

KENNEL UNION OF SOUTHERN AFRICA
KUSA BREED JUDGES' LEARNING PROGRAMME

HOW TO WORK THROUGH LEVEL 1

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You've taken the first step towards your judging journey – your application was successful and your payment of registration fees has been confirmed by the KUSA Office. You should also have been granted access to the relevant study guides and forms via your web portal on the KUSA website. You are advised to come to terms with the content as soon as possible.

Did you know that the study of dogs is actually a recognised science? ***Cynology** is “the study of matters related to canines or domestic dogs. In English it may be a term sometimes used to denote serious zoological approach to the study of dogs as well as by writers on canine subjects, dog breeders and trainers and enthusiasts who informally study the dog.” (*Wikipedia*) So next time someone suggests you may have “gone to the dogs”, simply advise them of your life-long journey to become a cynologist!

The KUSA Judges' Education Council (JEC) warmly welcomes you to the KUSA Breed Judges' Learning Programme, and wishes you only the very best in your studies and journey forward.

* *Pronounce it as sign-ology with the emphasis on 'sign'.*

Study Material

When you access your Member's Portal on the KUSA website (www.kusa.co.za), you will find a tab named “*Judge's Forms and Guides*”. Please orientate yourself with this section of your portal since you will need to access forms and study guides throughout your various levels of study. You will find all forms and guides pertaining to Level 1 under the relevant sub-heading. The study guides applicable to this level are the following:

1. **Guide – Level 1: *How to Work through Level 1***
This study guide offers you a step-by-step guide through Level 1 and the examination.
2. **Study Guide #1 – *On Being a Judge: Ring Management and Etiquette***
This study guide discusses desired qualities and expectations, and serves as step-by-step guide up to, and including your first and successive judging appointments. This study guide serves as a valuable resource for your journey ahead and will go a long way to help you avoid the common mistakes that many novice Judges make. Your understanding of the content of this study guide will be tested in the Open-book Worksheet (discussed below).
3. **Study Guide #2 – *Judging Technique***
This study guide offers an introduction to the skill of judging and ought to continue to provide useful hints and tips well into your studies. Your understanding of the content of this study guide will be tested in the Open-book Worksheet (discussed below).
4. *** Study Guide #3 – *Glossary of Terms [exam content]***
This abridged glossary explains the terminology you will encounter as a Judge and also forms part of the examination content for *all examinations – Paper 1 and all Paper 2 scripts (Group & Specialisation)*.
5. *** Study Guide #4 – *Canine Physiology [exam content]***
This study guide (also applicable when you move to Level 2) covers valuable content in your understanding of canine anatomy, conformation and movement. This is part of the examination content for *all examinations – Paper 1 and all Paper 2 scripts (Group & Specialisation)*.

Also:

It is a Judge's responsibility to remain completely familiar with the Kennel Union's Regulations. These are adjusted from time to time in accordance with changing circumstances, and for this reason there is no separate study guide – they are presented in “Schedules” accessed on the KUSA website.

To locate the KUSA Regulations, open the ‘**About KUSA**’ tab in the main menu, and select ‘**Constitution & Schedules**’. It is a good idea to familiarise yourself with the Articles, By-laws, Constitution and Schedules,

and you ought to find the outline on KUSA History interesting, but for examination content and your practice as a Breed Judge, the following Schedules are most important:

- Schedule 01: Disciplinary Rules
- Schedule 03: Regulations for Championship Shows
- Schedule 03A: Regulations for International Dog Shows
- Schedule 04: Regulations for Non-Championship Shows
- Schedule 09: Code of Ethics – Members, Elected Officials & Judges
- Schedule 10: Regulations – KUSA Breed Judges’ Learning Programme
- Schedule 10 Appendix 1: Group Course
- Schedule 10 Appendix 2: Junior Showmanship
- Schedule 10 Appendix 3: Breed Specialisation Course

NB: For examination purposes, you will be advised which sections need to be studied.

As you absorb the KUSA Regulations, you may discover duplications within the various Schedule Clauses. This is because the Schedules are pitched at various interest groups, so take care to identify similarities and differences and to which these each of these apply so that you are fully versant with what is expected of us, as Judges. It is your responsibility to keep abreast with any changes that may be made to the Schedules – not only for examination purposes, but at all times going forward.

And further:

You probably already have books and articles on your favourite breed, but this is a good time to start building up your reference library with other acquisitions of breed-specific and judging books and articles. One can never have too many dog books!

