



Conformation Judges' Training and Examination Policy

Policy Statement

Conformation Judges' training and examinations will be conducted according to the Dogs ACT Conformation Judges' Training and Examination Policy that reflects ANKC Regulations Part 3 Judges Training & Examination Program and embraces the Dogs ACT approach to Conformation Judges' Training.

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1. Terminology

Accredited Assessor	A person licensed as a Judge by ANKC who complies with Clause 13 of this Policy. Accredited Assessors are ineligible to fulfil their role where they are a member of a Trainee's household (i.e. A person who resides at the same address) or a member of the Trainee's immediate family (i.e. Mother, father, sibling or spouse).
ANKC	Australian National Kennel Council Ltd
ANKC Championship Show Judge	A person who has successfully completed the required Trainee Judge Theory and Practical Examinations and is qualified to apply to be elevated to ANKC status whereby they may then judge individual breeds and/or one or more Groups for which they are qualified at Championship Shows conducted anywhere in Australia and Overseas.
ANKC Open Show Judge	A person who has successfully completed the required Aspiring Judge Examination, who has passed the Group Entrance Theory Examination and been accepted as a Trainee Judge.
Approved Distance Aspirant or Trainee Judge	Aspirant and Trainee Judges whose attendance at the normal venue would pose a travelling risk, and who have applied for and been approved by Dogs ACT.
Aspiring Judge	A person accepted into the Judges Education Program, for their 1 st Group or single breed, but not yet qualified to judge the relevant Breeds or Groups at any fixture.
CJTC	Dogs ACT Conformation Judges Training Committee
Clerk of Examinations	Person(s) approved by Dogs ACT to oversee all aspects of the Theory and/or Practical Examinations.
Conformation Judges Education Training Program ('Program')	A training program conducted by Dogs ACT in accordance with this Policy for members to become ANKC Championship Show Judges, including an Aspiring Judges' Course and a Trainee Judges' Course.
Course	An element of the Judges' Education Training Program, ie: <ul style="list-style-type: none"> • Aspiring Judges' Course • Trainee Judges' Course • Assessors' Course
Enrolment Form	A form approved by Dogs ACT to be completed by the Aspiring and/or Trainee Judge.
Examination Panel	Accredited Assessor(s) appointed to examine Aspiring or Trainee Judges for a practical examination.
Field Day	A formal activity, organised by or with the agreement of the Group Co-Ordinator, involving hands-on judging and feedback provided to the Trainee.
Group Co-Ordinator	The person appointed by Dogs ACT to co-ordinate this Conformation Judges Education Training Program for one or more groups of breeds.
Group Theory Examination	The Group Theory Examination consists of two (2) Sub-Group tests each of which is conducted at the end of the Sub-Group.
Sub-Group Theory Test	A theory examination for a Sub-Group.
Major Breeds	Five (5) breeds from each group that represent a cross section of numerically strong and/or Sub-Groups and/or breeds with diverse characteristics as determined by Dogs ACT.
Member Body	A Member of ANKC Ltd.
Mentor	An ANKC Championship Show Judge for the relevant group or breed(s) who holds a Certificate of Approval issued under the ANKC Assessor Accreditation Program.
Sub-Group	Approximately half the breeds in a Group, which is divided into Sub-Group 1 and Sub-Group 2 and are presented in alternate years.
Trainee Judge	A person having fulfilled the Aspiring Judge's syllabus and passed the relevant examinations is qualified to enter the Trainee Judge's phase of the Education Program.

