# 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 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. 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.
   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.
   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. 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.
  2. 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.
  3. Candidates taking the MCE may not have been involved in its compilation.
  4. 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.
  5. 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.
  6. 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.
  7. The correct answers to the MCE should be maintained separately to the question paper.
  8. If changes are made to the breed standard then these changes should also be incorporated into the MCE and questions amended to reflect this.
  9. Great care should be given to ensure there is no possibility of the answers being distributed accidentally.
  10. The make-up of any multiple-choice question starts with a ‘question stem’, the correct answer and various distracter answers.
  11. 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 |
|  |  |  |

1. **GENERAL GUIDANCE ON THE MULTIPLE-CHOICE EXAM FORMAT**
   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. 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.
   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.
   4. The questions should be presented in a table format (as above) and as per **Appendix Ci**.
   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.
   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.
   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.
   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.
   9. Do not use ‘trick’ distractor answers, and do not simply use the words from the breed standard in a different order as a distractor.
   10. The Kennel Club may subject questions papers for spot checks to ensure compliance with this Code of Best Practice.
2. **THE MULTIPLE-CHOICE BREED STANDARD EXAMINATION**
   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.
   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. 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.
   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.
   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.

1. **ONCE THE EXAM HAS FINISHED**
   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.
   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).
   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.
   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. 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](mailto: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 completed the exam and indicted that they have finished.
* 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.