Your Support Base

At all times, be aware that you will have a strong support system to guide and help you whenever you need assistance. The KUSA Breed Judges’ Learning Programme makes use of the services of experienced Mentors and Assessors who will guide you on a one-to-one basis through your studies. If you feel you need extra guidance, please feel free to contact the **JEC Support Officer**, who will put you in touch with a Mentor in your area or Member of the JEC to assist you.

JEC Support Officer	
	Email: jecsupport@kusa.co.za

COURSE INTRODUCTION

“It’s not the beauty of a building you should look at; it’s the construction of the foundation that will stand the test of time.” (*David Allan Coe*)

Every Candidate Judge enters this course of study with a different set of skills and different levels of knowledge and experience. The Course Introduction – as its name implies – serves as a basic introduction to the course and helps you to make sense of what lies ahead. Some of the content in the presentation will be familiar, the aim being to acknowledge your existing knowledge and to bring you to a receptive level for new, sometimes complicated, information. Starting with a firm and fairly familiar foundation will ensure that your path of study will be solid as you progress.

The Course Introduction is likely to be a presentation delivered nationally as a virtual webinar, or it may be an actual in-person seminar presented to local attendees in a provincial area. A pdf version of the Course Introduction may also be available to serve as alternate or supplementary presentation for individual use.

OPEN-BOOK WORKSHEET

Following your participation in the Course Introduction, it is time to tackle the study content in more detail.

You will need to complete the Open-book Worksheet, a light-hearted, two-part worksheet that you can work through in your own time. The aim of this assignment is to guide you through the learning content to identify the location of specific topics for future reference and study.

All the answers to the worksheet tasks can be found in the study material to which you will be pointed. How easy is that? For this reason, your test result will need to be 100% in order to be granted access to the examination. If you don’t gain that magical 100% pass mark first time around, you will have the opportunity to review and redo any incorrect responses.

The **JEC Admin Officer** will forward the two-part worksheet to you in a MS Word document. Start by saving the document to your computer with **your surname** in the title so that you can work through the questions in your own time. Remember to save frequently to avoid losing your work – need we remind you?

Please carefully read the instructions on the cover page. As you work through the worksheet, you simply need to type in your response in the spaces provided. You will find that the tasks are arranged in sections according to the content that is being questioned. The instructions will also advise which sources you need to consult for each section.

The **JEC Assessment Officer** will assign an Assessor to you for this worksheet. When you have finished it and you are happy with all your answers, forward your saved and renamed document to your Assessor as an attachment in an email. Since a pass mark of 100% is a requirement, it may happen that there will be a few responses that you may need to rework if you don’t score full marks first time around. Try to get these reworked as soon as possible while your short-term memory is still fresh.

There is no time limit to complete this worksheet. However, if you would like to sit the Paper 1 exam at the end of the semester, you will need to have your worksheet completed and assessed with 100% pass mark before the closing date for examination registration. Therefore, you are advised to allow enough time to forward your worksheet to the Assessor, time allowance for marking, plus possible reworking, if necessary.

The Open-book Worksheet is a requirement for Candidate Judges to obtain examination entrance for Paper 1.

EXAMINATION: PAPER 1

When you have successfully completed the Course Introduction and gained a 100% pass mark for your Open-book Worksheet, you will be allowed to register to sit your first examination, Paper 1, normally held in June or November, without reference books or material. To register for the examination, your Application Form and Registration Fee must be submitted to the KUSA Office Judges Department by the closing dates.

Closing date for registration to write Paper 1:

To write the examination in June: 15 May

To write the examination in November: 1 October

Paper 1 is a combined examination that comprises two (2) sections:

Canine Physiology (150 marks)

KUSA Regulations & Procedures (50 marks), for which the following need to be studied:

- The Articles (content applicable to Members & Judges);
- Schedule 01-Disciplinary Rules (content specifically applicable to Judges);
- Schedule 03-Regulations for Championship Shows;
- Schedule 09-KUSA Code of Ethics applicable to KUSA Members in general
- Schedule 09 Appendix B – Code of Conduct and Practice applicable to Judges
- Temporary Exclusion Order (TEO) Manual

The format of the examination will be multiple choice, naming and labelling questions.

Paper 1 will carry 200 marks with a minimum pass requirement of 80% for each of the two (2) sections of KUSA Regulations & Procedures and Canine Physiology.

Failure to achieve the required pass mark of 80% in any one of these two (2) sections as confirmed in Regulation 1.5.6 will result in automatic failure of Paper 1.

