

KENNEL UNION OF SOUTHERN AFRICA
KUSA BREED JUDGES' LEARNING PROGRAMME

**HOW TO WORK THROUGH LEVEL 2:
GROUP COURSE**

All rights reserved. No part of this booklet may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording or any information storage and retrieval system, without permission in writing from the Kennel Union of Southern Africa.

Edition January 2021

THE KENNEL UNION OF SOUTHERN AFRICA
P O BOX 2659
CAPE TOWN.8000

CONTENTS

Studies Continue	2
Who's Who in the JEC?	3
About this Learning Programme	4
Progress through the Levels	5
Navigating into Level 2	6
Working through the Level 2 Modules	7
Module 1: Breed Tests	7
Module 2: Hallmarks Assignment	8
Module 3: Judging Appointments	13
Module 4: Shadow Judging	18
Module 5: Ring Stewardship	20
Module 6: Learning Encounters	21
How to digitise your handwritten documents	24
The Portfolio	25
Summary of the Course	27
Checklist of tasks and processes	28
The Examination	29
How to prepare for the Examination	30

You are advised to come to terms with the content of this course as soon as possible. This is also a good time to start building up your reference library with acquisitions of breed-specific and judging books and articles.

Study material

This Guide, “*How to work through Level 2*” will serve as a handy step-by-step guide as you work through Level 2. It’s a good idea for you to flag, mark or highlight the various sections so that you can access them quickly and efficiently when you are feeling confused.

When you access your Member’s Portal on the KUSA website (www.kusa.co.za), you will find a tab named *Judges’ Forms & Guides*. This will be your go-to site when you need to access and download all your study guides and forms throughout your study paths.

The study guides applicable to this level are the following: (** indicates examination content*)

1. **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 assessed in the Open-book Worksheet (discussed below).
2. **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 assessed in the Open-book Worksheet (discussed below).
3. *** 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)*.
4. *** Study Guide #4 – *Canine Physiology [exam content]***
This study guide is divided into 6 parts to facilitate easy downloading. It 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)*.
5. *** Breed standards [exam content]**
You need to work with the current breed standards in the group you are studying. You can download them from the KUSA website (www.kusa.co.za).

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 interest group each of these apply so that you are fully conversant 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** (jecsupport@kusa.co.za), or
- the **JEC Admin Officer** (jecadmin@kusa.co.za),

who will put you in touch with a Mentor in your area or Member of the JEC to assist you.

However the learning process works for you, we are here to help.

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	Contact for guidance on how to prepare for the examination		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 Sub-committee	Contact person for webinars, seminars and learning resources		jecvicechair@kusa.co.za

ABOUT THIS LEARNING PROGRAMME

It stands to reason that the education of Breed Judges must remain dynamic and relevant for the community it serves. The KUSA Breed Judges' Learning Programme will always be an ongoing evolution to address the continually changing environment in which Judges will be expected to operate. The emphasis of this programme is to offer guided assistance at every level; comprehensive training opportunities throughout the learning process, and the stimulation of a culture of life-long learning and development.

What is the purpose of the Learning Programme?

We all know that Exhibitors have very specific expectations of Breed Judges, and that they loudly voice their displeasure if we are found to be lacking. They expect us, for example, to have a thorough understanding of canine conformation, movement, and the breed standards, of course. They expect us to possess integrity and a strong ethical base, and to hold the courage of our convictions. In a nutshell, they expect us to know what we're doing.

Every good project has a clearly defined aim or goal. The aim of this Learning Programme is to equip Judges with knowledge and skills to facilitate breed judging effectively in the show ring in any part of the world.

What are the needs of the Learner Judge?

Obviously, people embarking on a Judges' Learning Programme do so as a hobby. It is not a career move and it does not form part of a person's formal education status. One simply becomes a Judge because one wants to and because one has an intense interest in dogs.

In a typical busy daily schedule, people normally have to cope with jobs and all the pressures associated with running a household, dealing with emergencies and deadlines, taking care of dogs, and a myriad other activities. There is very little time left in the daily schedule to write copious reports or similar. Having said that, the quality of the Learning Programme needs to be of sufficient standard so that Judges can operate successfully anywhere in the world.

Rest assured, Learner Judges need never feel isolated and neglected while working through this Learning Programme. There will be access to resources and support systems, such as Assessors, Mentors, Trainers, seminars, workshops, webinars, guidelines, content matter, and comprehensive study guides. Help will literally only be a phone call or email away and Learner Judges are encouraged to make full use of the guidance on offer.

Why is the Learning Programme designed the way it is?

Bearing in mind what is expected of us as Breed Judges, the Learning Programme focuses on a full-rounded strategy to acquire judging skills through a fair mix of practical and theoretical activities.

How does the Learning Programme teach me how to be a Judge?

At first glance, you may be frightened by the number of modules required for each level, but once you start working through them, you will begin to appreciate their progressive logic and the variety of ways in which your skills are practised, plus the purposefulness of each of the activities. Look at the rationale of each module to understand why that module exists.

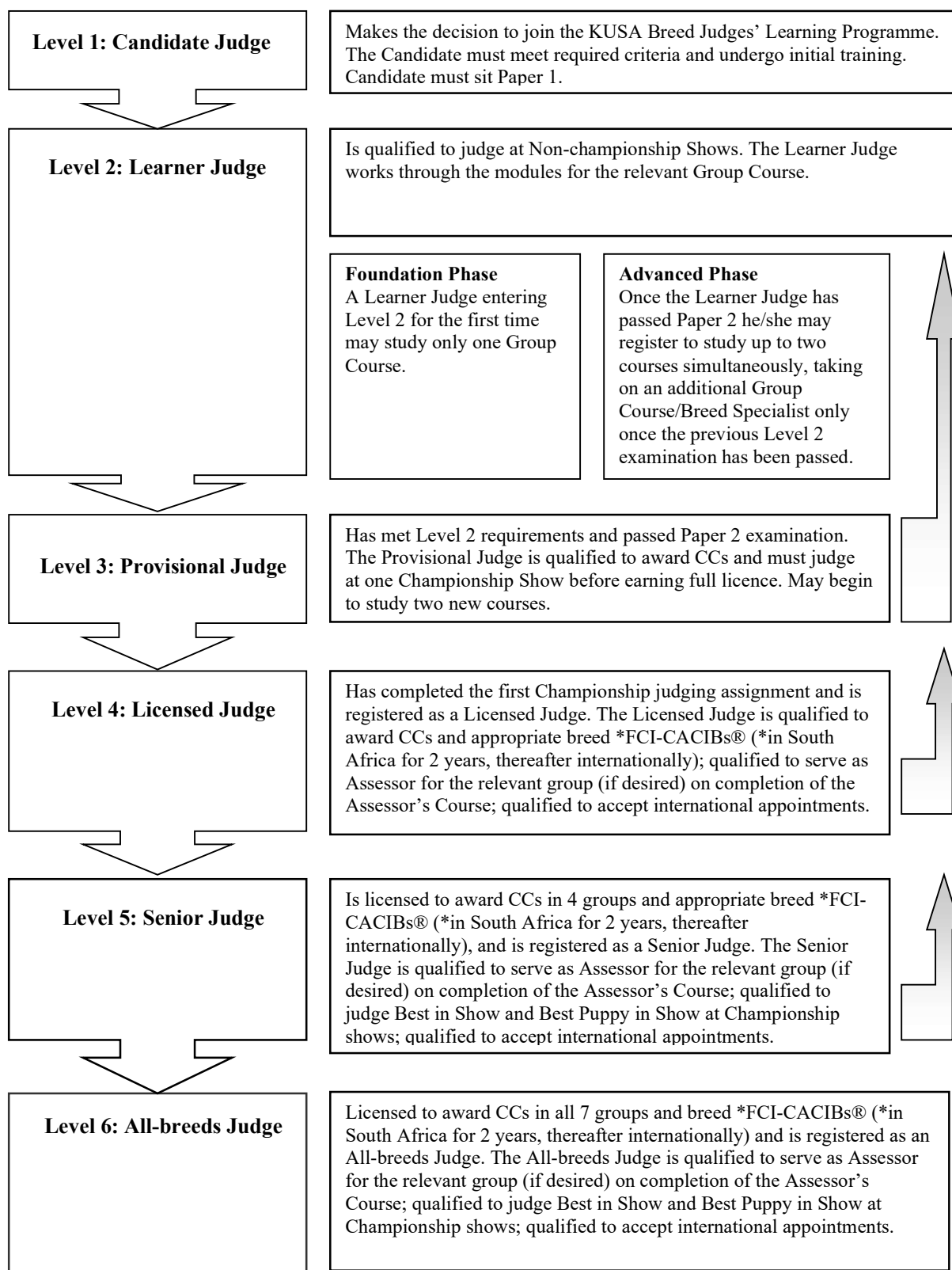
This Learning Programme accommodates **five learning types**:

