



THE WORSHIPFUL COMPANY OF FARRIERS

DIPLOMA EXAMINATION MANUAL 2018

1. INTRODUCTION

The Worshipful Company of Farriers is the authority responsible for the conduct of the Diploma examination of the Worshipful Company of Farriers and of all procedures that relate to the examination. The administration of the award is undertaken by the Registrar of the Worshipful Company on behalf of the Examinations Board; this Board is an entirely independent body responsible only to the Court of the Worshipful Company of Farriers.

These regulations refer to the conduct of all written, oral, and practical examinations. If a situation arises which is not covered in these procedures, the advice of the Examinations Board must be sought, via the Registrar.

All queries relating to the examination should be addressed to the Registrar.

2. AN OVERVIEW OF FARRIER TRAINING

Following significant changes in 2013 the training of farriery apprentices in Great Britain is now overseen by colleges approved by the Farriers Registration Council. There are therefore, very close links between the work of the Worshipful Company, the Farriers Registration Council, and the Colleges. The normal period of training for an apprentice is four years and two months. The minimum age for candidates to start an Apprenticeship in Farriery is 16 years. There is no upper age limit. Further details about the apprenticeship scheme are available from the Colleges.

To train as a farrier, an apprentice must be employed by an Approved Training Farrier (ATF). The ATF is a farrier who is able to fulfil the criteria laid down by the Farriers Registration Council in the apprenticeship framework. The role of the ATF is central to the concept of the apprenticeship in that he/she is responsible for the greater part of the apprentice training.

Apprenticeship training consists of two parts. Firstly, the “on-the-job” training with the ATF which takes up the majority of the time, and secondly the “off-the-job” training at a college which has been designated as an Approved Training Centre. The training at college normally totals twenty-three weeks and is spread throughout the four years and two months of the apprenticeship. Candidates will have to achieve Key/Core Skills in Application of Number, and Communication, and College Certificates in Business Studies, and Information Technology (unless exempt due to prior learning), and successfully complete a National Vocational Qualification (NVQ) at Level 3 in farriery as part of their training. The Diploma Examination is then taken towards the end of the final apprenticeship year. Further changes are expected with the introduction of revised apprenticeships following acceptance of the Richard Review.

On passing the Diploma, a person is entitled to hold the Company's Diploma certificate, to be recorded in the Company's Register and to use the letters DipWCF after his/her name. Overseas candidates can make an application to the Farriers Registration Council on the grounds of specific qualifications achieved and/ or a minimum of two years regular and gainful farriery experience in another country. Those without recognised qualifications or experience will be required to complete a short period of training or an apprenticeship and obtain the necessary qualifications for registration purposes.

3. ROLE OF THE WCF IN ADMINISTERING THE DIPLOMA EXAMINATION

The Worshipful Company of Farriers is a City Livery Company that has its origins in 1356, when it was established as a Fellowship to oversee farriery within the cities of London and Westminster. Six hundred and fifty years later the Company still has the responsibility for securing adequate standards of competence and conduct among persons engaged in the shoeing of horses. The Company also actively promotes and encourages the art, science, training, and education of farriery.

The governing body of the Company is the Court, comprising some 25 senior members appointed to meet the Company's responsibilities.

The Company promoted The Farriers (Registration) Act of 1975, which was further amended in 1977 and in 2002. The Act was introduced to prevent and avoid suffering by and cruelty to horses arising from the shoeing of horses (and other equines) by unskilled persons. It also prohibits the shoeing of horses by unqualified persons. Farriery is defined by the 1975 Act as "any work in connection with the preparation or treatment of the foot of a horse for the immediate reception of a shoe thereon, the fitting by nailing or otherwise of a shoe to the foot or the finishing off of such work to the foot".

The Farriers Registration Council (FRC) was established as a result of the 1975 Act to register persons engaged in farriery and the shoeing of horses; and to prohibit the shoeing of horses by unqualified persons.

A person is entitled to be registered in Part 1 of the Register held by the FRC if he/she satisfies the Council that they:

- (i) Have completed an approved apprenticeship or approved course of training and passed a prescribed examination.
- (ii) Hold a qualification obtained in another European Economic Area (EEA) State, which demonstrates a level of knowledge and skill corresponding to that at (i), or demonstrate any shortfall by training with an ATF or successfully completing a prescribed examination.
- (iii) Hold a Certificate of Experience, issued in accordance with EC Directive 99/42 which shows that he/she has appropriate professional experience in farriery in another state of the EEA (note: this equates to a minimum of six years experience).
- (iv) Are registered in Part II or IV of the Register and possess appropriate experience in shoeing horses in accordance with EC Directive 99/42 or pass a prescribed examination.
- (v) Have completed a course of training in the British Army and passed a prescribed examination.
- (vi) Hold a qualification recognised by the Council from outside the EEA and have two years subsequent experience in the shoeing of horses.

The Council recognises the Diploma of the Worshipful Company of Farriers (Dip WCF) as a prescribed examination for the purposes of (i), (ii) and (iv) above. In the case of Army farriers, at (v) above, the Council recognises the Army Class II or IMFC as the prescribed examination. With regards to (vi) the WCF has reciprocal recognition of certain qualifications.

The Diploma examination is also recognised as a Technical Certificate by OFQUAL (formerly the Qualifications and Curriculum Authority (QCA)). The award requires candidates to meet the standards of competence set by the WCF together with the Apprenticeship framework including the attainment of the NVQ (level 3) in farriery.

4. THE EXAMINATIONS BOARD AND EXAMINATIONS EXECUTIVE GROUP

The Worshipful Company of Farriers, both through the operation of the Examinations Board and by means of the procedures and regulations in place, is responsible for maintaining the integrity of the Diploma examination. To ensure continuation of this function, all examiners are members of the Examinations Board and, in addition to officiating at examinations, are expected to attend all meetings of the Board. The Board meets at least once per year, usually in November as part of the Annual Training and Standardisation Day.

The Examinations Board includes a number of senior farrier and veterinary surgeons with extensive knowledge and experience of farriery matters. All Board members act as Examiners for Worshipful Company of Farriers examinations. The Chairman of the Board is appointed by the Court of the Worshipful Company, normally for a term of at least three years. Examiners are appointed by the Court on the recommendation of the Examinations Board, and their term of appointment is normally for 5 years, after which time they are either re-appointed, or stand down.

The Court will appoint members of the Board to form an Examinations Executive Group to deal with administrative matters as they arise during the year. The Executive Group shall report to the Board at its annual meeting.

The terms of reference of the Examination Board and its Executive Group are:

- to prepare syllabuses for each of the Company's examinations i.e. Diploma, Associateship and Fellowship.
- to be responsible to the Court for the organisation and conduct of the examinations.
- to set the standards required by those intending to present themselves for the Company's examinations.
- to recommend to the Court for appointment suitably qualified persons as Examiners.
- to ensure that the integrity of the examination is maintained through the quality assurance system.
- to discuss policy matters and provide advice to the Court on examination related issues.