2. Method of Education

- 2.1. This Program is designed to assist Dogs ACT members to become ANKC Championship Show Judges by graduating through specific stages of training applicable to levels known as Aspiring Judge and Trainee Judge.
- 2.2. The Program includes teaching aids and materials listed in Clause 3 below, researching breeds and presenting their findings, attending relevant lectures, seminars and Field Days, writing critiques, visiting kennels, discussing breeds with breeders and exhibitors, attending group and breed championship shows and stewarding.
- 2.3. Self-Education: Trainee Judges are required to educate themselves to examination standards and are encouraged to acquire as wide and as sound a knowledge as possible of the breed, or breeds in the relevant Group.
- 2.4. Self-education is underpinned by the application of the principles of adult education where students, treated as adults, are encouraged, motivated and guided in the direction of their learning. They are mentored by qualified, knowledgeable and experienced experts who understand and practice the principles of effective mentoring.
- 2.5. Mentoring guides the student by providing certainty about what knowledge has to be acquired and helping the student find the most effective learning techniques to suit them.
- 2.6. Mentors help students link their knowledge with sound and correct practice and become competent and confident judges. The learning circle is closed by passing theory and practical examinations set and marked by competent and qualified Accredited Assessors.
- 2.7. Education and examinations will incorporate the principles of competency based training and the use of Mentors and Accredited Assessors. Competency based training and assessment is the same methodology used with success in vocational training for someone learning how to do a new job well.
- 2.8. The competencies that Trainees are expected to achieve through the program are:
 - Demonstrate a knowledge and understanding of the breed standards.
 - Ability to identify characteristics in relation to the breeds for the group in which they are a Trainee.
 - Ability to recognise soundness in relation to the breeds for the group in which they are a Trainee.
 - Ability to use breed specific language and apply it correctly in their description of the breeds for the group in which they are a Trainee.
 - Ability to approach and examine the exhibits correctly and appropriately for the breeds for the group in which they are a Trainee.
 - Ability to place the better dogs at the front of the class in the breeds for the group in which they are a Trainee.
 - Demonstrate control, organisation and effective use of the judging ring.
 - Demonstrate an ability to make decisions in an effective way and in an efficient time frame.
 - Demonstrate a practical knowledge of stewarding.
 - Demonstrate an ability to understand and apply the rules and regulations relevant to dog judging.

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- 2.9. Dogs ACT will assist by providing lectures, seminars, workshops, Field Days, equipment, teaching aids and examinations, and keep records in relation to these activities.
 - 2.10. Trainee Judges shall maintain their own records and submit signed originals of the applicable records when applying for an examination.

3. Teaching Aids and Materials

- 3.1. Rules and Regulations: Applicable ANKC and ANKC Member Body Rules and Regulations and ANKC Codes of Conduct.
- 3.2. Anatomy: Publication(s) approved by ANKC shall be the references for Anatomy.
- 3.3. Canine Terms: The Glossary of Terms as published by ANKC.
- 3.4. Breed Standards:
 - Current Breed Standard for ANKC recognised breeds.
 - Extensions to Breed Standards published by ANKC.
- 3.5. Any other material as authorised by ANKC or Dogs ACT from time to time.

4. Conditions of Participation

- 4.1. Dogs ACT may permit Members who live within the ACT and those who live within a radius of 100kms of the ACT border full access to the Dogs ACT Conformation Judges' Training and Education Program. If the Member is approved by Dogs ACT to undertake the Program and they are not an ACT resident, Dogs ACT will make representations to the Member Body in the State of their residence to confirm approval of the applicant's participation.
- 4.2. Dogs ACT may consider an application from a person transferring from another State or Territory of Australia or overseas who can provide evidence of their eligibility.
- 4.3. A Trainee Judge shall not undertake a concurrent Conformation Judges' Training and Education Program in another State or Territory.
- 4.4. A Trainee Judge can only train for one (1) group initially. After passing their Initial group, a Trainee judge can train for no more than three (3) groups at any one time may only undertake one (1) Practical examination per year.

5. Aspiring Judge Entrance Criteria for 1st Group or Single Breed (excluding German Shepherd Dog Single Breed)

- 5.1. To enrol as an Aspiring Judge, a Dogs ACT Member must fulfil the following criteria, subject to 5.2:
 - a) Be 18 years of age or over.
 - b) Have been a member of an ANKC Member Body for a minimum of eight (8) years during the ten (10) years immediately prior to the date of the application.
 - c) Have bred at least three (3) litters under their own or shared Prefix.
 - d) Have bred at least two (2) champions under their own or shared Prefix.
 - e) The application shall be for the Group or Breed in which the requirements of 4.1.1.3 and 4.1.1.4 above have been met or partially met.