1. auditory learning (listening, speaking) eg. Learning Encounters, Shadow Judging
2. visual learning (seeing, watching) eg. Ring Stewardship, Learning Encounters
3. haptic learning (touching, feeling) eg. Judging Appointments, Shadow Judging
4. cognitive learning (reading, analysing) eg. Breed Tests, Hallmarks Assignment

So, in a nutshell, this Learning Programme has got you covered!

PROGRESS THROUGH THE LEVELS

Depending on your chosen study path, you will continue to cycle back to Level 2 with each new Group Course for as many groups as you wish to study.



Please also refer to the official KUSA Schedules:

Schedule 10: KUSA Breed Judges' Learning Programme

Schedule 10: Appendix 1: Group Course

If this is your **first** attempt at a Level 2 Course, you may study only one Group Course. Although not mandatory, you are advised to begin with a group with which you are already fairly familiar. This is called the **Foundation Phase**. This rule should not be viewed as a deprivation – rather it is an allowance for you to devote your undivided attention to one course as you orientate yourself to this activity and it allows you to build a solid foundation for further studies.

Once all the requirements for your first Group Course have been met and you have passed Paper 2, you transfer to the **Advanced Phase** and you are entitled to study up to two courses simultaneously.

There is no allowance for writing two examinations at one examination session, which means that you will need to postpone one examination to a following session if you gain examination entrance for both courses simultaneously (which is actually most unlikely). As soon as you have passed one of your chosen courses, you may choose to begin studies for another course. In other words, you do not need to wait until both courses have been successfully completed before starting another study path.

As you progress through the Learning Programme successfully, you may choose to return to this level from Levels 3, 4, and 5, working through the modules and meeting all requirements, until you reach your desired qualification level. For example, a Senior Judge with 6 Group Courses successfully completed will need to return to Level 2 to begin studies for the 7th Group Course if that Judge desires to become an All-breeds Judge. While he/she maintains status as a Senior Judge, for example, he/she is also a Learner Judge for the group he/she is studying.

Registering your chosen course(s)

Once you have chosen your study path, you need to register your chosen course(s) with the **KUSA Office** (jecjudges@kusa.co.za). Registration for the course(s) is free!

1. If it is the first time you are studying a Level 2 Course, use the **Course Registration: Foundation Phase** form, which you will find in the *Application & Registrations* section on the *Judges' Forms & Guides* page, which you will be able to access through your Member's Portal.
2. If you have successfully completed a Level 2 Course, use the **Course Registration: Advanced Phase** form, in the same location described above. You may, of course, elect to study only one course, if you prefer, but if you want to register for two courses, they don't both have to be Group Courses. You may, for example, choose:
 - two Group Courses
 - the Junior Showmanship Course in combination with a Breed Specialisation Course
 - any Group Course in combination with either the Junior Showmanship Course or a Breed Specialisation Course

Assignment of a Mentor

On receipt of your registration, the **KUSA Office** will notify the Judges' Education Council (JEC) of your chosen study path and the **JEC Assessment Officer** (jecassess@kusa.co.za) will offer three KUSA-qualified national Mentors to you, from which you may choose one with whom you feel comfortable. Your Mentor will be assigned to you for the duration of your chosen course in order to provide guidance, motivation, emotional support, and assistance in identifying learning opportunities. You will gain much by building a good learning relationship with your Mentor, who will always (within reasonable hours) be available to answer questions and offer guidance.

WORKING THROUGH THE LEVEL 2 MODULES

Level 2 comprises a selection of modules. These are explained in detail below.

The order of progression through this level is as follows:

1. **Breed Tests**, to be followed by
2. the **Hallmarks Assignment**, whereafter you will be cleared to start your
3. **Judging Appointments with Reports**.

At any time during the course of study, you may:

- complete the **Shadow Judging** module
- complete the **Ring Stewardship** module
- accumulate the required number of **Learning Encounters**

When you have completed all the modules, you will need to submit a **Portfolio**, which serves as proof of module completion and, if approved, will gain you entrance to the Paper 2 examination, which usually takes place in June and November.

MODULE 1: BREED TESTS

The rationale for this module

is to cultivate familiarity with the location and content of the most current breed standards and to ensure a thorough understanding of the relevant breeds before entering the ring to judge them.

Don't worry! You're not starting your course with an examination; it's an open-book assignment. You will be required to complete 15 Breed Tests of the currently popular breeds in your chosen group. These tests will be forwarded to you by the **JEC Assessment Officer** (jecassess@kusa.co.za) and are also available on the KUSA website in the *Judges' Forms & Guides* section, accessible through your Membership Portal. Please ensure that you use the current breed standards on the KUSA website. You will find these if you hover over *About KUSA* in the main menu on the KUSA website, then select your group in the drop-down menu.

It's a good idea to get started on the Breed Tests as soon as possible. You can work through them in your own time, but don't procrastinate! If you are invited to judge at a Non-championship Show, you are not permitted to accept the invitation until this module (Breed Tests) and the next module (Breed Hallmarks Assignment) have been successfully completed.