5. STRUCTURE OF THE DIPLOMA EXAMINATION

The Diploma Examination of The Worshipful Company of Farriers (DipWCF) consists of two parts:

1. The Theory Examination, which consists of:
 - a. the Written Test.
 - b. the Oral Test.
2. The Practical Examination.

Outline Syllabus

The Diploma Examination candidate should have a working knowledge of the basic management practices of the various types of horse and a detailed knowledge of matters relating to its limbs. He/she should have a good general knowledge of farriery matters and a more detailed knowledge of the following aspects of the equine:

- a. Anatomy
- b. Physiology
- c. Conformation
- d. Dynamics and movement (gait)
- e. Injuries
- f. Ailments/diseases affecting the foot and limb
- g. Shoeing practices

The practical skills of a student about to take the Diploma exam should be such that he/she can make any of the shoes that might be set in the practical task to a competent standard. He/she must also be able to prepare feet, fit, nail, and finish to a competent standard.

Students should familiarise themselves with the [Diploma Syllabus, which is at Appendix 1](#), together with the list of shoes ([Annex A to Appendix 1](#)), and the performance criteria and standards and conditions laid down in the WCF Diploma Terminal Objectives ([Annex B](#) and [Annex C](#) to Appendix 1).

6. EXAMINATION FEES

The examination fees are reviewed annually and details of the [current fees are at Annex H](#). They are also available from the Company web site at www.wcf.org.uk or from the WCF Registrar.

7. EXAMINATION TIMES AND VENUES

Diploma Examinations are normally held twice each year at approved examination centres in the UK, and details of the current centres are available from the Company web site at www.wcf.org.uk or from the WCF Registrar.

If there is only a small number of candidates at any one centre, the Company reserve the right to require candidates from that centre to attend another centre to undertake the examination.

8. APPLICATION FOR THE EXAMINATION

For those candidates who are training under the aegis of the Colleges, the Colleges inform the Registrar when an apprentice is eligible to take the Diploma examination. Applications are now made online. Candidates will therefore need to ensure that the colleges hold up to date e-mail addresses and mobile telephone numbers in order for the candidates to receive notification before application, and to receive their results. The Registrar then informs the candidate by e-mail and/or text message. The candidate is then required to register and make his/her application online.

Formal application for the Diploma examination must be made online no less than 8 weeks before the appointed day for the commencement of the examination. Examination fees (where applicable) must be paid on application.

Candidates from overseas who are not training under the aegis of the Colleges should contact the Registrar direct. They are also required to register online.

9. PROGRESSION AFTER ACHIEVING THE DIPLOMA QUALIFICATION

- The **Associateship** examination may be taken by candidates who have held the Diploma qualification for a period of not less than 2 years.
- The **Fellowship** examination may be taken by those who have been Associates for a period of not less than 12 months and who have had at least 5 full years experience after obtaining the Diploma.

10. REASONABLE ADJUSTMENTS AND SPECIAL CONSIDERATIONS POLICY AND PROCEDURES

[See Appendix 2.](#)

11. POSITION STATEMENT ON THE USE OF OTHER LANGUAGES

[See Appendix 3.](#)

12. EQUALITY OF OPPORTUNITY

[See Appendix 4.](#)

13. SETTING AND MODERATING THE EXAMINATION PAPERS

A panel of experienced examiners, consisting of both farriery and veterinary examiners, will be responsible for setting and moderating the written examination question paper. The examiner members should have a minimum of three years examining experience and one member will have academic experience particularly in assessment and verification. The group will hold Moderation Meetings at which they will moderate and agree the written examination question paper. These meetings may take place electronically, and may also be part of the T&S Day.

The Company maintains a database of questions that provide comprehensive cover of the entire syllabus. In preparation for the moderation meeting, one member of the group will prepare a draft question paper together with a marking guide. This question paper and marking guide is then moderated and agreed by the full panel at the moderation meeting.

Following moderation, the Examination Question Paper and Marking Guide are forwarded in electronic format to the Registrar for printing. The Moderation Panel will also inform the Registrar which, if any, of the Proforma Diagrams (A-F) are required for the examination. The question will be phrased 'Using Diagram D, supplied,'. The Registrar will disseminate the Examination Question Paper and Marking Guide to the team of examiners in the week preceding the examination, to ensure that they are able to familiarise themselves with the topics covered in the questions.

14. GENERAL EXAMINATION REGULATIONS

- Candidates must act in accordance with any instructions issued by the Company's Registrar and / or the invigilators.
- Candidates may not communicate with other candidates during any part of the examination.
- Photography, sound, and video recording during an examination are strictly prohibited.
- Smoking is not permitted during written, oral, or practical examinations.
- Neither calculators nor mobile telephones are permitted in any of the examination rooms.
- Only authorised persons may attend the examination.
- Throughout all parts of the examination, candidates must comply with the current statutory provisions of the Health and Safety at Work regulations.
- All examination scripts, worked papers, and question papers remain the property of the Worshipful Company of Farriers and these will not be released in any form to a candidate or to a third party.
- Where a candidate is in breach of any of the Examination Regulations, he/she will be reported by the Senior Invigilator to the Examinations Board, and where appropriate to the Colleges. The Examinations Board will decide on the appropriate action to be taken, on the recommendation of the Registrar. In addition, any such reported incidents during a Diploma examination may give rise to disciplinary action under the Farriery Apprentice Scheme.
- The Examinations Board reserves the right to withhold publication of the results of an examination of any candidate who is suspected of having been involved in any irregularity or misconduct in relation to the examination, pending completion of an investigation into the alleged irregularity or misconduct.

College Examination Facilitator

The examination centre where the examination is held will appoint a College Examination Facilitator to liaise with the Registrar and to facilitate the effective administration and management of all aspects of the examination; this person will not normally be an Invigilator. The College Examination Facilitator is expected to be present throughout the examination and has an essential role, particularly in the organisation of the practical examination. Further details are given in Section 19.

Health and Safety

The examination centre is to appoint an Examination Health and Safety Officer for the period of the examination; this person may also be the Examination Facilitator or the Senior Invigilator. The Health and Safety Officer will be required to undertake appropriate risk assessments for each element of the examination and put in place any actions or provisions arising from the assessments. The detail for the procedure is contained in [Appendix 5 and the Declaration at Appendix 5](#) is to be completed and handed to the Registrar before Examinations commence. A Health and Safety Summary for candidates is at [Appendix 6](#).

15. EXAMINATION ACCOMMODATION

General

Any room in which the written, oral, or practical examination is conducted must provide candidates with appropriate conditions. Due attention must be paid to such matters as heating, lighting, ventilation and the level of extraneous noise.

There must be no display materials (such as diagrams or wall charts) visible in any of the examination rooms if these could be helpful to the candidates.

A clock must be visible to each candidate in all rooms that are used for the written, the practical, or the oral examinations.

A notice stating "Examination in Progress" will be affixed to the door of all examination rooms, whether written, oral, or practical. See [Appendix 7](#).

During the course of the examination, a copy of these Examinations Regulations must be available for inspection.

Written Examination

The seating arrangements for the written examination should be such as to prevent any form of collusion between candidates. The layout should prevent candidates from overlooking, intentionally or otherwise, the work of others.

During the written examination, all candidates should face in the same direction. Each should have a separate desk or table on which is displayed his/her candidate's identification number. The desk must be of sufficient size to accommodate question papers, answer books, and other approved documentation.

Candidates are normally seated in Candidate Number order.