The duration of the examination shall be no longer than 2 hours.

Examination papers will be marked by the JEC Examination Officer and moderated by at least one qualified Moderator before results are made known.

Examination Candidates will be notified by the KUSA Office of their success or failure in the examination and a percentage mark shall be given.

No correspondence will be entered into following the examination

If you pass the exam, you may register with the **JEC Admin Officer** to begin studies for one of the following:

- a Group Course (*See Schedule 10, Appendix 1*)
- the Junior Showmanship Course (*See Schedule 10, Appendix 2*)
- a Breed Specialisation Course (*See Schedule 10, Appendix 3*)

If you don't succeed this time, please don't despair. The exam is tough, as is the pass requirement. This is for a reason – exhibitors expect well-prepared Judges, right? Sometimes, it takes a lot of effort for adults to return to a learning and examination environment, having left school so many years previously, and we all have lives to live outside of the dog world. Consider your lack of success not as a failure of your life goals, but a mere hiccup that you can turn into a learning experience. Next time, you know what to expect and you will be better prepared to try it again. Treat it as a challenge and prove to yourself that you can rise to the occasion!

Tips for studying

Plan your study periods carefully in between all your other work and home commitments. Read through the study guides and regulations with a clear and relaxed mind as if you were reading a fascinating novel. If you become absorbed in the content, it will be child's play to remember and recall it in the exam. Make notes as you go, and break down your notes to mere keywords, if possible.

You will notice that the majority of the mark structure in the exam is weighted towards Canine Physiology (anatomy, conformation, and movement), so obviously, you are advised to spend considerable time and effort understanding these concepts. As you work through the sections, try to think of parallels and examples. Talk about the content; “teach” your family and friends, and don't be shy to ask them to help you with revision. If you can team up with a study buddy, do so – your learning capacity is so much more intense if you can share it

with someone else. Here's a clue: Spend a good amount of time on the illustrations in your study guide. You will be required to label an illustration or more.

The KUSA Schedules take some concentration to read and understand, especially if English is not your home language. Remember, the Schedules are composed this way for legal reasons – like a legal contract – so take some time to read them through sufficiently thoroughly so that the content makes sense. Many of the regulations are already well known to you, so you can use your existing knowledge as foundation onto which you build the rules you didn't know. Try, as far as possible, to think of examples in the real dog world, and maybe you have experienced or seen incidents described in the regulations. If you try to relate the content of the Schedules to that which you know and the real dog world, it will make the regulations meaningful and memorable.

As you approach exam day, try to keep control of your nerves. Obviously, you would like to pass, but the exam is not a life-threatening matter, so try to see it in perspective. By the time you get to the last few days before the exam, you will have broken down your study content to a smallish set of keywords, mnemonics*, diagrams, and notes. There is absolutely nothing wrong with cramming your study material up until the last hour or so. Remember how teachers used to advise us against last-minute cramming? Don't worry! It is entirely possible that a tricky concept that you crammed into the last few minutes before putting your books away is the one that will come up in the exam, so do it! Then go into the exam room (armed with sweetsies, if you like, and an extra pen) and breathe....

(*mnemonics – Google it and use it!)

To ensure success in your examination, prepare your work thoroughly by understanding the concepts and memorising specific terms and terminology. If you are completely familiar with the content, you will sail through the examination easily. Inadequate preparation will not ensure a successful outcome.

Good luck!

WHAT TO EXPECT IN THE EXAMINATION

Remember to read all instructions carefully and mark your answers clearly. If you make a mistake, ensure that you strike out the incorrect option clearly to avoid losing marks. There will never be more than one correct option and, in the case of sorting, matching and sequencing questions, make sure you insert the correct option numbers/letters in the appropriate box.

The examination comprises multiple choice questions – none of which will be trick questions or tests of word order. Multiple choice questions can follow several formats:

- **Simple recall multiple-choice questions** test the simple recall of knowledge. This type of question comprises a stem that poses the question or part of a statement, followed by a selection of 2-3 options – one of which is the correct answer and the others are distracters. A good multiple choice question has one obviously incorrect distracter and one nearly correct distracter that can be confused for correct if you are not properly prepared.

Example:

Which is the best type of rice to use in a risotto?	
☐	A. Basmati
☒	B. Arborio
☐	C. Jasmine

Here's a tip: If you are absolutely stumped and cannot remember the correct response, first eliminate the obviously incorrect distracter, then take a guess! At least your chances are then 50/50 of being correct.