Please carefully read and follow the instructions on the cover sheet of the Breed Tests. You will be working on Microsoft Word for this, and all future assignments, so it is a good idea to ensure that you have this program installed and understand its basic operation. Remember to save the Word document as advised in the instructions: *YourName_Breed.docx* (or *.doc*). Please **do not** convert the document to PDF or JPG formats!

It's very important that you type the answers in your own words in the spaces provided – **no cutting and pasting**, lest you get marked negatively! Please respect the formatting style and keep your work neat – this will show that you take your studies seriously. It's also a good idea to work diligently on this module and avoid the temptation to copy someone else's, which will serve little purpose in preparing you for the task of judging.

When done, you need to submit your tests to your Mentor for assessment. The pass mark for the Breed Tests is 100% - this is because all the answers will be in the breed standards. If there are a few errors, the Mentor will return them to you for reworking until you earn the magical 100%.

Now is also the time to create your Portfolio. For the time being, this can simply be a folder you will create on your computer / laptop. It's a good idea to store everything related to your Group Course in this folder. Store these Breed Tests in the Portfolio folder so that you can use them as study aids in the future. You will also receive a signed-off form from your Mentor as proof of successful completion. When it is time to submit your Portfolio for assessment, you need to include the Mentor's form, but not the Breed Tests themselves.

MODULE 2: HALLMARKS ASSIGNMENT

The rationale for this module

is to encourage the Learner Judge to identify the most important Breed Hallmarks and specific characteristics of the relevant breeds in order to be completely attuned to them, and to present these in a format most useful for the Learner Judge's individual style of learning and for practical use during judging.

After successfully completing the Breed Tests, it is time to start tackling this deceptively challenging assignment. Following the advice given above, don't procrastinate on this one – it does not come easy the first time you attempt it, so set aside enough time to accomplish it properly. Create it with your future in mind – this is going to become a very handy tool that you can use to revise for the exams, or read through the night before your judging, or revise on the plane as you travel to faraway countries, or quickly refer to in the ring as you judge. The key to success with this assignment is to break the bulky, wordy breed standards down to the bare essentials of the features that make a breed what it is.

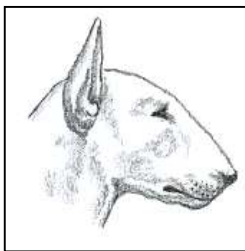
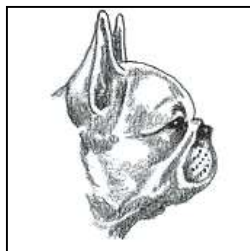
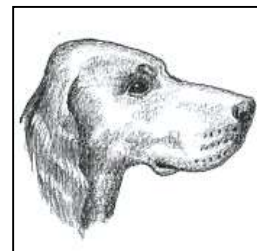
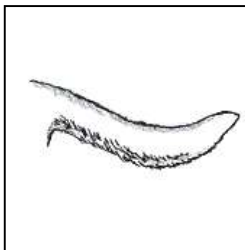
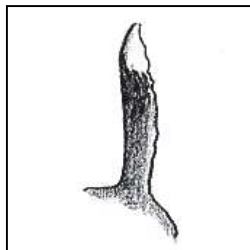
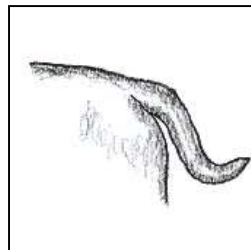
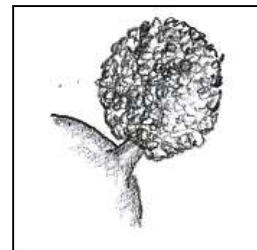
As with the Breed Tests, you need to prepare hallmark lists of 15 breeds – not necessarily the same breeds in the Breed Tests, but you would be wise to focus on the most popular breeds. Once you have mastered the process for this assignment, it's a useful idea to do the same for other breeds in the group, especially if (and when) you are invited to judge those breeds.

There is no prescribed format – design your Hallmarks Assignment in whichever layout suits you best, but you will probably benefit the most from a format that is easy and compact in the ring or to carry with you when you travel to judging assignments.

The temptation to beg, borrow, steal or pay for someone else's Breed Hallmarks may be strong, especially if you are pressed for time and your judging invitation is beckoning. For the sake of your own learning process, try not to succumb to copying someone else's work. The act of learning is in the act of doing – you will cheat yourself if you do not actually work through the assignments yourself.

What are hallmarks?

Hallmarks are those characteristics that make a breed unique – those features make the breed what it is.



Can you recognise the hallmarks in the images above that identify the breed and make the breed what it is?

The breed standard...

is a blueprint that describes a breed in detail.

is designed to protect the integrity of the breed and its heritage.

- general appearance
- temperament
- proportions
- size
- head
- body
- limbs
- coat
- colour
- tail
- gait

..... but it contains a LOT of words!

How to get started

Here's **one** way to prepare this assignment. For this example, we'll work with the Afghan Hound.

1. **Read the standard a couple of times** and while you do so, start to identify descriptions that are **unique** to this breed, keywords that you may want to highlight, characteristics that deserve special attention. Also, start to develop a picture of the ideal dog in your mind and try to **understand** why the standard is written the way it is. What is the function of this breed? Explore it with good depth of thought and insight. Reading the standard in a shallow manner, will, of course, be meaningless.
2. **Look at pictures** – preferably a good selection so that you can start to develop your eye for the breed. While looking at the pictures, recall the highlights of the breed standard. Find an illustration (if desired) that you will want to use to accompany your hallmark list.
3. **Highlight key words and phrases in the standard.** Here's where you start to find your hallmarks. There's no limit to the number of unique characteristics that will pop up in your analysis – some breed standards are full of unique descriptions and characteristics, some breed standards are rather bland and will require some searching.
4. **Now start putting together your list of hallmarks.** You may use the exact wording from the breed standard and/or you may phrase your list items as summaries of the breed standard wording. Take care to eliminate all padding words because you want the list to be as brief and succinct as possible. Remember to include unique keywords – these will come up in the examination, so you want to be prepared.
5. **Fine-tune your list** and eliminate superfluous descriptions and duplications (did you see the duplications in the Afghan Hound standard?) . Lay out the hallmarks in the style you prefer and add an illustration if desired. That's it – you're done!

Remember that we're only looking for unique characteristics and keywords. All dogs have shoulders, so it's unnecessary to include descriptions of the shoulder layback and angles, unless they are unique, as in the Azawakh ("*only slightly oblique viewed in profile*"). All dogs have hindquarters, and unless the stifle needs to be fairly straight, as in a Chow Chow ("*only slight bend of stifle*"), it's not necessary to mention these.

Most dogs are required to display "*a perfect, regular and complete scissor bite*", therefore no need to mention teeth unless they need to be different from the norm, eg. the "*slightly undershot or level*" bite of the Shih Tzu.

