



CSS Final Exam Grading Rubric

Examiners

- Maria Biancone, Diane Landreville, Jennifer Matts, John Rush, Sharon Stewart-Wells, Eric Straus

Guidelines

For Examiners:

- Examiners must utilize the point scale and grading rubric to evaluate applicants during the Final Exam.
- Examiners may use half or full points between zero and the maximum available score.
- Examiners may not use +/- designations or the like within the scores. Only whole or half points are permitted.
- Examiners must coordinate and consult with the officiating team and Competition Management to ensure that completion of the Final Exam does not interfere with the ongoing competition.
- Examiners may officiate at the competition as a CSS, C1 Steward acting as a CSS, or FEI Jumping Steward where the Final Exam takes place.
 - If an examiner is not officiating at the competition, they must receive approval from competition management to conduct Final Exam
 - Final Exams must not interfere with the examiner's officiating responsibilities

For Applicants:

- Applicants who are not officiating must receive permission from competition management to complete their CSS Final Exam.
- Applicants must receive a score of 85% or higher (85 points) to pass the Final Exam.
- Applicants must be tested in the Hunter, Equitation, and Jumper schooling rings for their Final Exam.
- Applicants should be prepared to spend one full day completing the Final Exam.
- An applicant may complete the Final Exam as many times as needed.
 - Applicants may not retest within 90 days of their previous Final Exam attempt

Grading Rubric

Knowledge of Schooling Rules, Safety and Scope of Authority

Knowledge of schooling rules

Assigning Points:

- 8-10 pts – Understands and interprets all schooling rules completely and correctly
- 4-7 pts – Understands most schooling rules and interprets them well
- 1-3 pts – Understands some schooling rules and misinterpreted some
- 0 pts – Did not understand and misinterprets schooling rules

Ability to apply/identify correct schooling procedures

Assigning Points:

- 4-5 pts – Was able to identify correct and incorrect schooling procedures
- 1-3 pts – Incorrectly identified some schooling procedures
- 0 pts – Did not identify unsafe schooling practices and violations of schooling rules

Knowledge of warning cards/charges, rules, and protests

Assigning Points:

- 8-10 pts – Understands when to provide verbal warnings, Recorded Warnings, and Yellow Warning Cards in relation to the schooling rules
- 4-7 pts – Mostly understood when to provide verbal warnings, Recorded Warnings, and Yellow Warning Cards in relation to the rules
- 1-3 pts – Identified some instances of when to issue a verbal warning, Recorded Warning, and Yellow Warning Card
- 0 pts – Displayed lack of knowledge of violations and related rules

Understands the role and the authority of the schooling supervisor

Assigning Points:

- 4-5 pts – Understood the responsibilities of a schooling supervisor
- 1-3 pts – Understood some responsibilities of a schooling supervisor; does not understand a majority of the responsibilities of a schooling supervisor
- 0 pts – Displayed lack of understanding of roles of a schooling supervisor

Knowledge and appropriate use of safety cups

Assigning Points:

- 4-5 pts – Displayed a complete understanding of safety cups, their purpose, and when they are being used appropriately
- 1-3 pts – Did not identify when safety cups were not being used properly in the schooling area
- 0 pts – Displayed a complete lack of knowledge of the importance of safety cups and when they must be used

Identify key schooling area elements

Assigning Points:

- 4-5 pts – Identified all key schooling area elements - farrier, starter, horse ambulance location and medical services
- 1-3 pts – Did not identify two key schooling area elements or identified one element incorrectly
- 0 pts – Did not identify more than two key schooling area elements or identified multiple elements incorrectly

Officiating Examination

Exhibits the ability to interact appropriately with riders, grooms and trainers

Points to consider

- Did the applicant feel comfortable speaking to riders, grooms and trainers?
- Did they speak clearly, effectively and efficiently?
- Is the applicant intimidated during high stress, high profile classes?

Assigning Points

- 8-10 pts – Applicant was comfortable in the schooling area, not intimidated by riders, grooms or trainers, and was an effective speaker
- 4-7 pts – Applicant was slightly uncomfortable in the schooling area, but communicated to riders, grooms or trainers appropriately
- 1-3 pts – Applicant was daunted in the schooling area, did not notify riders, grooms or trainers of a schooling rule violation. Applicant was an average communicator. Applicant did not identify multiple schooling rule violations.