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- f) Successfully completed formal training to become a Steward; or have officiated as a ring steward on no less than two (2) occasions of which one (1) must be a full group.
 - g) Have demonstrated a history of ongoing commitment to Dogs ACT or another ANKC Member Body.
 - h) Complete and submit the relevant Enrolment Form.
- 5.2. Dogs ACT may consider for approval an application from an applicant over the age of eighteen (18) years who otherwise would not qualify under Clause 5.1, provided the applicant demonstrates an active involvement in canine activity for the minimum period or as a handler for parents and others in ordinary classes and supply such other evidence of experience as Dogs ACT may require.
- 6. Aspiring Judge Entrance Criteria for German Shepherd Dogs as a Single Breed (as approved by the German Shepherd Dog Council of Australia (GSDCA))**
- 6.1. To enrol in the Program as an Aspiring Judge for the Single Breed of German Shepherd Dog, a member must fulfil the following criteria:
- a) Be 18 years of age or over;
 - b) Have been a member of an ANKC Member Body for a minimum of eight (8) years during the ten (10) years immediately prior to the date of the application.
 - c) Have bred at least five (5) litters under their own or shared Prefix.
 - d) Have bred at least five (5) animals under their own or shared Prefix that have received the GSDCA grading of Excellent in the conformation ring.
 - e) Have acted as a Steward on at least three (3) occasions at GSDCA Specialist and or 'All Breeds' or 'Group' judged events.
 - f) The applicant will provide a supporting statement from their Club(s) of domicile. This should include details of their involvement in their GSDCA Member Club. The information that must be detailed and confirmed by the Club will be but is not limited to:
 - I. Current financial member of a Member Body and GSDCA Member Club.
 - II. Years of membership of club and Member Body.
 - III. History of involvement both current and past in Club i.e. All positions held including length of time served in that position.The supporting statement shall accompany the application form.
 - g) Complete and submit the relevant Enrolment Form which must include evidence of the criteria of Policy 6.1(a) – 6.1(f) above and be accompanied by the prescribed fee. A copy of this Enrolment Form and supporting evidence should be forwarded to the GSDCA by the applicant.

7. Aspiring Judges' Training Course

- 7.1. The Aspiring Judges' Training Course includes:
 - a) Mandatory attendance and participation in lectures, tutorials and/or presentations and a theory examination covering rules & regulations, anatomy, glossary of terms, judging procedure and show management;
 - b) Optionally, a practical examination consisting of a class of relevant breed(s). If conducted, the practical examination shall comprise one (1) class, consisting of a minimum of five (5) dogs of either sex and over the age of six (6) months. The Aspiring Judge is not to be examined on their own or co-owned dogs. There shall be no more than one (1) Practical Examination per calendar year for an Aspiring Judge.
- 7.2. Successful completion of training for the theory component will qualify the Aspiring Judge to undertake a Group Entrance Theory Examination on the Group for which they are training. Those training for a single breed are not required to undertake an Entrance Examination for that breed or the group. There shall be no more than one (1) Group Entrance Examination per calendar year for an Aspiring Judge.
- 7.3. A pass in the Group Entrance Theory Examination will qualify the Aspiring Judge as a Trainee Judge in the Group for which they are training.

8. Trainee Judges' Training Course (1st and Subsequent Groups)

- 8.1. The Trainee Judges' Training Course includes theory and practical components and examinations for each Group.
 - a) The theory component consists of Sub-Groups 1 and 2, each of which is presented every second year.
 - b) To qualify to undertake a Sub-Group Theory Test, the Trainee Judge must have completed and met all of the requirements of [Module 1](#) below for the Sub-Group.
 - c) To qualify for a Group Practical Examination, the Trainee Judge must have attained a pass in the Group Theory Examination and have completed [Modules 2](#) and [3](#).
 - d) A Trainee shall not be permitted to attempt more than one (1) Sub-Group Theory Test per Sub-Group in any Trainee Judges' Training Course.
 - e) Trainee Judges must complete [Module 1](#) within the previous two (2) years before applying for the theory test for the Sub-Group.
 - f) Trainee Judges must complete [Modules 2](#) and [3](#) within the previous two (2) years before applying for the practical examination.