Examples of generic characteristics that you need not include in your hallmark lists are "*straight forearms from elbow to pastern*", "*well-laid shoulder*" "*balance between fore- and hindquarters*", "*well-turned stifles*" "*short hocks*", etc.

Now let's put this method into action:

1. Analyse the breed standard

- Imagine if you were a Breeder, what would you want a judge to know about this breed?
- Sift out the filler words and repetitions
- *Ignore the generic descriptions*
- Identify the typical characteristics
- Highlight keywords and unique hallmarks that jump out at you, and features you want to remember

NB: it is entirely normal that the hallmarks and characteristics you find most important may be different from what other Judges may locate

TIPS

- use unique keywords (eg. "punishing jaws")
- summarise where necessary
- eliminate padding words
- remove duplicates

Afghan Hound

GENERAL APPEARANCE: Gives the impression of strength and dignity, combining speed and power. Head held proudly.

CHARACTERISTICS: Eastern or Oriental expression is typical of breed. The Afghan looks at and through one.

TEMPERAMENT: Dignified and aloof, with a certain keen fierceness.

HEAD & SKULL: Skull long, not too narrow, with prominent occiput. Foreface long with punishing jaws and slight stop. Skull well balanced and mounted by a long "top-knot". Nose preferably black, liver permissible in light-coloured dogs.

EYES: Dark for preference, but golden colour not debarred. Nearly triangular, slanting slightly upwards from inner corner to outer corner.

EARS: Set low and well back, carried close to head. Covered with long silky hair.

MOUTH: Jaws strong, with a perfect, regular and complete scissor bite, i.e. upper teeth closely overlapping lower teeth and set square to the jaws. Level bite tolerated.

NECK: Long, strong, with proud carriage of head.

FOREQUARTERS: Shoulders long and sloping, set well back, well muscled and strong without being loaded. Upper arm long and sloping. In profile this brings the elbow vertically below the wither. Forelegs straight and well boned, (straight with shoulder.) elbows close to ribcage, turning neither in nor out.

BODY: Back level, moderate length, well muscled, back falling slightly away to stern. Loin straight, broad and rather short. Hipbones rather prominent and wide apart. A fair spring of ribs and good depth of chest.

HINDQUARTERS: Powerful, well bent and well turned stifles. Great length between hip and hock, with comparatively short distance between hock and foot. Dewclaws may be removed.

FEET: Forefeet strong and very large both in length and breadth, and covered with long, thick hair; toes arched. Pasterns long and springy, pads well down on ground. Hindfeet long, but not quite as broad as forefeet; covered with long thick hair.

TAIL: Not too short. Set on low with ring at end. Raised when in action. Sparsely feathered.

GAIT / MOVEMENT: Smooth and springy with a style of high order.

COAT: Long and very fine texture on the ribs, fore and hindquarters and flanks. In mature dogs, from the shoulder backwards and along the saddle, hair short and close. Hair long from the forehead backwards, with a distinct silky 'topknot'. On the foreface hair short, ears and legs well coated. Pasterns can be bare. Coat must develop naturally. Any evidence of clipping or scissoring should be penalised.

COLOUR: All colours acceptable.

SIZE: Ideal height: Dogs : 68 - 74 cms (27 - 29 ins); Bitches: 63 - 69 cms (25 - 27 ins).

FAULTS: Any departure from the foregoing points should be considered a fault and the seriousness with which the fault should be regarded should be in exact proportion to its degree and its effect on the health and welfare of the dog

NOTE: Male animals should have two apparently normal testicles fully descended into the scrotum.

2. Draw up a list in three columns like this:

Note that the features have been broken down to the bare essentials – no long sentences or phrases; no superfluous filler words – just a keyword or two or very short phrase. The goal is to break down the lengthy, wordy breed standard to the bare essentials only.



<u>Hallmarks</u> Unique features and keywords that make the breed what it is – the “must haves” – the features that define breed type.	<u>Characteristics</u> Features that also need to be present in order to define breed type, but may not be so unique - perhaps present in other breeds, too.	<u>Conformation</u> Features of conformation that may be generic or typical of similar breeds – the “common sense” features that you probably already know.
<ul style="list-style-type: none"> • Oriental expression • looks at and through one • head held proudly • top-knot • nearly triangular eyes • punishing jaws • long, silky hair • saddle • ring tail • large, broad forefeet • prominent hip bones • style of high order • great length ‘tween hip/hock • pasterns may be bare 	<ul style="list-style-type: none"> • strength; speed; power • dignified; aloof • keen fierceness • long skull & foreface • slight stop • prominent occiput • nose black or liver • level bite tolerated • dark eyes or golden • slanting eyes • ears set low, carried close • long neck • moderate body length • deep chest • sloping croup • springy pasterns • pads well down • tail raised in action • tail sparsely feathered • gait smooth & springy • all colours & markings • dogs: 68-74cm (27-29”) bitches: 63-69cm (25-27”) 	<ul style="list-style-type: none"> • skull well balanced • not too narrow • scissor bite • shoulders long & sloping, set well back • well-muscled, not loaded • forelegs straight • upper arm long, sloping • elbow vertical below wither • elbows close • well boned • back level • well muscled • fair spring of ribs • loin strong & short • short rear pastern • dewclaws may be removed • well-arched toes • tail not too short • tail set on low • no clipping or scissoring • normal testicles

*These you probably know
– mostly common sense –
don’t include these*

3. Recording your hallmarks:

Whether you are an experienced Licensed Judge or a Learner Judge tackling this assignment, there is no prescribed way to do this. Some Judges keep pages in a file or soft folder; some have made laminated cue cards; some prefer to store the hallmarks on a tablet; while others like to use a good illustration with labels pointing to each hallmark. Find a presentation to suit yourself – something **you** can use.

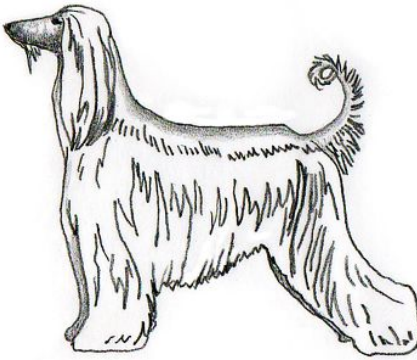
Before submitting your final formatted hallmarks to your Mentor for assessment, share your rough draft with him/her to check if you are on the right track and discuss possible ways of presentation. Your Mentor may need to advise a few adjustments or, quite likely, further reductions down to the bare roots of the breed. You will have wasted much time and money if you have to repair or redo the finished product, which would be tragic. When your Mentor has agreed with your draft, then go ahead and format them in the presentation you would prefer, and submit them again for 100% approval!

4. Here's just one suggestion:

Note that this example only includes the hallmarks. This will be particularly useful to take with you into the ring so that you can quickly glance through it between breeds. You are welcome to include a few pertinent, must-have characteristics if you fear you may forget to look for them when judging – but avoid listing all characteristics, which will simply bulk up your presentation and make it awkward for easy reference. Remember that these are for your purpose, so there is no right or wrong way of preparing them, but make them meaningful for your needs. A wordy presentation with too many characteristics and long sentences serves little purpose, so the goal is to reduce the lengthy breed standard to the bare essentials – the features you want to remember and look for when you judge.