- 0 pts – Applicant was an ineffective speaker, uncomfortable in the schooling area, and did not identify major schooling rule violations

Displays confidence in the application of schooling rules

Points to Consider

- Did the applicant know where the schooling rules are located in the rulebook?
- Did the applicant understand the practical application of schooling rules?
- Was the applicant confident making decisions?
- Was the applicant able to correctly identify permitted vs non-permitted boots?

Assigning Points

- 16-20 pts – Applicant understood the schooling rules, was able to find them in the rulebook and understood their practical application.
- 11-15 pts – Applicant understood the schooling rules but was timid with their application.
- 6-10 pts – Applicant did not understand where the schooling rules are located in the rulebook. Applicant was not confident in their decisions.
- 1-5 pts – Applicant made several mistakes while applying schooling rules to their decisions.
- 0 pts – Displayed a complete lack of confidence in decision making, made incorrect decisions and did not understand the application of the schooling rules.

Observant of potential safety problems

Points to Consider

- Did the applicant demonstrate the ability to manage a schooling area with multiple jumps?
- Did the applicant identify obvious and unnoticeable safety violations?
- Did the applicant understand schooling rules and how they relate to safety?
- Did the applicant take charge of the schooling area for the benefit of the horse and rider safety?
- Did the applicant keep horse and rider safety a top priority?

Assigning Points

- 12-15 pts – Applicant took safety very seriously and always identified safety issues in the schooling area.
- 9-11 pts – Applicant has a knowledge of safety in the schooling area and consistently identified safety issues in the schooling area.
- 6-8 pts – Applicants failed to identify or disregarded some safety rules.
- 1-5 pts – Applicant consistently did not identify safety issues in the schooling area and did not make an effort to rectify the issues.
- 0 pts – Applicant had no regard for safety and allowed horses and riders to violate schooling rules related to safety.

Proactive in finding solutions to problems in the schooling area

Points to Consider

- Did the applicant actively try to find solutions for unpredictable situations in the schooling area?

Assigning Points

- 11-15 pts – Applicant always attempted to find solutions to unexpected problems. Applicant was proactive and willing to find a solution promptly.
- 6-10 pts – Applicant allowed some problems to continue to occur in the schooling area. Applicant was not keen to find solutions for some problems; attempted to make an effort for some problems.
- 1-5 pts –Applicant was disinterested in problem solving.
- 0 pts – Had complete disregard for solving problems that are clearly schooling rule violations and did not make any effort to find a solution.



CERTIFIED SCHOOLING SUPERVISOR Final Examination

PART A: TO BE COMPLETED BY THE APPLICANT

Applicant's Name: _____ USEF ID #: _____

Name of Competition: _____ Comp ID #: _____

PART B: TO BE COMPLETED BY CERTIFIED SCHOOLING SUPERVISOR

Name of CSS: _____ USEF ID #: _____ Date of Exam: _____

Fence heights for which schooling was observed and evaluated: _____

Approximate number of hours spent with the applicant, observing and evaluating: _____

Applicants must receive 85 points in order to pass the final examination.

	Available Points	Earned Points
Knowledge of Schooling Rules, Safety and Scope of Authority		
Knowledge of schooling rules	10	
Ability to apply/identify correct schooling procedures	5	
Knowledge of warning card/charges, rules, and protests	10	
Understands the role and the authority of the schooling supervisor	5	
Knowledge and appropriate use of safety cups	5	
Identify key schooling area elements	5	
Officiating Examination		
Exhibits the ability to interact appropriately with riders, grooms and trainers	10	
Displays confidence in the application of schooling rules	20	
Observant of potential safety problems	15	
Proactive in finding solutions to problems in the schooling area	15	
Overall Score (total of Earned Points column)	100	

Applicant's Strengths:

Applicant's Weaknesses:

Additional Comments:

Certified Schooling Supervisor's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

The CSS will complete and sign the form and give a copy to the examinee. The applicant is responsible for uploading the completed and signed form to their licensing checklist on the USEF website.