- **True or false questions** simply expect you to recall facts. There are only two options to this question – the statement is either true or false. A variation of this question requires a *yes* or *no* answer.

Example:

Stock is a flavoured liquid that forms the base of many dishes, especially soups and stews.	
☒	A. True
☐	B. False

Example:

Would you use cheese to top an au gratin dish?	
☒	A. Yes
☐	B. No

- **Sorting questions** may look confusing, but they simply require you to place the characteristics into categories. You will be given a list of characteristics, for example, and a number of boxes sorted into categories. You have to find the most appropriate characteristic for the box of categories and simply enter the question number.

Example:

Sort the following into two categories by writing the corresponding letter of each foodstuff in the appropriate boxes to indicate their category.																	
<table border="1"><tr><td>A</td><td>G</td><td>H</td><td>I</td></tr></table>				A	G	H	I	<table border="1"><tr><td>B</td><td>C</td><td>D</td><td>F</td></tr></table>				B	C	D	F		
A	G	H	I														
B	C	D	F														
Vegetables				Fruits													
A. Potato																	
B. Tomato																	
C. Banana																	
D. Peach																	
E. Cardamom																	
F. Lemon																	
G. Cabbage																	
H. Lettuce																	
I. Carrot																	

- **Fill-in-the-blank questions** contain statements with identifying characteristics and a missing term or phrase. You need to write the correct word or phrase into the space provided.

Example:

The technique of using a very sharp knife to cut herbs or leaf vegetables into thin strips or ribbons is called ____ **chiffonade** _____

- **Sequencing questions** require you to place a number of characteristics in a sequential order. This type of question stretches your knowledge so that you can use it to create a new order. You need to arrange the characteristics in order and enter the question number in the boxes provided.

Example:

List the correct order of mixing a cake.

- | | |
|----|---|
| 1. | E |
| 2. | B |
| 3. | C |
| 4. | F |
| 5. | D |
| 6. | A |

- A. Bake for 50 minutes
- B. Beat in the eggs one at a time
- C. Add flavouring
- D. Pour into greased cake tin
- E. Cream the butter and sugar
- F. Fold in the flour and milk

- **Scenario questions** comprise carefully-composed paragraphs describing a scenario. Each paragraph contains variations of options. You need to be able to recall facts to select the most appropriate statement.

Example:

Which of the following pastry chefs is following correct procedure?

- | | |
|---|--|
| | A. the chef who thoroughly beats the flour and milk into the cake mixture, then spoons the mixture into the greased and lightly-floured cake tins before baking it in a moderate oven for 50 minutes |
| x | B. the chef who gently folds the dry ingredients into the well-creamed butter, sugar, and eggs, while adding milk slowly in small amounts |
| | C. the chef who breaks all three eggs simultaneously directly into the creamed sugar mixture, then folds in the flour, milk and flavouring before baking the cake in a moderate oven |

- **Matching questions** are higher-order questions that require you to use your knowledge to create a reorganised structure. You will be given several statements, which you need to match to names or terms.

Example:

Match the cooking term to its description

1.	E	Julienne
2.	A	Macerate
3.	B	Escalope
4.	F	Pulverise
5.	C	Coddling

A. soak raw, dried, or preserved fruit in flavoured liquid

B. a thinly-sliced, boneless, round cut of meat, floured or crumbed and sautéed

C. cooking food, eg. eggs, to just below boiling point

D. season meat in a spicy blend of ingredients and fry on both sides till black

E. chop food into thin, uniform strips

F. reduce an ingredient by pounding, crushing or grinding

Labelling questions will require you to label and illustration with the correct terminology.

WHO'S WHO IN THE JEC?

Chairman			jecchair@kusa.co.za
Exam Moderator			jecchair@kusa.co.za
Vice-Chairman			jecvicechair@kusa.co.za
Admin Officer	Contact person for matters relating to general administration		jecadmin@kusa.co.za
Examination Officer			jecadmin@kusa.co.za
Development Officer			jecadmin@kusa.co.za
Assessment Officer	Contact person for matters relating to assessments, Assessors, and Mentors		jecassess@kusa.co.za
Support Officer	Contact person for portfolios and any professional guidance or complaints		jecsupport@kusa.co.za
Resources Officer	Contact person for webinars, seminars and learning resources		jecresources@kusa.co.za

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This study guide:

McFarlane, Joy. *How to work through Level 1*. Cape Town. For the Kennel Union of Southern Africa. 1st Ed: 2012; 2nd Ed: 2019; 3rd Ed: 2021, 4th Ed: 2024

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