AFGHAN HOUND



- proud head carriage
- Oriental expression
- keen fierceness
- prominent occiput
- punishing jaws
- top-knot
- triangular, slanting eyes
- level bite tolerated.
- body - moderate length
- prominent hipbones
- great length between hip and hock
- very large feet
- ring tail, raised in action
- smooth and springy
- style of high order
- saddle
- pasterns can be bare

Dogs : 68 - 74 cm (27 - 29 “); Bitches: 63 - 69 cm (25 - 27 “)



NB: Preparing your breed hallmarks does not put an end to studying breed standards in the future – you will still need to go through your breed standards before each appointment and for the examination, but the hallmarks help to refresh the most important breed characteristics to look for when judging.

When completed and approved, you can start using them straight away. Your Mentor will sign off a form to serve as proof of completion, and this you need to store safely in your Portfolio folder, to be submitted later for final assessment and confirmation.

MODULE 3: JUDGING APPOINTMENTS

The rationale for this module

is to gain practical experience in the multi-skilled task of judging at Conformation Shows. The writing of brief reports encourages the finding of sound reasons for judging decisions and promotes a culture of positive judging.

Serving judging appointments is the most valuable experiential learning tool. Breed judging is essentially a practical activity and it is in the ring that all processes come together. With practice, comes familiarity, confidence and experience.

As soon as your Breed Tests and Hallmarks Assignment are behind you, you may accept invitations to judge at Non-championship Shows. You will have read the regulation in Schedule 10, App. 1 *“The acceptance of judging appointments when ineligible to do so on account of non-compliance with the Regulations, shall be deemed as willful misrepresentation of judging qualifications and be subject to an appropriate penalty to be imposed by the Executive Committee.”* Please be very mindful of this regulation – we don’t want to see you getting into trouble!

At Non-championship Shows, you need to judge:

at least 60 exhibits	If you are unable to make up your numbers in three shows, you will need to accept additional appointments.
at least 8 different breeds	In making up your total of 60 exhibits, only 20 exhibits in one breed will be credited towards your total. This means, for example, that if you judge 57 Staffordshire Bull Terriers, only 20 of these will be credited to your required total of 60.
	NB: A breed, regardless of varieties within that breed or the number of individual breed standards that are published, counts as one breed. For example, Poodles, Dachshunds, Belgian Shepherd Dogs, etc, count as one breed for quota purposes.
at a minimum of 3 shows	At least one of the judging appointments must be outside your province; more if possible – this is to gain a national impression of exhibits rather than a regional focus.

Assessment

For **three** of your judging appointments, you will be assigned an Assessor to observe your judging skills and ring management. There is no need to feel panicky about this observation. It will be conducted in the spirit of guidance and assistance during a feedback session with the Assessor after your appointment. This is an opportunity for you to share your delights, concerns, hesitations, or any other matter that concerns you. It is also a chance to ask questions and request advice.

At **one** of these observations, the Assessor will also conduct a **judging skills assessment**. The Assessor will focus mainly on your ring procedure and management, your attitude, your consistency, your appropriateness of dress, and your behaviour. This assessment is completed on a standard form (*see overleaf*) and, following the appointment, the Assessor will provide feedback and guidance. If you don’t achieve the minimum achievement rating in any section, you will need to undergo another evaluation of the underrated section at another appointment.

Upon qualifying as a Senior Judge, i.e. licensed for four groups, no further Assessor’s Judging Skills Assessments will be required.

Due to the availability of Assessors, this assessment process may only take place at shows within the main metro areas: Gauteng, Western Cape, or KwaZulu-Natal. Unfortunately, this means that Learner Judges not resident in these metros will need to accept three appointments in one or more of the mentioned metros in order to be assessed.

ASSESSOR'S JUDGING SKILLS ASSESSMENT
GROUP COURSE
v.2021

SHOW: <i>Frontierland KC</i>		
DATE: <i>31/02/21</i>	GROUP: <i>Hound</i>	TOTAL BREEDS JUDGED: <i>26</i>
LEARNER JUDGE: <i>Ms April Schauer</i>		
ASSESSOR: <i>Mr Justin Thyme</i>		

APPEARANCE:			
Suitable clothing (incl. accessories, sunglasses, shoes, weather protection, etc.)	yes	<u>partial</u>	no
RING MANAGEMENT:	unsuitable 0	suitable 1	very good 2
Punctuality (arrival on the showgrounds)			<i>2</i>
Planning ring space (gait patterns, passage of sun, economy of movement)		<i>1</i>	
Use and position of ring equipment (table/ramp, scale, place markers, judge table)		<i>1</i>	
Communication with Ring Steward			<i>2</i>
Speed of judging		<i>1</i>	
Possible subtotal: 10 (Minimum approval rating = 7)			<i>7 /10</i>
COMMENTS: <i>Remember to plan your ring space so that you don't have to walk excessively. You can also move the table under the gazebo to avoid the sun.</i>			
<i>I think you discovered that your high heels were very unpractical today</i>			
MANNER / ATTITUDE:	unsuitable 0	suitable 1	very good 2
Courtesy (friendliness, politeness, not over chatty)			<i>2</i>
Confidence (handling of exhibits; dealing with situations; poised; unruffled)		<i>1</i>	
Clarity of instructions given to exhibitors			<i>2</i>
Thoughtfulness (making allowances for novices, excessive weather conditions)		<i>1</i>	
Professionalism (suitable demeanour; diplomatic; respectable; well-mannered)			<i>2</i>
Possible subtotal: 10 (Minimum approval rating = 7)			<i>8 /10</i>
COMMENTS: <i>sorry you had to deal with the rude exhibitor, don't let it upset you, remember, you are in charge of the ring. You were very kind to the young exhibitor, but be mindful of the heat today and limit the gaiting if you can.</i>			

PHYSICAL EXAMINATION:	unsuitable 0	suitable 1	very good 2
Appropriate approach to exhibits			2
Confidence in judging			2
Efficiency of movement around ring		1	
Consistency of judging technique		1	
Appropriate judging of small dogs in line-up (eg. bending over small dogs)	0		
Breed-specific examination techniques			2
Efficiency of touch & observation			2
Apparent knowledge of Breed Standard			2
Assessment of gait		1	
Justification of placements			2
Possible total: 20 (Minimum approval rating = 14)			15 /20
COMMENTS: You showed good confidence in what you were doing, also apparent because you seem to know your breed standards and knew how to go over the dogs well. Now that you know how to evaluate conformation, try to speed up the process towards 2mins per dog. You probably didn't need to make the dogs do so many gait patterns, especially in the excessive heat. Please remember to never, ever bend over dachshunds and other small dogs. Go over your study guides on ring management - plan the positions of your equipment and how you will move around. You have a most pleasing attitude in the ring and I have faith that, with practice, you will be a very good judge.			
Possible GRAND TOTAL: 40 (Minimum approval rating = 28)			30 /40

APPROVED ✓	JThyme SIGNATURE
NOT YET APPROVED	

ASSESSORS: Please either drop in your digital signature saved as a jpg and save as a Word document, or scan and convert this form to Adobe PDF, then forward as an attachment in an email to each of the following: 1) the Learner and 2) the JEC Support Officer [jecsupport@kusa.co.za].