The Senior Invigilator will prepare a seating plan for the written paper, to record the identification numbers and seating arrangements of all candidates.

Oral Examination

There are three examiners involved in the oral assessment. The two farrier examiners each require a room with tables, and the veterinary examiner requires accommodation for a live horse and facilities for a light-box, laptop, or tablet on which to display radiographs. Further details are given in Section 21.

Practical Examination

The practical examination requires an area for the trotting up and assessment of horses both before and after a practical diploma examination, a forge area that should have serviceable forges of either coke or gas fuels, and a shoeing area that must have sufficient space for candidates to shoe simultaneously without disrupting each other's work. Further details are given in Section 19.

16. THE WRITTEN EXAMINATION

General

Copies of previous examination papers are available from the Registrar of the Worshipful Company of Farriers upon the payment of a small fee. Details are available from the Company web site at <http://www.wcf.org.uk> or from the WCF Registrar.

The time allowed for the written test is **2 hours and 30 minutes** and the paper will consist of five questions, all of which should be answered.

The scope of the questions will be:

- Any aspect of the principles of farriery as applied to different types of equine.
- The anatomy of all the structures of the fore and hind limbs, with special attention to the lower limb from the carpus and tarsus to the hoof, including its contents.
- The functions of the joint-capsule, synovia, tendons, ligaments, and cartilage.
- Aspects relating to equine diseases and conditions that affect the lower limb and foot.
- Some aspects of surgical, remedial, and corrective shoeing recognised in the syllabus as a standard textbook.
- Any other aspect relating to the broader scope of farriery which is included in the DipWCF Syllabus.

In addition to written text, diagrams may be required as being beneficial to the answers.

The allocation of marks will be indicated on the question paper.

Invigilators and Invigilation

The written test is invigilated by the invigilators appointed at the approved examination centre.

Invigilators are responsible for the conduct and integrity of the examinations, the accurate observance of the time allotted for the examination, and the absolute compliance with all regulations relating to the conduct of the examinations. Invigilators must give their whole attention to their duties and must not undertake any unrelated tasks during the course of the examination.

There will be sufficient invigilators for the effective management of the examination, and one will be designated as the Senior Invigilator.

None of the invigilators shall have been involved with the tutoring of the candidates.

The invigilators will from time to time walk between candidates to ensure that the examination regulations are being observed.

Where a candidate wishes to leave the examination room temporarily, he/she should raise his/her hand to attract the attention of an invigilator. He/she will then be accompanied to the toilet facilities by an invigilator of the appropriate gender.

If there are Reasonable Adjustments in place with a reader and/or scribe involved, the invigilation of the candidate must be in another room. This is usually close to the examination room.

Timetable for the Examination: The agreed timetable must be followed.

Safe Custody of question papers and examination stationery for the written examination

The question papers and examination stationery are forwarded to the Examinations Officer at the examination centre and these are to be locked in a secure place, ideally in a safe.

The Company's Registrar must be informed immediately if the security of the question papers is put at risk by theft, loss, damage, fire, unauthorised disclosure or any other circumstance.

Examination stationery and any other related material must also be stored securely at all times, and only authorised persons should have access to them.

The packet containing the written question papers and any other examination materials must not be opened until the time appointed for the examination, and then only in the examination room and in the presence of the candidates.

EXAMINATION PRELIMINARIES

Candidates should be in the examination room at least 15 minutes before the start of the written examination in order to complete the necessary examination documentation, and for the Senior Invigilator to read the invigilation rules.

Only persons authorised by the Senior Invigilator are allowed in the examination room.

The Senior Invigilator should ensure that only the official examination stationery, including supplementary plain paper and any proforma diagrams, are issued to candidates.

An examination is deemed to be in progress from the time the candidates enter the room until candidates are authorised to leave the examination room by the Senior Invigilator.

The Senior Invigilator will be responsible for the start and finish times of the examination. He/she will formally state the time at which the examination starts and write both the starting time and finishing time on a board that is visible to all candidates in the examination room. Copies should be produced locally using the format at Appendix 8.

The Senior Invigilator should introduce him/herself and explain that there are a number of preliminaries to be dealt with before the question papers are handed out.

Identification of Candidates

The Senior Invigilator must be satisfied as to the identity of all candidates attending each examination session and all candidates must be able to produce a form of identification, if requested to do so. It is usual for the college tutor who has taught the candidates to confirm to the Senior Invigilator the identity of the candidates.

Private candidates, who are not known to the staff at the examination centre, are required to present documentary evidence that they are the same person who made the application to take the examination. Such candidates should bring with them photographic identification in the form of a passport, or driving licence with photograph.

Before the written examination commences

The Senior Invigilator must ensure that candidates are seated in accordance with the prescribed seating arrangements.

The Senior Invigilator should ensure that candidates bring to the examination room only those articles that are expressly permitted in the Examinations Regulations i.e. Fountain pen, ballpoint pen, pencils, ink, crayons, or coloured felt tip pens, an eraser and a ruler. Candidates will be notified in advance if additional aids are to be permitted. Calculators are not permitted in the examination room.

Candidates may not bring in to the examination room: bags, pencil cases, manuscript, books, paper, blotting paper, computerised watches, or other electronic accessories including mobile telephone. If unauthorised material has been brought into the examination room, the Senior Invigilator should ensure that such articles are placed out of reach of the candidate before the start of the examination.

The Senior Invigilator should read to the candidates the "[Examination Rules for Candidates](#)" ([Appendix 9](#)); then he / she will open the sealed package of envelopes in the presence of the candidates, and distribute these to the candidates.

Each candidate is supplied with an unsealed envelope containing the following:

- i. Place card with candidate number
- ii. Attendance sheet
- iii. Answer Book with candidate number
- iv. 3 spare lined sheets with candidate number
- v. 4 spare blank sheets with candidate number
- vi. Examination Question Paper (pink) with candidate number
- vii. Diagrams A to F (*not for all examinations*)

Candidates must not remove the contents from the envelope until instructed to do so.

Each Candidate must sign their Attendance Sheet and this is then collected by the Senior Invigilator. When collected, the Attendance Sheets are placed in a sealed envelope, and forwarded to the Registrar.

Each candidate should display the place card with the candidate number in a conspicuous place on his / her desk.

Answer Books

- The candidate number and the date are the only identifying details on the front page of the answer book.
- The name of the candidate must **NOT** appear on the answer book, or on any other sheets submitted to the examiners
- Both sides of the paper provided in the answer book should be used for written answers.
- Question numbers should be written in the left hand margin of the pages in the answer book.
- The right hand margin is not to be used by the candidate.
- Written answers can be in ink or ballpoint pen, and diagrams may be drawn in pencil, coloured crayon or coloured felt tip pen

Additional answer books will be available in the examination room together with loose sheets of plain paper. The front page of supplementary answer books should be completed in the same manner as the first, and be attached to the first answer book. If additional answer books or sheets are used, and if diagrams are used, candidates must write their candidate number on each sheet.

Issue of the Question Paper

Candidates should be informed that they may remove the question paper and documents from the envelope. They should be advised to read the 'Instructions to Candidates' at the top of the paper before they read the questions.

Candidates then have **3 minutes** to study the questions before the examination starts.