9. Module 1. Breed Lectures / Field Days / Seminars

- 9.1. Attendance at breed lectures is mandatory, except in the case of Approved Distance Trainee Judges. The lecture series covers every breed in the group over a period of two (2) years, split into two (2) Sub-Groups with each Sub-Group presented in alternate years. Lectures can be for one (1) or more breeds.
- 9.2. Breed lectures are to cover the history and description of the breed, its purpose and all relevant requirements contained in the breed standard and are to be illustrated with drawings/pictures and a breed summary.

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- 9.3. Trainee Judges are encouraged to attend other relevant lectures, Field Days and seminars.
 - 9.4. Dogs ACT may recognise an occasional attendance by a Trainee Judge at a lecture, Field Day or other training instruction conducted by another Member Body and if so recognized, the Trainee Judge shall receive a credit from Dogs ACT for that attendance.
 - 9.5. A Trainee Judge must be present for and participate in the entire breed lecture in order to be credited with attendance.
 - 9.6. Should a Trainee judge miss any breed lecture, they must submit an essay on the breed(s) covered in the lecture to their Group Co-Ordinator within 14 days of the lecture. Approved Distance Trainee Judges may submit essays for up to 100% of the breeds within the group; other Trainee Judges may submit essays for a maximum of 25% of the lectures for that Sub-Group.
 - 9.7. In the event that a lecture for a particular breed is not offered, an essay on that breed will be required before the theory test for that Sub-Group.
 - 9.8. Essays are to be a minimum of one thousand (1,000) words and contain a history and description of the breed(s), their purpose and all relevant requirements contained in the breed standard(s) and are to be illustrated with drawings/pictures and breed summaries.
 - 9.9. All lectures and essays are subject to approval of the Group Co-Ordinator as conforming with the conditions of this clause and providing Trainees with the opportunity of achieving the required level of knowledge and competency.

10. Module 2. Practical Experience

- 10.1. Trainee Judges must judge a minimum of fifty (50) dogs and additionally examine and critique a minimum fifty (50) dogs from the relevant group. The breeds covered must be from as wide a range as possible and will include at least five (5) critiques from each of the five (5) Major Breeds as determined by Dogs ACT. Critiquing may be achieved by attending kennel visits, Field Days or shows. Judging may be in the form of hands on experience by placing dogs at open shows, sweepstakes or Field Days, but not at breed lectures.
- 10.2. Approved Distance Trainees may complete the critiques by downloading photos of dogs from the Internet as a substitute for physically examining dogs.
- 10.3. All Trainee Judges must attend, each year, at least one (1) Field Day organised by Dogs ACT or judge two (2) Open Shows at which they are observed by a licensed judge, preferably a Mentor, for the relevant group or breed(s) and who provides feedback to the Trainee.
- 10.4. All critiques for both Modules 2 and 3 must be countersigned by a Mentor who observed the Trainee Judge examine the dog(s) and prepare the critique(s). The Mentor must not be a Trainee Judge enrolled in the current Dogs ACT Conformation Judges' Training Course, nor be a member of a Trainee's household (i.e. A person who resides at the same address) or a member of the Trainee's immediate family (i.e. Mother, father, sibling or spouse).

11. Module 3 Breed Specialty Show

- 11.1. Trainee Judges are to attend a minimum of one (1) breed specialty show for the group. A written critique on five (5) dogs examined at one (1) event is to be submitted to the Group Co-Ordinator within 14 days of the event.
- 11.2. Approved Distance Trainees may complete the critiques by downloading photos of dogs from the Internet as a substitute for physically examining dogs.