As you can see above, you will receive a copy of this assessment for your Portfolio.

Reports

You will be required to write a report, which records details of the show and the exhibits entered under you, plus a brief **critique** of just a few lines explaining your reason for placing the exhibit. The good news is that you do not need to write critiques for every exhibit – only on the **Best of Breed** winner. If you are judging more than one assignment on the day, use separate report forms for each.

The **Learner's Judging Report** (*see overleaf*) should be downloaded from the *Judges' Forms & Guides* on the KUSA website via your member's portal. The report form comprises two pages. You need to print sufficient copies of page 2 to cover your potential entry. Take a clipboard with you and a couple of pens. After judging the breed classes and determining your Best of Breed, fill in the details of that exhibit in the allocated spaces, then write your brief critique. It only needs to be a few lines and you only need to use phrases, not full sentences, but you should aim at identifying the features that drew your attention and you may also mention why you chose this exhibit over a similar competitor. Since no dog is perfect, you may also identify the feature that is lacking.

Should none of the dogs entered be eligible for Best of Breed, but only for Best Baby Puppy, you will need to complete the report on the Best Baby Puppy. At some Non-championship Shows, where the winner of the Champions Class does not compete for Best of Breed, you should complete the report on the Best Champion in Breed. If, for reporting purposes, there is a choice between Best Champion in Breed and Best Baby Puppy in Breed, the Champion shall take precedence.

When you have completed your assignment, go straight to the Show Secretary to obtain his/her signature on your report form. Do this before this overworked person needs to pack up and go home! Don't forget to sign the form yourself and if there is an Assessor in attendance, now is the time to find a quiet place to hold a feedback session with the Assessor, who will take a look at your critiques and sign them off on the report form.

The Assessor will be looking out for indications that you are familiar with the breed standard and hallmarks. He/she will evaluate the constructiveness of the critique, looking for brief but clear, balanced descriptions and justifications for your placement.

Tips for writing good critiques

- your comments should prove that you know what to look for
- focus on why you placed the dog as you did
- use phrases, not full sentences, separated by commas and hyphens
- avoid extra padding and pick out only the most important points
- make your description meaningful and varied eg. "*adequate reach*", "*insufficient underjaw*", "*relatively steep shoulders*", "*intelligent expression*"
- avoid repetitive "*good*", "*bad*", "*lovely*", "*nice*"
- indicate whether a specific feature is correct or incorrect eg. "*incorrect level bite*", "*correct tuck-up*", "*insufficient length of neck*"
- use descriptions of correct value – if you mention "*excellent*" and "*very good*" several times, but then don't place the dog.... why not?

Recording

As long as your judging report has been properly completed and endorsed by the Show Secretary and the attending Assessor, you do **not** need to forward these elsewhere. Store them safely in your Portfolio along with your **Assessor's Judging Skills Assessment** (if applicable) that he/she will forward to you. Please remind your Assessor to do so if you do not receive it within a couple of weeks.

In the obligatory Show Returns to the **KUSA Office**, the Show Secretary will confirm your attendance and the number of exhibits you judged and the **JEC Admin Officer** will update your status. This work happens behind the scenes, allowing an almost immediate clearance for you to judge another appointment without the bother of having to send your reports to a third party.

LEARNER'S JUDGING REPORT
GROUP COURSE
v.2021

SHOW: <i>Frontierland KC</i>		
DATE: <i>31/02/2021</i>	GROUP: <i>Hound</i>	TOTAL JUDGED: <i>26</i>
LEARNER JUDGE: <i>Ms April Schauer</i>		SIGNATURE: <i>A. Schauer</i>
OBSERVING ASSESSOR: <i>Mr Justin Thyme</i>		SIGNATURE: <i>J Thyme</i>
SHOW SECRETARY: <i>Ms Isadore Browne</i>		SIGNATURE: <i>I. Browne</i>

1. Print sufficient copies of page 2 to cover your possible entry. Use separate forms for each group you judge.
2. Fill in by hand between judging breed classes. Enter the name of the breed and the number of exhibits in that breed.
3. Indicate from which class you selected your Best of Breed.
4. Briefly describe why you awarded this dog – which features you particularly liked, the presence of a few essential hallmarks, why the dog impressed you. If it was the only exhibit, mention that. Use brief phrases, not full sentences. Later, add any further awards you made, eg Grp 1.
5. Obtain the Show Secretary's signature and the Assessor's name and signature (if in attendance).
6. Store this completed, signed form in your Portfolio.

BREED: <i>Saluki</i>	TOTAL BREED ENTRY: <i>3</i>
BEST OF BREED FROM CLASS: <i>Champion</i>	FURTHER AWARDS: <i>Grp 2nd</i>
REASON FOR PLACEMENT: <i>Good breed type, well-balanced – quality head, long & narrow – aloof expression – incorrect level bite – long, crested neck – excellent front assembly – correct oval bone and hare feet – slightly soft topline standing, but level and firm on the move – strong, moderately angled behind – light & lifting action, sound coming & going – coat in glowing condition – made a very good impression in spite of minor flaws. Very feminine black-masked red girl.</i>	
BREED:	TOTAL BREED ENTRY:
BEST OF BREED FROM CLASS:	FURTHER AWARDS:
REASON FOR PLACEMENT:	

MODULE 4: SHADOW JUDGING

The rationale for this module

is to grant the Learner Judge an opportunity to experience some of the typical challenges and situations within the ring at Championship Show level by closely observing the techniques and decisions of an experienced Judge, together with the opportunity to participate and practice with feedback and professional guidance.

While most Learner Judges spend a portion of their time watching the judging from the ringside, being inside the ring will offer an opportunity for undivided attention from a closer viewpoint, plus the opportunity to discuss placement decisions and techniques with a Senior Judge. The opportunity to learn from others is highly valuable. A carefully-selected Senior Judge can demonstrate the path ahead and provide a source of answers and advice.

It will be your responsibility to plan ahead, view the show schedules as they appear, and choose a suitable show at which to do your shadow judging under an officiating Judge. You need to apply **in writing (email, not WhatsApp or Messenger)** – at least 2 weeks before the show, preferably longer in advance – to the Show Secretary.

 **NB:** It is very important that you copy the **JEC Admin Officer** (jecadmin@kusa.co.za) in all correspondence with the Show Secretary – this for recording purposes.

 **NB:** If this procedure is not followed correctly, you may risk forfeiting credit for the relevant shadow judging session.