After 3 minutes, the Senior Invigilator will tell the candidates that they may start writing and that they have two hours and 30 minutes in which to complete the paper.

LATE ARRIVAL OF CANDIDATES

Where a candidate arrives after the appointed time for the start of an examination, he/she will be allowed to enter the examination room and to sit the examination but will be warned that the Examination Board reserves the right not to accept the script. In determining whether to accept any of the work completed by a candidate who arrives late, the Registrar and/or the Senior Examiner will pay particular attention to the extent to which it can regard the security of the examination as having been preserved. A candidate who arrives after the scheduled starting time of the examination may be allowed the full time for the examination, however this will depend upon the individual circumstances as described below. In cases where additional time is allowed, the candidate's script must be marked to indicate the point reached at the time when the examination was due to finish.

In cases where a candidate's lateness has been caused by exceptional circumstances beyond his/her control, such as sudden illness, transport difficulties, and provided that the Registrar and/or Senior Invigilator is satisfied that there has been no breach of examination security, the work will be accepted. This will include all work completed in the examinations, including that completed in the additional time allowed to compensate for the late arrival.

In all other cases, additional time will NOT be allowed in order to compensate for late arrival.

Details of the action to be taken if candidates are late for the practical or for the oral parts of the examination are given under the appropriate sections.

DURING THE WRITTEN EXAMINATION

Invigilators must supervise the candidates during the whole of the time that the examination is in progress in accordance with the Board's Invigilation Instructions as detailed previously in Section 16 ('Invigilators and Invigilation'). They must give complete attention to their duties.

After one hour, and at 30 minutes, 15 minutes, and 5 minutes before the end of the examination the Senior Invigilator will inform candidates of the time remaining.

No candidate is allowed to leave the examination room during either the first 30 minutes or the last 30 minutes of an examination.

A candidate who has completed the examination paper before the finish time and wishes to leave the examination room should indicate this to the invigilator by raising his/her hand. All the papers should be assembled in order and placed in the envelope provided. The candidate should then leave the room quietly. He/ she will not be re-admitted to the examination room. It should be remembered however that no candidate is allowed to leave the examination room during either the first 30 minutes or the last 30 minutes of an examination.

Where a candidate leaves the examination room without permission or unescorted, he/she will not be allowed to return. In such cases, the invigilator will seal all the papers on the candidate's desk in the envelope provided and endorse the envelope with the time that the candidate left the examination room.

AT THE END OF THE WRITTEN EXAMINATION

When the examination is declared to be completed, the Senior Invigilator should instruct candidates to stop writing, and to place their writing instruments on the desk. Candidates must remain seated and in silence until the candidates' envelopes are collected.

The Senior Invigilator will instruct the candidates to ensure that their Candidate Number is on all paper. The name of the candidate must not appear. Candidates are then to pin together, with the brass paper-fastener, their Examination Question Paper, Answer Book, with all paper (whether written on or not) placed inside the back cover, and finally the Place Card, which must be on top. All these items are to be placed in the envelope and the envelope sealed. Each candidate is responsible for ensuring that all the papers on their desk, as well as their place card, are put into the envelope provided, which the candidate must then seal.

The invigilators will collect all the envelopes in numerical order and check that candidates have correctly stated their candidate numbers.

Candidates must not remove from the examination room any papers, including the printed question paper. Question papers are placed in the candidate envelope together with the completed scripts and other papers.

Only when all the envelopes have been collected will the Senior Invigilator, inform the candidates that they may leave the examination room.

Candidates who do not wish to submit an answer book must sign a declaration to that effect and write "No answers submitted" on the front of the answer book. Such scripts will be collected in the normal manner.

Where a candidate who arrived late is permitted the full working time to complete the exam, he/she should be allowed to continue after the normal finishing time and be told to stop writing after the additional time allowed has expired.

Envelopes containing the completed scripts should be retained by the College in a safe until they are handed to the Registrar. Scripts are confidential to the candidate, the invigilators, and the examiners. They may not be read, photocopied, or otherwise reproduced by any unauthorised person. The Registrar and/or Senior Invigilator must take every care to safeguard the candidate envelopes prior to the marking of the scripts.

The answer books, together with all supplementary papers, will be destroyed after 12 months from the date of the completion of the examination. However, a number of answer books will be retained for a longer period to provide a sample of candidates' work for comparative and statistical assessment.

Unused/Spare Stationery

All unused/spare stationery should be collected in the examination room and returned to the Registrar. It should be stored under secure conditions until required for a subsequent exam.

IRREGULAR CONDUCT

If a candidate is suspected of irregular behaviour, the invigilator concerned will firstly speak to the Senior Invigilator, outside the examination room if necessary. In any circumstances, there must always be at least one invigilator in the examination room.

If the Senior Invigilator is satisfied that irregular behaviour may have taken place, the invigilator concerned will return and request the candidate to join the Senior Invigilator outside the examination room to explain his/her conduct to both of them.

If a candidate is discovered and/or admits to irregular behaviour, the Senior Invigilator will caution the candidate that the alleged violation will be reported in writing to the Examinations Board and that all his/her examination work may subsequently be disallowed.

Where a candidate's explanation of the circumstances, which lead to his/her removal from the examination room, is accepted as satisfactory, the Senior Invigilator has sole discretion to allow such additional time as he considers fair and reasonable to compensate for the temporary removal from the examination room and disturbance to the candidate.

It is the responsibility of the Registrar to ensure that all cases of irregularity or misconduct in connection with the examination are reported to the Examinations Board. The Senior Invigilator is empowered to expel candidates from the examination room, but such action should only be taken when it is considered that it is essential, or when the continued presence of the candidate would cause disruption to other candidates.

Any infringement of these Regulations may lead to the disqualification of the candidate.

See also Section 31 - Malpractice Procedure.

ACTION TO BE TAKEN IN THE EVENT OF AN EMERGENCY

The Senior Invigilators must use their discretion and take appropriate action in the event of an emergency, such as a fire alarm or bomb alert. The following recommendations should be taken as guidelines, but the safety of the candidates and invigilators and / or examiners must always be the first priority.

- a. Evacuate the examination room in accordance with the instructions given by the appropriate authority.
- b. Ensure that all question papers and answer books are left in the examination room (subject to sub-paragraph g. below).
- c. Ensure that the candidates are supervised as closely as possible whilst they are out of the examination room to ensure there is no collusion.
- d. When all candidates have returned to the examination room and before the examination is resumed, the invigilator should indicate on the candidates' work the point at which the interruption occurred.
- e. Note the time and duration of the interruption.

- f. At the discretion of the Senior Invigilator, candidates can be allowed such additional working time as is considered reasonable to compensate for the disruption caused by the emergency.
- g. In the event of there being only a small number of candidates, the Senior Invigilator should consider the possibility of moving the candidates, with the question papers and answer books, to other accommodation in the same location in order to complete the exam.
- h. Make a full report to the Registrar on the circumstances of the incident and of the action taken.

