



THE WORSHIPFUL COMPANY OF FARRIERS

FELLOWSHIP EXAMINATION

GUIDANCE NOTES FOR CANDIDATES (2018)

1. **FWCF – FELLOW OF THE WORSHIPFUL COMPANY OF FARRIERS.**

1.1 The Fellowship recognises the highest level of ability. On passing this examination, a person becomes a Fellow of the Company, is so recorded in the Company's Register and may use the letters FWCF after their name. They are invited to a Company Luncheon or Dinner where they are presented with a Gold Medal. New holders of the Fellowship may apply for the Freedom and Livery of the Worshipful Company without fine but with the requirement to pay Quarterage. Applications must be made within one year of gaining the FWCF.

1.2 The examination may be taken only by those who have been Associates for a period of not less than 12 months and who have had 5 full years' practical experience after passing the Diploma.

1.3 The Company has appointed Mentors who are available by mutual agreement with candidates for regular advice and assistance with both a reading list and on how best a candidate should prepare for the examination. A list of Mentors will be provided on request to the Registrar.

2. **SYLLABUS**

2.1 A copy of the syllabus for the examination is available at www.wcf.org.uk.

3. **EXAMINATION REGULATIONS**

3.1 The Fellowship examination is held in accordance with the Company's Regulations on the Conduct of Examinations. A copy of the regulations is available online at www.wcf.org.uk.

4. **EXAMINATIONS BOARD AND PANEL OF EXAMINERS**

4.1 The Company, in accordance with its Ordinances, has appointed an Examinations Board to advise on all aspects concerning the organisation and conduct of examinations in farriery. The Board members include practising farriers who hold the Fellowship Certificate, veterinary surgeons and the Company's Registrar.

4.2 Examinations are conducted by 2 farriers, who are both Fellows of the Company, and a veterinary surgeon.

5. **VENUES AND ARRANGEMENTS**

5.1 The examination is normally held at the Defence Animal Centre (DAC), Melton Mowbray, courtesy of the Commandant DAC. The practical part will always be held within UK.

5.2 The examinations normally take place in April and October each year, but this may be subject to alteration by the Examinations Board. The whole examination (practical and communications) is normally completed within two days. There is a limit of 3 candidates for the practical part, and 3 candidates for the communications part, per day.

5.3 Members of the tutorial staff at the DAC are present throughout the period of the examination to assist candidates with the facilities provided for the Company's use, but they are not involved in any way with the examination process.

5.4 Candidates for examination will be allocated an identification number and a badge to be worn throughout the period of the examination.

6. **APPLICATION PROCEDURE**

6.1 The examination may now be taken in either order. Candidates may sit the Practical first, and then submit their dissertation for the session not more than 2 years and 6 months after passing the practical. The FWCF must be achieved within three years, after which time the practical must be retaken. Alternatively, the traditional route may be used with the submission of the dissertation as stage one and then the remainder of the examination as stage two. If the dissertation is being taken first, formal application together with the Dissertation must be lodged with the Company's Registrar not less than 3 months before the appointed day for the start of the examination. Application Forms and closing dates are available online at www.wcf.org.uk.

6.2 Following the assessment of their dissertation, candidates will be notified not less than 8 weeks before the examination whether they have been given permission to proceed to the examination. This is an assessment that the dissertation is capable of defence at the examination, and not an assessment that it is a 'pass'. The examiners may request clarification, correction or further discussion in the dissertation in order to ensure that if the candidate achieves their FWCF the dissertation is in a publishable state following the examination.

7. EXAMINATION FEES

7.1 Examination fees are approved annually by the Court of the Company and are set out in the [Fee Structure](#).

7.2 In the event that the candidate is not given permission to proceed to the examination following the assessment of his dissertation, the Fee will include one further attempt at the examination, which must be made within one of the following two sessions (ie about one year).

7.3 No refund will be made if a candidate fails the examination, or does not attend the examination on the appointed day, unless the Registrar has received an acceptable explanation in writing which must be received at least 7 days before the start date of the examination. No refunds can be made for examinations arranged overseas.

7.4 The dissertation once accepted remains valid for three years. Only 3 attempts at the FWCF examination are permitted in this period. The Practical remains valid for three years. The dissertation must be submitted at the latest three months before the session two and a half years after passing the practical (ie submitted by July for Oct 2019 for those completing the practical in Apr 2017).

8. GENERAL

8.1 Copyright of dissertations submitted for FWCF Examinations belongs to the WCF

8.2 Candidates are responsible for providing their own tools.

8.3 Steel bar stock and nails will be provided, but candidates should bring with them any modern materials or other farriery materials they may wish to use during the examination

8.4 Candidates are reminded that the making of aluminium shoes may be requested.

8.5 Candidates are responsible for providing their own strikers if required. A striker in the FWCF examination may not be a WCF Fellow (nor may the striker have passed the Practical part of the FWCF). Each candidate is required to notify the name of the striker to the Company's Registrar when returning the application form. A striker need not be a registered farrier and a blacksmith is acceptable. Strikers may not be candidates in the same examination session (ie April or October session). There is a separate detailed note on Strikers which should be read carefully.

8.6 The Company is required to obtain confirmation from the Farriers Registration Council that candidates for the examination are currently on the Register of Farriers.

9. ANNOUNCEMENT OF EXAMINATION RESULTS

9.1 Candidates will be notified by the Company of their examination results usually within a period of 7 days following the completion of the examination. The Company will notify the examination results for successful candidates to the Farriers Registration Council.

10. APPEAL PROCEDURE

10.1 The Appeal Procedure is available for inspection at the Examination Centre and also online at www.wcf.org.uk.

10.2 During the Course of the Examination. The Company's Registrar is in attendance throughout the whole of the period of the examination. If a candidate considers his/her interests have been prejudiced in any way during the conduct of an examination, the candidate should speak directly to the Registrar to make his/her views known in order to resolve the matter satisfactorily before the completion of the examination. When exercising this right, a candidate must do nothing to upset the conduct of the examination or to disturb any other candidate. Failure to comply with this requirement will result in disqualification.

10.3 Disqualification or Appeal against Marks Attained. After the completion of an examination, any appeal in respect of a disqualification or the level of attained marks must be submitted to the Company within a period of 21 days from the date of the decision or the publication of the results. Where a candidate wishes to appeal against the marks attained, a formal letter notifying the Company's Registrar of an appeal should be accompanied by a monetary deposit of £100, which is refundable only if the appeal is upheld.