The Show Secretary will request permission from the Judge on your behalf - you are not permitted to contact the Judge privately. If the Judge is willing to allow a Learner Judge in his/her ring, the Show Secretary will confirm the arrangement.

Your Shadow Judging assignment

You need to:

- shadow a minimum of **8 breeds** split over at least **2 appointments**, viz. **4 per appointment**
- choose any 4 breeds as long as none are repeated

You may choose to shadow more than 8 breeds as long as only 4 breeds are chosen per appointment.

 **NB:** For purposes of calculating the number of breeds for quota requirements, one breed, regardless of varieties within that breed or number of individual breed standards published, counts as **one** breed, eg. If you shadow the judging of Miniature, Standard, and Toy Poodles at an assignment, they count as one breed each. Also, one variety within a breed is equal to one of the eight breeds required for the Shadow Judging Assignment, eg. if you shadow the judging of only Groenendael Belgian Shepherds at an assignment, that concludes your shadowing of all Belgian Shepherd Dog varieties.

Preparation before the assignment

- Check the breed breakdown lists published on various websites and WhatsApp groups and decide which breeds you would like to shadow.
- Download and print the following forms from the KUSA website/*Judges' Forms & Guides*
 - **Learner's Proof of Shadow Judging** (this needs to be endorsed by the officiating Judge on the day of the assignment, then stored in your Portfolio)
 - **Learner's Shadow Judging Report** (print enough copies for your assignment – to be completed during the shadow judging assignment)
- Thoroughly revise the breed standards and prepare to take them and your breed hallmarks with you for consultation and/or discussion if necessary.

The day of the shadowing assignment

You are permitted to enter and/or handle your own dogs at the same show as long as there are no clashes. You may wish to have your dogs handled by someone else so that you can devote your time and thought to your assignment.

Before the commencement of the show, introduce yourself to the officiating Judge, advise him/her of the 4 breeds you have chosen, and request advice and guidance on relevant judging techniques. This is a good time to focus on specific points to observe, the best placement of hands, and measurement processes. Regardless of your existing knowledge and experience, you will gain the best experience if you allow the officiating Judge to take the lead, rather than trying to present yourself as having superior knowledge.

Arrive at the ring in good time before the judging of the selected breeds. The officiating Judge is not obliged to wait for you and you will not get credit for the breeds or part thereof that you may miss. Being late also leaves a very bad impression.

Your role with the officiating Judge

The Judge will likely be accustomed to working with Learner Judges and be willing to discuss placements, techniques, and procedures with you. As the term implies, you need to be the Judge's shadow – close enough to see exactly what the Judge does during his/her examination of the dog, but be intuitive of where the Judge is likely to move, and conscious of where you position yourself so that you don't disturb the Judge's procedures or obscure his/her view. You will **not** be permitted to hang out on a chair under the gazebo, browsing through your phone messages! Use the opportunity to ask questions, but try to time your questions carefully so that you don't distract the Judge's concentration. Brief comments between classes will probably be most beneficial.



NB: Please take care to ensure that your comments and questions are private and not overheard by Exhibitors.

The officiating Judge will remain in charge of the ring at all times. During the preliminary observation, you will play no role in judging or examining the exhibits, except from your vantage position. You are not permitted to make contact with Exhibitors either inside the ring or at ringside. Your role is purely to observe techniques and procedures and make full use of the opportunity to see several specimens of the breed in all their levels of development. Remember that the Judge's decisions – whether you agree with them or not – are final and no argument may be entered into.

Your turn to examine the dog

Once the officiating Judge has awarded the Best of Breed, all dogs will be excused, leaving only the Best of Breed winner and the Handler. The Ring Steward or the officiating Judge will request permission from the Exhibitor for you to examine the dog in the centre of the ring.

Now is your opportunity to practise your observations. Go over the dog as demonstrated by the officiating Judge and send the Handler in a gaiting pattern of your preference. The officiating Judge may offer advice pertaining to judging techniques and identification of hallmarks, but **there must be no overheard criticism of the particular exhibit, nor should there be ingratiating praise given**. It is imperative that this process is conducted professionally and sensitively.

If possible, it is a good idea to arrange a private feedback session with the officiating Judge after the completion of his/her judging so that you can discuss highlights of the assignment and follow through on any further comments or questions you may have.

Recording

If you have not yet completed your individual reports on the Learner's Shadow Judging Report form, make an effort to complete these as soon as possible, lest you forget details. This form must be stored in your Portfolio. You also need to ask the Officiating Judge to sign the Learner's Proof of Shadow Judging form, which must also be stored in your Portfolio.

MODULE 5: RING STEWARDSHIP

The rationale for this module

is to increase opportunity for the Learner Judge to become fully familiar with procedures and KUSA Regulations within the ring. Working in the Group ring being studied also allows considerable indirect learning in between ring stewarding duties.

In order to be comfortable in the role of ring manager (as a Judge), this module serves as practical application of ring rules and regulations and affords the opportunity to open your mind to other Judges' ring techniques.

Requirements

You need to attend and complete at least one Ring Stewardship Workshop / Webinar. If you attended a seminar prior to registering for Level 2 studies, you will need to provide proof of attendance so that credit can be given and compulsory attendance will not be necessary. If you are returning to Level 2 from Levels 3, 4, or 5 in order to begin studying another breed/group, it is **not** compulsory to attend another Ring Stewardship Workshop / Webinar.

You will need to serve as Ring Steward at **one Non-championship Show** and **one Championship Show**. While it is preferable that you complete at least the Non-championship Show ring stewardship assignment before your first judging appointment, this is not mandatory.

You should serve your ring stewardship **in the ring of the group you are studying**, and these assignments must be undertaken **regardless of any previous experience**, in other words, no previous assignments may be used to credit this module requirement and you may not 'store' ring stewardship appointments for future Level 2 studies because each session you serve has its own learning objectives and desired outcomes. This may sound oddly cruel, but the main purpose of this ring stewarding module is to gain as much experience and observational opportunity as possible in the group you are studying. In other words, it is a learning experience – not some kind of forced labour or punishment. Think, for example, of the different techniques applied when judging Toys or the Working Group, which you can only learn through observation. As Ring Steward, you are not only coming to grips with ring control and administration, you are able to closely observe techniques and learn, first-hand, some of the problems you may encounter when you need to take the centre of the ring as Judge.

Additional ring stewardship appointments over and above the requirements will always benefit your own experience and will be appreciated by show organisers.

At each of your ring stewarding assignments, remember to take the downloaded form: **Learner's Proof of Ring Stewardship** to be endorsed by the Show Secretary. This form must be stored in the Portfolio.

MODULE 6: LEARNING ENCOUNTERS

The rationale for this module

is to open the Learner Judge to a number of different learning opportunities that may offer various views of and insights into the breeds being studied in order to form balanced and supplementary knowledge of these breeds and also to inculcate a culture of life-long learning.

The term 'learning encounters' covers a wide range of learning opportunities for Judges to extend their knowledge and experiential base.