17. MARKING OF THE WRITTEN PAPERS

The written papers will be marked by the team of examiners at the ATC before the Practical and Oral Examinations are conducted. All three examiners, and any Probationary Examiner, will each mark every paper independently. Once the marking is complete, the marks for the Senior Examiner, the Farriery Examiner, and the Veterinary Examiner will be called over. If there is a discrepancy of more than three (3) marks in any one question between the three examiners a moderation discussion will take place, and if necessary the paper will be remarked until the marks are within three (3). The marks are totalled and divided by three to produce an aggregate out of 100. This is then halved to produce a score out of 50. This process is completed using tablet computers which record all the marks.

18. FACILITIES FOR COMPANY EXAMINERS

Suitable and adequate facilities must be made available for use by the examiners for the duration of the examination, including a quiet, lockable room suitable for marking papers and discussing assessments. Wi-Fi facilities should be made available to the Registrar for the duration of the examinations.

19. ORAL ASSESSMENT

Reasonable Adjustments and Special Considerations

[See Appendix 2.](#)

Identification of Candidates

See Section 16 – Identification of Candidates.

General:

The Oral Assessment is the final section of the Theory Part of the Diploma Examination. It is usually undertaken in the same session as the Practical Part. However, it should be noted that candidates who are exempt the Theory, will not undertake the Oral Assessment, but will undertake the Practical Part only. The conduct of the Oral Assessment is the responsibility of the Worshipful Company of Farriers.

Candidates for the Theory Part of the examination will undertake an oral assessment of **not less than 30 minutes** in total.

The Oral Test is assessed by two Farriery Examiners and a Veterinary Examiner.

Responsibility of the College Examination Facilitator

The Facilitator will organise a rota system so that each candidate visits each Examiner in turn for the allotted time. This is usually a minimum of 10 minutes per candidate per examiner. Candidates who have completed the Oral Assessment are to be kept separate from those yet to undergo the Assessment.

Facilities for the Oral Assessment

Each candidate is assessed by each of the three examiners. The two farrier examiners each require a room with tables, and they will use the WCF morbid specimens. The veterinary examiner will require facilities for a light-box, laptop, or tablet on which to display the WCF file of radiographs, and will in addition require the provision of and accommodation for a live horse.

A notice stating "Examination in Progress" will be affixed to the door of all examination rooms used for oral examinations. See [Appendix 7](#).

Late Arrival of Candidates

Where a candidate arrives after the appointed time for the start of an oral assessment, he/she will be allowed take part in the oral but he/she will be warned that the Examination Board reserves the right not to accept the mark. In determining whether to accept the mark, the Registrar and/or the Senior Examiner will pay particular attention to the extent to which it can regard the security of the examination as having been preserved.

A candidate who arrives after the scheduled starting time of the assessment may be allowed the full time for the examination, however this will depending upon the individual circumstances as described below.

In cases where a candidate's lateness has been caused by exceptional circumstances beyond his/her control, such as sudden illness, transport difficulties, and provided that the Senior Examiner is satisfied that there has been no breach of examination security, the oral mark will be accepted. This will include all oral assessment that took place during the normal oral time, plus any in the additional time allowed to compensate for the late arrival.

In all other cases, additional time will NOT be allowed in order to compensate for late arrival.

OUTLINE OF THE ORAL ASSESSMENT

The Oral Test will consist of the candidates attending three different locations where they will be questioned orally by the Senior Examiner, the Farriery Examiner, and the Veterinary Examiner. Each candidate will spend a minimum of ten minutes at each location. The Veterinary Examiner will be in position with a live horse, as well as having a light box or laptop available for displaying radiographs.

Each candidate will be issued with a badge bearing his/her Candidate Identification Number. This will be worn and clearly visible throughout the oral test. Candidates are not permitted to wear nametags or any other form of individual identification during the examination. Nor may candidates wear any badge or logo that could identify his/her Approved Training Farrier.

Candidates will be asked surface and functional anatomy questions on a live horse, and be expected to have some knowledge of, and be able to discuss radiographs of a normal lower limb. Candidates are also expected to be conversant with the skeletal structure of the horse.

Candidates may be asked questions on their written work and general subjects relating to farriery as well as specific questions on the anatomy of the lower limb, for which morbid specimens are used.

Candidates will be asked questions on the portfolio of shoes which they are required to bring to the oral, as well as the Practical.

Subjects Covered

i) Portfolio of Specimen Shoes

The Candidate will produce a portfolio of practical work (of between 8 and 12 shoes) of his/her own making for inspection at both the Oral and Practical Examination. Specimen shoes must include a range of styles, and examples of concave, hand fullering, forge welding and plain stamping. Candidates may be deducted marks if they fail to produce at least one of each specified style of shoe. Candidates should select the shoes presented with care. They will form the basis of the oral examination with the farrier examiner, and candidates will be examined on the use and function of the shoes. It is therefore particularly appropriate for candidates to make shoes in their portfolios that they have seen used during their apprenticeship.

ii) Other topics Covered can include:

- Surface anatomy questions on a live horse
- Functional anatomy questions on a live horse
- Discussion on radiographs of a normal / abnormal lower limb
- Demonstrate common abnormal conditions
- Specific questions on the anatomy of the lower limb
- Discussion on the skeletal structure of the horse
- Discussion on subjects which were covered in the written test
- Discussion on general subjects relating to farriery

20. MARKING OF THE ORAL EXAMINATION

All three examiners will mark each candidate independently out of a total score of 50. Once the examination is complete, the marks for the Senior Examiner, the Farriery Examiner, and the Veterinary Examiner will be called over. The marks from each examiner are then added up and divided by three to produce an aggregate out of 50. Since the marks awarded are for individual topics, the marks stand-alone and are not subject to discussion and the need for consensus. Marks are recorded on tablet computers.

21. THE PRACTICAL EXAMINATION

Reasonable Adjustments and Special Considerations - [See Appendix 2.](#)

Identification of Candidates - See Section 16 – Identification of Candidates.

General

The conduct of the Practical section of the examination is the responsibility of the Worshipful Company of Farriers. For the diploma examination, candidates are required to shoe two feet, normally one fore, and one hind.

The time allowed for the Practical Part is **2 hours**.

The Practical Examination is assessed by two Company Farriery Examiners, with a Company Veterinary Examiner in attendance.

Candidates are responsible for providing their own tools for practical examinations.

Strikers are not allowed for the Diploma Examination.

Candidates are required to comply with the statutory provision for health and safety at work and will not be permitted to take the practical part of the exam without wearing protective footwear in the forging and shoeing area. Appropriate safety glasses must be worn whilst working at the anvil or as otherwise required by local rules. Candidates for a WCF examination should have reached a sufficient level of competence to be able to assess and manage risk within their working environment. Failure to do so may result in exclusion from the examination or deduction of marks in the absolute discretion of the Senior Examiner. A summary of the Health and Safety requirements is at [Appendix 6](#).

The welfare of any horse provided for the examination is of paramount importance and the Senior Examiner is authorised to stop the practical examination of any candidate where he considers that the welfare of the horse is threatened. If the practical examination is interrupted because of a welfare issue, the Senior Examiner will inform the individual candidate how to proceed for the remainder of the practical examination.

During the whole of the period of the practical examination and for as long as necessary thereafter, the shoeing area is out of bounds to all unauthorised persons. Any breach of this instruction will be reported to the Senior Examiner who will investigate the incident, discuss the circumstances with the candidate concerned and will resolve the matter in accordance with the current disciplinary procedures.

