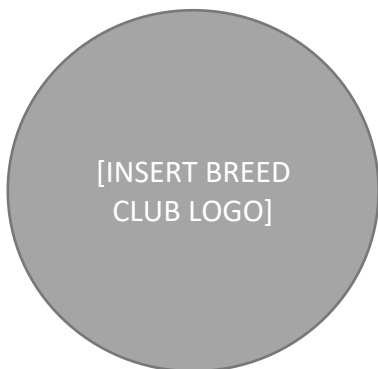
COMPILATION OF ATTENDANCE AND PASS CERTIFICATES

1. GENERAL GUIDANCE

- 1.1. There are separate certificates for attending a Breed Appreciation Day and for additionally passing the Multiple-choice Breed Standard Exam. Both certificates are required, to be used as evidence for the Judges Education Programme (Breed Shows).
- 1.2. Certificates of attendance for the Breed Appreciation Day must be issued to all attendees on the day.
- 1.3. Pass certificates for the Multiple-choice Breed Standard Exam may only be issued to those candidates that have both attended the breed talk and were successful in the subsequent Multiple-choice Breed Standard Exam. Pass certificates must be issued on the day.
- 1.4. If a candidate does not pass the Multiple-choice Breed Standard Exam or does not wish to sit the exam, only a certificate of attendance may be issued.
- 1.5. It is acceptable to pre-print certificates for all candidates before the Breed Appreciation Day takes place, however care should be taken to ensure that 'pass' certificates are only issued to those candidates who are successful in the MCE.

2. COMPILATION

- 2.1. All certificates issued must suitably demonstrate the candidate's outcome for the day. **Appendices Di and Dii refer** outline the mandatory fields, phraseology and recommended layout for use on the certificates.
- 2.2. Any certificates issued must follow the templates as in **Appendices Di and Dii**, and must include:
 - Candidate's name
 - Name of hosting club
 - Breed
 - Reference to the relevant Kennel Club Guidelines to which must be adhered
 - Signatures and printed names of the Breed Club Secretary/Organiser
 - Date of event



This is to certify that

[INSERT NAME]

has attended a **BREED APPRECIATION DAY**

BREED TALK

for the

[INSERT BREED]

organised in accordance with the Kennel Club Code of Best Practice for the Running of a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Examination)

Signed: [INSERT]

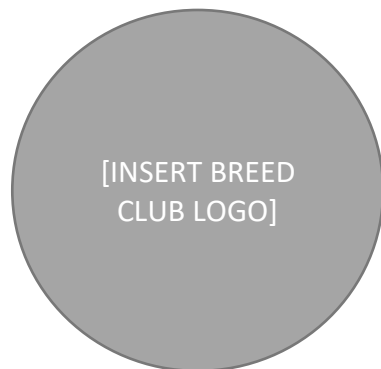
Breed Speaker(s): [PRINT NAME]

Date: [INSERT]

Signed: [INSERT]

Secretary/Organiser: [PRINT NAME]

Date: [INSERT]



This is to certify that

[INSERT NAME]

has passed the

MULTIPLE-CHOICE BREED STANDARD EXAMINATION

for the

[INSERT BREED]

organised in accordance with the Kennel Club Code of Best Practice for the Running of a Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Examination)

Signed: [INSERT]

Secretary/Organiser: [PRINT NAME]

Date: [INSERT]



JUDGES EDUCATION PROGRAMME (BREED SHOWS)
 CODE OF BEST PRACTICE FOR THE RUNNING OF A BREED
 APPRECIATION DAY (AND SUBSEQUENT MULTIPLE-CHOICE BREED
 STANDARD EXAMINATION)

[INSERT CLUB]
**Breed Appreciation Day (and subsequent Multiple-choice Breed Standard
 Exam)**
[INSERT DATE]

We would be most grateful if you could take a few moments to consider how satisfactory our Breed Appreciation Day (and subsequent Multiple-choice Breed Standard Exam) has been for you, and provide us with the following feedback. Please rate your experience using the scale below, with **1 = Poor** and **5 = Excellent**.

If you have selected 'Poor' or 'Unsatisfactory' would you please explain why overleaf, this will help us make improvements. All feedback is confidential – the organiser will have a box or similar available for candidates to return this form anonymously.

1. Organisation: Rating (Please circle)

Advertisement	1	2	3	4	5
Cost	1	2	3	4	5
Day of week	1	2	3	4	5
Overall administration	1	2	3	4	5
Overall organisation	1	2	3	4	5
Introduction to the Day	1	2	3	4	5

2. Venue and Facilities:

Venue accessibility	1	2	3	4	5
Venue facilities	1	2	3	4	5
Quality of Refreshments	1	2	3	4	5

3. Breed Speaker

Content of talk	1	2	3	4	5
Speaker effectiveness	1	2	3	4	5

4. Comments/Suggestions:

Please use the back of this form to indicate any further feedback on your overall experience of the day.

We are most grateful to you for taking the time to provide us with your feedback. Please return this form before leaving the venue. Thank you.