

## **Test Schedules and Information:**

### **Friday, 9/10, 8:00am - Friday, 9/17, 5:00pm - Electronic Open-Book Test Taking Window.**

Test links will be emailed from Quilgo to the address you provide when you register to show. If you do not receive your test email from Quilgo, please verify it didn't go to your spam folder. Because the test links are sent in bulk, they are sometimes filtered to spam folders by internet providers. If you've already checked your spam folder and still can't find your test link, notify Shiree Clark at [clark402@gmail.com](mailto:clark402@gmail.com). **Tests will not be issued or accepted outside the test taking window!**

**Sunday, 9/19, as early as possible – Manual graded test scores will be released.** You will receive your test score via e-mail to the address you type in your test. Please type your email address carefully. The results can't be sent to an alternate address if you mistype or misspell your email address on your test because we don't have the ability to edit or change anyone's test answers.

The Western test score release email will be from [clark402@gmail.com](mailto:clark402@gmail.com). Please add that address to your e-mail address book.

**Monday, 9/20, 5:00pm - Electronic Open-Book Test review and grievance period closes.** If you have any questions or disputes on your test score, you need to address them before this time. As a reminder: the burden of proof lies with the test taker. If a grievance is won by a single participant, all test scores will be adjusted accordingly and scores will be rereleased for everyone with an explanation. **No electronic test scores will be updated or changed after this time!** All test scores will be finalized at this time.

**Friday, 9/24, 7:30am - Paper Closed-Book Tie-Breaker Tests will be administered at the show for select individuals.** You will be notified through email and your packet that you receive during check-in if you have been selected to take a paper tie-breaker test at the show. This will only affect individuals that score a perfect 100% on their test, including all bonus questions, or for those whom we are unable to break the ties using the processes specified in the rule book. If you're notified that you need to take a tie-breaker test, please go to the show office on Friday, (9/24) at 7:30am.

**Friday, 9/24, End of Show Day (6:00pm) - Paper Closed-Book Tie-Breaker Test Review and Grievance Period Closes.** If you have questions on how your paper tie-breaker test was scored or how ties were broken, you need to ask them before this deadline. No test scores will be updated or changed after this time.

The test is open book from the Utah 4-H Horse Program Study Material, the updated Western Rule Book, and the articles referenced as URL's or QR codes within the books. The books and articles are available online at no charge. Having a test reader is acceptable if the reader doesn't read in a way to influence test answers, help locate or search answers, or read in a way to improve or supplement the test-taker's knowledge during the test.

When the test links are sent out, the email body will contain instructions with a button at the bottom of the email labeled "Open the Form". Once you click "Open the Form", the test timer begins and you must complete **AND SUBMIT the test BEFORE the time limit expires**. **Do not open the test link unless you are prepared to complete and submit your test within the time limit you've been given**. Partially completed tests and blank answers are acceptable, but you still need to push the submit button before the time limit expires.

Using a desktop or laptop computer with a stable, reliable internet connection will yield the best experience. The test will work on mobile devices, but it is easier and more functional on non-mobile devices. **Device functionality and internet connectivity is the responsibility of the test taker**. Extension offices, public libraries, and schools are good sources if you don't have adequate devices or reliable internet in your home.

If there is more than one child in the same age division using the same email address, please contact Shiree Clark at [clark402@gmail.com](mailto:clark402@gmail.com) after the 1st child has completed their test to receive a new test link for the next child in the same age division. Example, Sally and Johnny are Junior-aged siblings using the same email address to receive their test link. After Sally completes her test, Johnny will email Shiree Clark to request his test link. **This isn't necessary for siblings of different age groups, or for those using different email addresses**.

**All make-up tests will have a 5-Point deduction from the final score, regardless of the reason necessitating the make-up test**. Possible causes of requiring a make-up test include opening the test and failing to submit it, going over the test taking time limit, experiencing an internet outage or device problem during the test, etc. With exception of the 5-point penalty, the make-up tests will be processed the same way as the regular electronic tests, and the same time limits and deadlines will apply. Although, the make-up test will be a different test, it will be equivalent in terms of difficulty.

**All Written Test Time Limits:** 40 minutes