The Approved Training Centre, or college venue where the examination is held, will provide a College Examination Organiser to be present throughout the practical examination.

Responsibilities of the College Examination Facilitator

- a. To organise the initial reception of candidates for each of the practical assessments that are scheduled for the day.
- b. To ensure that horses are available, on time and in a suitable condition to meet the examination requirements.
- c. To provide the completed Owners Consent Forms ([Appendix 21](#)) to the Registrar before the examination commences.

- d. To provide the completed Horse Allocation Forms ([Appendix 22](#)) to the Registrar before the examination commences.
- e. To provide personnel to trot up horses for the initial and final assessments.
- f. To organise the trot-up as required by the Examiners.
- g. To provide personnel to attend the horses as required throughout the practical assessment.
- h. To ensure sufficient coke/gas for the forges, and the availability of sufficient bar steel on site.
- i. To provide a large clock in the forge area to assist candidates with their time management during the examination.
- j. To provide one set of spare shoeing tools for use in unforeseen circumstances.
- k. To ensure that the forge area is clear of previously made shoes.
- l. To work with the examiners to provide whatever additional support is required.
- m. To ensure compliance with Health and Safety procedures/requirements, and to provide the completed [Appendix 5](#) to the Registrar.

Facilities for the Practical Test

Practical examinations must be conducted under conditions that will provide candidates with the opportunity to complete their tasks and to display their level of competence. The facilities must not disadvantage any individual candidate.

A notice stating "Examination in Progress" will be affixed to the door of all examination rooms used for the practical examination. See [Appendix 7](#).

The allocated area for the trotting up and assessment of horses both before and after a practical diploma examination should be secure, with a flat, hard surface. It should be free from traffic or other interference.

The forge area should have serviceable forges of either coke or gas fuels. Adjacent to each forge should be a serviceable anvil on a stand.

The shoeing area must have sufficient space for candidates to shoe simultaneously without disrupting each other's work. The floor must have a suitable surface that is not slippery for horses.

The shoeing area must be divided by suitable partitioning so that each candidate has his/her own bay in which to work when shoeing the horse. Each bay must have its own tie ring or similar fitting to which the horse's halter lead can be tied.

The forge and shoeing areas must conform to current Health & Safety Regulations, and a recent Risk Assessment must have been carried out by the College Health and Safety Officer prior to the start of the practical examination. The [Proforma is at Appendix 5](#).

An appropriately equipped first aid kit must be available in the forge. A qualified First Aider, provided by the College, must be present throughout the test, and must be identified to all of the Candidates and Examiners before the start of the test.

Provision of Horses

Arrangements must be made by the examination centre to ensure that an adequate supply of suitable horses is provided for the practical examination. These should be

selected in advance by the College Examination Facilitator. All horses should be well used to being shod and not averse to being handled by unfamiliar people. All horses will be presented with clean feet so that no unreasonable problems are posed for the candidates. The examiners will inspect the horses for their acceptability prior to the commencement of the practical assessment.

In addition to the requisite number of horses for candidates who are to be assessed, sufficient spare horses should be available on each examination day to allow a horse to be rejected if found to be unsuitable for the shoeing task.

The horses are to be of a similar type on a given day i.e. they should not be a mixture of cob and thoroughbred on the same day. The horses are to have sufficient hoof for candidates to work on i.e. the horses should not have been shod for at least 4 weeks.

Provision of Bar Steel

Sufficient variety and quantity of bar steel must be available to allow candidates to make any of the shoe variants listed in the examination syllabus in all normal sizes of metal.

Late Arrival of Candidates

In view of the detailed and full programme for the practical tests including the safety and administrative briefing and pre shoeing trot-ups, normally involving six horses and twelve candidates, followed by the practical test and subsequent post shoeing trot-ups, any candidate who is not present at the start of the briefing by the Registrar at the start of the day will not be allowed to take the practical test on that occasion. Any candidate who is not present at the start of the briefing should therefore expect to have to wait for six months to take the test at the next opportunity.

Candidates should therefore make all due provision to ensure that they are in attendance at the start of the briefing for the practical test at the programmed time.

The examiners have the discretion, where they consider the candidate to bear no blame for his/her late arrival, to examine the candidate on a subsequent day. This will only occur where this is possible without impinging on the good running of the examination session or other candidates' examinations.

OUTLINE OF THE PRACTICAL TEST

The time allowed for the Practical Part is **2 hours**. If there are more than three candidates in any one round, the start of the test will be split by 10 minutes for half of the candidates in order to avoid the need for candidates to queue for examiners at the end of each section.

Specimen Shoes.

The Candidate will produce a portfolio of practical work (of between 8 and 12 shoes) of his/her own making for inspection at the time of the Practical Examination. Specimen shoes should include a range of styles and examples of concave, hand fullering, forge welding and plain stamping. The Examiners will compare the standard of the samples with that achieved in the practical examination; if there is

any doubt over the authenticity of shoes on the display board, candidates will be required to produce another shoe to that standard in front of the examiners. The specimen shoes will be marked out of 50 and that mark will be added to the practical total. Candidates are also to bring their specimen shoes for the oral examination.

Live Horse Shoeing.

- a. Candidates are expected to assess the conformation and movement of the horse allotted to them during a trot-up, using the shoeing plan provided.
- b. The candidate should confirm to the examiner his/her satisfaction with the horse provided. He/she should inform the senior farriery examiner of any abnormality of the wall, sole or frog of the horse that he/she has noticed using the shoeing plan provided.
- c. The Candidate will be asked to prepare a fore and hind foot to receive a shoe, and this will be followed by the making of one fore and one hind shoe. Any shoe listed in below can be requested by the Examiner. These shoes are required to be fitted correctly and finished.
- d. The Examiners may change the specified task on each day of the examination.
- e. Students must be prepared to use either coke or gas as a heat source for forging and shoeing during the exam.

Styles of Shoeing:

- | | |
|-------------------------------|---------------------|
| a. Thoroughbred (racing). | h. Hackneys. |
| b. Hunters. | i. Polo ponies. |
| c. Show jumpers. | j. Dressage horses. |
| d. Leisure horses & ponies. | k. Harness racing. |
| e. Driving horses and ponies. | l. Donkeys. |
| f. Draught horses. | m. Mules. |
| g. Eventers. | |

On completion of the task, at the final trot up, candidates will be expected to evaluate their work to the examiners. Candidates can expect to be questioned on their own assessment of the shoeing; their response will be assessed and included in their practical assessment.

EXAMINATION PRELIMINARIES

Before the Practical test begins, the Registrar will brief all candidates who are to be assessed on those administrative points that are relevant to the test.

Each candidate will be issued with a badge bearing his/her Candidate Identification Number. This will be worn and clearly visible throughout the practical test, including during the pre- and post-examination trot ups. Candidates are not permitted to wear nametags or any other form of individual identification during the examination. Nor may candidates wear any badge or logo that could identify his/her Approved Training Farrier.

The Candidate Number must be clearly displayed both above the candidate's shoeing bay and on the candidate's forge. Each candidate is responsible for checking that his/her identification number corresponds with the number displayed at the forge and shoeing bay. This allocation of candidates to their forge and their bay is to be done by college staff before the arrival of the examination team.