12. Single Breed Training Course

- 12.1. To undertake the Single Breed Training Course an Aspiring Judge must:
 - a) Complete and submit the relevant Enrolment Form.
 - b) Have successfully completed the Aspiring Judges' Training Course.
 - c) Submit an essay on the relevant breed and attend a breed lecture within the previous 2 years before applying for the Theory Examination.
 - d) At the discretion of Dog ACT, attend the breed club's Open and Championship Show and/or the Group club's Open and Championship Show and/or the breed judging at an approved major Show. I.e.: Royal Show or the major Non Royal Show in each State.
 - e) Pass a Single Breed Theory Examination on the relevant breed and meet the requirements of 12.1(a) – (d) above.
 - f) To qualify for a Single Breed Practical Examination the Trainee Judge must have attained a pass in the Single Breed Theory Examination.
- 12.2. Unless otherwise determined, at the discretion of Dogs ACT, a practical examination for a single breed license shall consist of one (1) class of a minimum of five (5) dogs over the age of six (6) months, and one (1) class of a minimum of five (5) bitches over the age of six (6) months, and the Trainee Judge will be required to place the classes and select a Best of Breed and a Runner Up to Best of Breed. The Trainee must not be examined on dogs they own or co-own.
- 12.3. Upon passing the Single Breed Practical Examination, the Trainee Judge shall be listed as an ANKC Championship Show Judge for that breed.
- 12.4. Where a Trainee Judge fails a Single Breed Practical Examination, they shall not be required to obtain additional practical experience to be eligible for another examination the following year, providing they submit the relevant Enrolment Form and the examination is for the breed on which the applicant previously failed.
- 12.5. A Trainee Judge may only undertake one (1) Single Breed Practical Examination per calendar year.
- 12.6. A Trainee shall not be permitted to attempt more than (1) Single Breed Theory Examination per group in any Conformation Judges' Training Course.

13. Appointment of Examiner

- 13.1. To be appointed by the CJTC, an Examiner must not be a Trainee Judge in the current Dogs ACT Conformation Judges Education Training Program and must;
 - a) Hold a Certificate of Approval issued under the ANKC Conformation Judges Training Program Assessors Accreditation stating that the Examiner has completed the competency training.
 - b) Have held an ANKC breed or group licence for a minimum of five (5) years for the group or breed being used in the examination.
 - c) Have judged the group or breed being used in the examination on at least three (3) occasions.

14. Theory Examinations

- 14.1. The ANKC Breed Standards, ANKC Glossary of Canine Terms and any other references authorised by ANKC shall be the only basis for the theory examinations for elevation to championship status. Breed Standard Extensions must not be used as the basis in Group Theory Examinations, excepting for a Single Breed Theory Examination.
- 14.2. Sub-Group Theory Tests shall consist only of 'short answer' and/or 'multi choice' questions. Single Breed Theory Examinations may also include longer form free text answers.
- 14.3. The Trainee must obtain at least 75% in both Sub-Group Theory Tests or obtain an aggregate mark of at least 75% overall to pass.
- 14.4. There shall be at least two (2) Examiners separately mark each theory paper without conferring. The results shall be separately forwarded to the Clerk of Examinations. In the case of a split decision (equal pass and fail) an additional Examiner shall mark the papers and that mark shall decide the result.
- 14.5. A Trainee Judge who has failed a Sub-Group Theory Test may request a remark of their paper. Such requests are to be in writing within 14 days of advice of the result of the paper. Two (2) additional Examiners will separately remark the paper.
- 14.6. A Trainee Judge must sit a Sub-Group Theory Test within 3 years of commencing that Sub-Group. They must also pass that Sub-Group within five (5) attempts. If either of the previous criteria is not met or achieved then they may not re-sit that Sub-Group Theory Test for a further period of two (2) years.
- 14.7. Theory Tests are only to be set by an Accredited Assessor nominated by the CJTC.
- 14.8. Should a Trainee provide proof, to the satisfaction of the CJTC in consultation with the Clerk of Examinations, that they cannot sit on the date of a scheduled Theory Test, they may be permitted to apply for and complete either a Pre or a Post Examination.
- 14.9. Should a Trainee provide proof, to the satisfaction of the CJTC that they will be Interstate on the date of the theory examination they are permitted to sit the theory examination in that State on the same date and time as the scheduled theory examination. This is to be organised between the relevant State Member Bodies with the initial request being from Dogs ACT. Where this is not possible, Dogs ACT may approve alternative arrangements.
- 14.10. All Theory Tests and Examinations, once passed, are held for life.