The candidates will then be introduced to the Examiners. The Senior Examiner will inform the candidates as to what the practical task is to be, and take any appropriate questions to ensure that the candidate is fully conversant with the task allocated.

Allocation of Horses

Horses will be allocated in the ratio of one horse per two candidates, to enable each candidate to have one fore and one hind foot each. All horses (including spares) are to be labelled (A, B, C, etc) by college staff before the arrival of the examination team. If horses are put in bays before the test they may be in the 'wrong' bay but will be put in the correct bay after the trot up. The shoeing bays (pre-allocated to candidates for each round) in which they are to be shod will be annotated with the identification letter after the horse allocation. To ensure random selection, the Registrar will select the horse letter for each bay at the end of the Registrar's briefing. The first round will usually be the left side.

Shoeing Plan

Candidates will be provided with a Shoeing Plan (Annex L). These are to be completed and handed to the examiners during the initial trot up. Changes may be made at any stage during the preparation phase (ie first 30 minutes) but changes must be initialled by one of the farriery examiners. Marks during the practical will reflect the selection and achievement of the candidate's shoeing plan.

Assessment of Horses – the Initial Trot Up

Although the candidates are not assessed or awarded marks during the initial trot up, it plays an important role in the Diploma examination. Candidates are to ensure that their Candidate Number is clearly visible during these assessments. The objectives of pre shoeing trot up are:

- To give the examiners an opportunity to evaluate the soundness (or otherwise) of the horses that will be used in the examination.
- To give the candidates an opportunity to evaluate the movement and foot fall of the horse they are about to shoe. This should help them formulate their shoeing plan as well as reinforcing best shoeing practice. The candidates / examiners should discuss any problem areas.

The examiners may reject an unsuitable horse and ask for its replacement.

Trot Up Procedure

Each horse should be walked away from and back towards the examiners and the two candidates allocated to it in a straight line on a hard level surface. Thereafter it should be trotted slowly away and back with the head as free as possible.

The horse handler should have appropriate protective headwear.

The veterinary examiner should note any lameness present and discuss this with the farrier examiners.

The farrier examiners should discuss any particular aspects of the horse to be shod that they consider relevant with the candidates. Such discussion should be designed to be helpful to the candidates in the formulation of their shoeing plan.

Preparatory Work Prior to the Start of the Practical Test:

Before the start of the 2 hour test, and when instructed to do so by the Senior Examiner, candidates may:

- clean off the horses' hooves, and remove existing shoes.
- measure the horses' feet and cut appropriate lengths of steel. (Templates or shoe templates may be used for measuring. Shoes used for measuring must be removed from the forge as soon as measuring is complete, and at the latest by 30 minutes after start.)
- mark the bar they have cut.

Candidates may not cut or trim the feet in any way prior to the start of the test.

DURING THE PRACTICAL TEST

Marking of Practical Work by Examiners

As soon as a candidate has finished a particular phase of work (preparation of feet; shoe making; shoe fitting; and nailing and finishing) he/she is to inform the Examiners or the Registrar so that the candidate's work can be marked as soon as is practicable. Foot preparation is to be completed within the first 30 Minutes. Both Farriery Examiners will mark each Section separately, but will then moderate their marks to within two (2) marks for each item in each section on each foot.

Unforeseen Problems

In a situation where there are unforeseen problems, such as an accident, a malfunctioning of the equipment, or a fractious horse which makes shoeing very difficult, the Senior Examiner may at his/her discretion, allow a candidate to have extra time. If a candidate has a problem during the practical test, he/she should immediately draw it to the attention of either the examiners or the Registrar.

Allocation of Time

After one hour, and at 30 minutes, 10 minutes, and 2 minutes before the end of the examination the Registrar will inform the candidates of the time remaining.

AT THE END OF THE PRACTICAL TEST

As soon as the end of the test is announced, all candidates must stop work immediately, even if the task has not been completed, and must stand away from their horse.

The Examiners will only mark completed work, or that portion of work that has been completed. Marks will not be awarded on unfinished work on the assumption, for example, that the work would have been similar to that carried out on the completed hoof.

Failure to complete the task

If a candidate has not completed the task set, he/she should inform the Examiners who will note what has been finished and what remains to be done. The candidate shall be deemed to have failed the practical task if at the end of the allotted time the shoe has not been fitted and clenched up in such a way as to make it safe, without further work, for the post-shoeing trot up.

In such cases the examiners should award a mark of less than 50% in the 'Nailing and Finishing' section. It is the candidate's responsibility to ensure that shoes are presented for assessment in good time prior to the end of the examination.

Where the work is not finished but sufficient has been done to make the horse safe for the final trot up then the examiners should mark the work that has been done up to the end of the allotted time and then permit the candidate to complete the work so that the horse can be trotted up in the normal way.

Post Shoeing Trot Up

The Final Assessment - Trotting Up - will be made once the Examiners have completed assessing every candidate's work. All the horses will be taken out of the forge and trotted-up so that a final assessment of the candidates' work can be made. The two farrier examiners will have a short discussion with each candidate at this stage on the candidate's assessment of their shoeing work. Questions and discussions during the trot-ups of the Practical Test will form part of the Practical assessment.

The horse should be trotted up in front of the candidates who have shod it in the presence of the examiners. Candidates are to ensure that their Candidate Number is clearly visible during these assessments, and are to bring their shoeing plan with them.

The veterinary examiner should observe for any sign of significant lameness and if detected report any such finding to the senior examiner.

Procedure in the event of a horse being found to be lame

Any discussion or investigation should be conducted out of sight of the candidates. It may be best to re evaluate the horse later in the day.

Where the veterinary examiner is satisfied that:

- the horse is substantially lame (>4/10ths.) and was not so prior to shoeing.
- the lameness relates to the foot (i.e. an increased digital pulse amplitude and/or heat is present with respect to the contralateral limb), or localised response to the judicious application of hoof testers.
- there is reasonable evidence of a nail bind, prick, or scald or some other evidence of an action detrimental to animal welfare.

he should inform the senior examiner who in his absolute discretion may amend the marks awarded in the 'Nailing and Finishing' (Section D) to less than 50% indicating a fail in the practical part of the examination. The examiners will ensure that appropriate treatment is instigated by the college staff to ensure the welfare of the horse.

Access to shoeing area between rounds

After the first session of a practical exam, no candidate is allowed to enter the shoeing area until the start of the second session. During this time, the horses will remain under supervision and no unauthorised person is allowed to inspect them.

22. MARKING OF THE PRACTICAL EXAMINATION

The Senior Examiner and the Farriery Examiner will independently mark each Section for each candidate using the tablet computers provided. This reflects the Marking Sheet, which is shown at Annex F. Marks are then to be moderated to within ten per cent (as shown on the Mark Sheets) for each item in each section on each foot. The marks from both examiners are then added up and divided by two to produce an aggregate out of 450. This is then scaled to produce a score out of 100. Candidates must achieve at least 50% on each foot in each of the practical sections, including the shoe display, and 60% overall, both in the 4 shoeing sections (without the shoe display) and overall (including the shoe display), to pass. A good shoe display will not create a pass for a practical shoeing score (Sections A-D) of less than 60%.