15. Practical Examinations

- 15.1. Practical examinations must be undertaken at a venue nominated by the Dogs ACT CJTC and be supervised by the Clerk of Examinations.
- 15.2. There shall be no more than one (1) practical examination per group per calendar year apart from any new examination conducted as a consequence of Policy 15.9(b) or other relevant Dogs ACT Regulation. Trainees may not undertake a practical examination for more than one (1) group per year. Notwithstanding the foregoing, there is no obligation on Dogs ACT to conduct a practical examination for any group in every calendar year.
- 15.3. The examination shall be conducted on two (2) classes, each class of a different breed and consisting of five (5) dogs over the age of six (6) months, and a third mixed class of five (5) different breeds over the age of six (6) months, excluding the two (2) breeds previously used.
- 15.4. A dog owned or co-owned by a member of an Examination Panel shall not be used in an examination class in which that Examiner is participating.

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- 15.5. Three (3) Assessors shall be appointed as a Panel for each class in a Practical Examination. They must not be a Trainee Judge in the current Dogs ACT training scheme. After the commencement of the examination they shall not confer on the merits or otherwise of the dogs presented for examination. Assessors are required to mark the placings of all dogs in a class from first to last on the prescribed form.
 - 15.6. The Trainee Judge shall place the exhibits in order of merit, record the placings and will be required to answer questions on the class. Trainee Judges are to be encouraged not to spend more than two (2) minutes on each dog.
 - 15.7. To gain a pass in a class, the Trainee Judge must be passed by at least two of the Assessors. It is not necessary for the Trainee Judge's and Assessors' placings to be the same, but Assessors must consider all aspects of the Trainee Judge's reasons for the placings, and whether the Trainee Judge has the better dogs at the front of the class and the poorer at the back. Each Examiner must make their own independent assessment of Pass or Fail.
 - 15.8. To be granted an overall pass, the Trainee Judge must pass the two (2) breed classes and the one (1) group class.
 - 15.9. The results of Practical Examinations shall be collated by the Clerk of Examinations. Trainee Judges will be notified of their results by Dogs ACT as soon as possible after the expiration of the appeal period. Examiners shall not divulge their individual assessment of a Trainee Judge prior to the results being distributed. Results shall not be given at the time of the Practical Examination.
 - a) In the case of a failed result, should the Clerk of Examinations have any concerns in regard to the inappropriateness of the Practical Examination paperwork, the concerns will be reported to the next available Dogs ACT Council meeting.
 - b) Should the Dogs ACT Council concur with the Clerk of Examinations concerns a new Practical Examination will be conducted for the relevant Trainee Judge.
 - 15.10. Where a Trainee Judge believes they have a legitimate reason for not wishing to be examined by particular Assessor(s), they may submit a maximum of (2) two names to the CJTC of those they do not wish to be examined by in writing at the time of applying for a practical examination. They must set out the reasons for such request. The CJTC will retain the right to refuse any such request. Any additional costs incurred by the CJTC are to be at the expense of the Trainee Judge.
 - 15.11. The CJTC, when approaching an Assessor to examine Trainee Judges at a practical examination, shall advise the Assessor of the names of the potential Trainee Judges and the Assessor shall advise the CJTC, as soon as practicable, if there are any Trainee Judges they do not wish to examine or for whom it would be inappropriate for them to examine.
 - 15.12. No person shall make any photographic or video record of any part of a Practical Examination except with the prior permission of the CJTC. Whilst undertaking a Practical Examination, a Trainee must not have in his/her possession, at ring side, a mobile telephone, electronic device or copy of the breed standards.
 - 15.13. Should a Trainee Judge not achieve a pass result in a Practical Examination, then to qualify to take a further Group Practical Examination they must judge a further twenty five (25) dogs and examine and critique a further fifty (50) dogs in accordance with Policy 10 and submit the relevant Enrolment Form accompanied by the requirements of this clause. They may then attempt the next available Practical Examination.

16. Appeals

- 16.1. Appeals against the decisions of the Examination Panel will not be permitted.
- 16.2. Where a Trainee Judge believes that the Practical Examination for which they were a participant was not conducted in accordance with this Policy they must lodge an appeal with the Clerk of Examinations no later than 24 hours after the conclusion of said practical examination and should detail the Policy or Regulation(s) that are alleged to have been breached. Appeals received after this time will not be considered.