23. CALCULATION OF THE RESULTS AND THE AWARD CRITERIA

Final Collation of Marks

When both parts of the examination (i.e. Theory and Practical) have been completed and marked, the Registrar will collate the marks for each candidate and calculate the grade they have achieved.

- i. For the Theory part, the Written and Oral Tests are each marked out of 50. These are combined to create the Theory mark, which has a maximum of 100 marks.
- ii. The Practical part is marked out of 450, and the marks awarded are scaled down to a mark out of 100.

The marks awarded for each of the two parts (i.e. Theory and Practical) are converted to a range of grades from A to D and the **overall grade** is the lower of the two grades.

Determination of Grades

Grades will be awarded for the marks achieved as follows:

Grade "A"	83% and over	
Grade "B+"	76% - 82%	
Grade "B"	70% - 75%	
Grade "C+"	66% - 69%	
Grade "C"	60% - 65%	Min 50% on each foot in each of the practical sections, including shoe display.
Grade "D" (fail)	below 60%	

Determination of the Award

The following awards can be achieved:

- **Pass with Honours** – Grade A in both parts of the examination.
- **Pass with Distinction** – Grade A in one part and at least Grade C in the other part
- **Pass** – At least Grade C in both parts
- **Partial Pass** – At least Grade C in one part, with a Grade D in the other part. (See Section 29)
- **Fail** – Grade D in both parts.

Honours and Distinctions may only be awarded on the first attempt. The maximum grade thereafter is "C".

24. EXAMINATION REPORTS AND FAIL REPORTS

Individual marks scored will not be communicated to candidates. However, in the case of a fail, a Fail Report will be provided to the Candidate, with a copy to his/her ATF, and to the College. The Fail Report will be written in a style that is aimed at helping the candidate to understand his/her weak points. A Fail Report is at Appendix 10.

25. PUBLICATION OF RESULTS

The examiners will complete an Examination Report Form for each candidate. Using this information, the Company will notify each candidate of the result of the examination normally within a period of not more than 7 days following the completion of the examination session. Within the same period, the Company will also forward the summary examination results to the Farriers Registration Council and, if appropriate, to the Colleges. The Examination Report Form is at Appendix 12.

When writing to the candidates individually, the Registrar will give him/her the result and the grades achieved in both parts of the examination. The candidate will also be informed of the comments written by Examiners on the Candidate's Examination Report Form.

26. REGISTRATION OF SUCCESSFUL CANDIDATES

On passing the Diploma, the names of successful candidates will be recorded in the Company's Register; that person will be entitled to hold the Company's Diploma Certificate and to use the letters DipWCF after his/her name.

27. ISSUE OF THE DIPLOMA CERTIFICATES

A joint Presentation Ceremony is held twice yearly in the City of London at which successful candidates will receive their Diploma Certificate from the Worshipful Company of Farriers and their registration papers from the Farriers Registration Council. The ceremonies are normally held on the last Thursday in February and on the Thursday following the late summer bank holiday at the end of August. If candidates are unable to attend the presentation in person, the certificates are forwarded by post. The regulatory authorities' logo(s) on the certificate indicate that the qualification is accredited only for England, Wales, and Northern Ireland.

28. REPLACEMENT CERTIFICATES

In the event of a Diploma Certificate being lost, stolen or despoiled, a replacement certificate may be requested. The replacement certificate will be annotated accordingly. Anyone applying for a replacement certificate will be required to complete a Replacement Certificate Form which includes a declaration as to the circumstances of the original's loss or damage and which will detail the attempts made to recover it. An undertaking is required to return the duplicate in the event of recovery of the original certificate. An administrative charge will be made for this service. An Application for a [Replacement Certificate Form is at Appendix 13](#) or from the Company Website. Details of the fee may be found in Annex H, on the Company web site at www.wcf.org.uk, or from the WCF Registrar.

29. RESIT EXAMINATIONS

Following a Partial Pass, where a candidate fails either the Theory or Practical Part of the Examination then, entirely at the discretion of the Company, he/she may be exempted from that part of the examination which they passed, providing the re-sit is taken at one or other of the next two sessions. Where applicable, the whole fee is payable for each re-sit, whether it is a partial or full re-sit.

30. MONITORING OF STANDARDS

The WCF recognises the need for self-monitoring the standards for all stages of the examination process and institutes an annual monitoring procedure for each appropriate element. The Evaluation Report and Development Plan are at Appendix 14.

Elements that are monitored:

- a. Recruitment of Examiners.
- b. Competence of Examiners.
- c. Examination Results in total and for individual examination centres.
- d. Reasonable Adjustments and Special Considerations.
- e. Complaints, Enquiries, and Appeals procedure.
- f. Customer Service Targets.
- g. Malpractice.

Timetable:

- i. Monitoring and reporting takes place annually.
- ii. The Examination Monitoring Report is drafted in October by the Registrar. It includes an analysis of each of the sections identified above and covers the calendar year (January to December).
- iii. The Report is presented for discussion to the Examinations Executive Group at their November meeting.
- iv. It is then presented to the November meeting of the Examinations Board for review and evaluation. An Action Plan for each element is agreed
- v. The Report and the Action Plans are presented to the Court at its December meeting for approval.

The **Report** will include the following sections:

Recruitment and Training of Examiners

The report will detail the number of examiners recruited in the current year, their qualifications and experience, and their involvement with the examination in the year. The report also includes details of the existing examiners including their years as an examiner and the projected requirement for new examiners in the forthcoming year.

The report will also details the training sessions that have taken place in the year and includes feedback from these sessions. If necessary, any proposed changes to the training plan will be discussed, agreed, and recorded.

Competence of Examiners

The report will include a statistical analysis of the involvement of each of the examiners, including the number of candidates examined for both the oral and practical sections, and will include any reports submitted by the Senior Examiner. The report will identify any examiners whose work is causing concern. Examiners who are unable to meet the required standards will not be allowed to continue examining.

Examination Results

This will include both the overall analysis for the examination in total and a breakdown of results for each individual Examination Centre. It will include a comparison year-on-year and will identify any trends, either positive or negative.

Reasonable Adjustments and Special Considerations

This will give details of all the candidates who required Reasonable Adjustments and Special Considerations to be put in place for the examinations held during the report year. It will also include any comments from the examination centres.

Complaints, Enquiries, and Appeals procedure

This will include an analysis of all complaints enquiries and appeals but will not identify the individuals involved. It should indicate the issues involved in the complaint, enquiry, or appeal and will include an indication of any action or change that has been instituted as result of the complaint, enquiry, or appeal. It will include a year on year comparison.

Customer Service Targets

The customer service targets must be measured and evaluated each year, including a year-on-year comparison. The report must include a recommendation as to the continuing appropriateness of the targets and recommendations if the targets are constantly under achieved.

Malpractice

This section should report any instances of malpractice, and a review of the processes in place to prevent malpractice. The report will include cases of reported malpractice at the Approved Training Colleges which have been notified to the WCF.

31. MALPRACTICE PROCEDURE

[See Appendix 15](#), and also Section 14 – General Examination Regulations, and Section 16 - Irregular Conduct.

32. COMPLAINTS, ENQUIRY SERVICE, and APPEALS PROCEDURE

[See Appendix 16](#).

33. CUSTOMER SERVICE STATEMENT

[See Appendix 17](#).