You need to attend and participate in a minimum of **10 learning encounters**, of which **3 JEC Breed Seminars** are compulsory, and the balance of at least 7 learning encounters may follow any other format.

Minimum 3 seminars

We refer to the term 'seminar' loosely, in that this form of learning from others through a presentation and discussion can take place in several different formats:

- **seminars:** A physical meeting with attendees at a suitable venue where a visual presentation is delivered by an experienced Judge or Breeder. Preferably accompanied with notes and hands-on activities.
- **webinars:** With the advance of digital communication during the COVID 19 pandemic, webinars have, by and large, replaced on-site seminars and have proved very popular. Webinars centre around a visual presentation delivered by an experienced Judge or Breeder.
- **workshops:** This is a comprehensive lecture where a single breed is discussed in great detail (usually considerably more than at a seminar or webinar), usually accompanied with a visual presentation and breed notes, and preferably live exhibits for observation.

Any of the above will be presented by the JEC during the year – some may cover general judging topics, but most will be single breed-focused or a comparison between two or three similar breeds. It is a compulsory module requirement that you attend **three breed seminars**. Your attendance will be recorded by the **JEC Admin Officer** and **Resources Committee**, and you will receive a certificate of attendance.

Credit will be given for previously attended seminars covering the group being studied, providing you can provide proof of attendance.

Minimum 7 additional learning encounters

The remaining learning encounters, of which you need to participate in **at least 7**, may take any of the following formats:

1. **additional seminars/workshops/webinars:** If there are seminars/workshops/webinars on offer, why not make an effort to attend? One can never know it all, and it's always good to discover breed perspectives from different people.
2. **privately viewed breed presentations/webcasts:** The Internet is a very generous fountain of information that offers a myriad of breed presentations, articles, and webcasts – especially prominent on social media platforms. Obviously, there is a wide range of validity from the various sources, so be discerning and always try to find the most reliable sources. Attending a large and varied number of presentations gives you a broad outlook and enhances your sense of discernment – a skill most valuable in Judges.
3. **private breed discussions:** There is remarkable value in attending a one-on-one discussion with an experienced Breeder. Most Breeders are more than happy to guide and advise you, and will probably highlight the characteristics to look out for and show you their own dogs as examples. The central focus of the visit or discussion is not to compare one kennel or breeding style with another, but to alert you to styles, characteristics, methods of approaching and judging the breed.
4. **breed clinics:** A small selection of breeds within a group are presented by experienced Judges and/or Breeders. Since it is not possible to go into detail for each breed, specific topics may be highlighted

with the emphasis on hands-on experience with live exhibits and breed notes that extend beyond the breed standard.

5. **study groups:** A few Learner Judges may decide to get together to form a study group where they meet either in person or via a conferencing platform – such as Zoom – to explore, discuss, and study together. This opportunity would work particularly well if, for example, three or four Learners are studying the same group, in which each Learner has had experience with one or more breeds in that group, eg. a Maltese Breeder, a Pomeranian Breeder, and two Learners with experience with Yorkshire Terriers and Papillons, respectively. A study group with an invited Breeder or experienced Judge in attendance is another option.
6. **grooming workshops/demonstrations:** In breeds where a particular grooming process is traditionally followed, eg. setting a topknot in a Poodle or Shih Tzu, or stripping a Terrier's coat, should not only attract Exhibitors, but Judges, too. There is much value in learning correct grooming practices while judging, which will alert you to sneaky tricks or unsuitable grooming that may make or break a justifiable win in an exhibit.
7. **additional show judging at Non-championship Shows:** Follow the same procedure as for the Shadow Judging module, above. It is preferable to select a more senior Judge to shadow.

Recording

All learning encounters – whether private or public – must be recorded with full details of place, presenter, date, type of learning experience, topic, references or links, and proof of attendance (where applicable) to be recorded in the **Learner's Learning Encounter Report** form, which you can download from the KUSA website/*Judges' Forms & Guides*. Use one form for each learning encounter and follow the instructions given on it.

You also need to **summarise** and **analyse** the learning experience.

- **Summarise**
 - take notes while watching the presentation – write down new and important points to remember
 - include these discoveries in your summary
 - keep it brief
- **Analyse**
 - decide whether the presentation was useful in terms of new information discovered, or not so much
 - what was your impression of the presentation?
 - what was your impression of the way the presented delivered the presentation?
 - mention if or how the presentation is likely to have a positive effect on your judging



NB: Don't neglect to do the summary and analysis effectively – this is proof of your skill of summarising, analysis, and quality discernment.

**LEARNER'S LEARNING ENCOUNTER REPORT
GROUP COURSE**

v. 2021

*Complete the applicable sections depending on the type of learning encounter.
Copy this table and paste into new pages for each learning encounter or use a new form for each encounter.
Store these completed, signed forms in your Portfolio.*

BREED / TOPIC:	Westphalian Truffle Hounds
DATE:	31 April 2021
TYPE OF LEARNING ENCOUNTER:	Privately viewed webinar
PLACE:	n/a
PRESENTER(S) / PUBLISHER:	Mr IM Notushure
PUBLICATION REFERENCES / WEBSITE URL:	http://www.facebook.com/westph/
STUDY GROUP MEMBERS:	n/a
SUMMARY AND ANALYSIS: The presentation tracked the development of the Westphalian Truffle Hound and highlighted its function as a truffle hunter. The breed has a long, harshly corded coat to rustle the leaves on the forest bed to help the scenting of truffles. The nose is long, pointed, and extremely flexible. The legs are very short and the front feet have six claws to help dig out the truffles.	
I found the content interesting in that I have never seen this breed, but the presentation was tedious because the presenter simply read the breed standard as printed on the screen. The pictures were very small and did not show enough detail.	
Although the presentation was not very good, it has sparked my interest in the breed, and I have been researching further online. I hope to judge this breed one day.	

HOW TO DIGITISE YOUR HANDWRITTEN DOCUMENTS

In case you're not altogether familiar with digitising handwritten, signed documents or your own signature, perhaps this guide will offer suggestions. Please don't hesitate to seek assistance from a techie youngster if you need it!

Using scanning devices

1. **Printer/scanner**

You will need a printer/scanner connected to your computer. If you have never used the scanner before, you may need to open the printer's control panel or utility app to get to the scanning software and operate the scanner.

If you are using Windows 10, you can access the scanning app via *Start/Apps/Scan*. Other operating systems may offer similar options.

2. **Smartphone**

If you don't have a scanner, you can use your smartphone as a scanner. Browse your app store to download and install a mobile scanning app. The app uses your camera to capture an image of the document and saves it as a PDF or JPG file to your phone. It may take a little practice to master the skill of collecting a sharp, clear image of the document. From your phone, you can send the saved document to your computer as an attachment to an email.

3. **In-store scanning**

If you have access to neither of the above and feel overwhelmed by these processes, you can have your documents scanned at a business service store, where they offer scanning, printing, packaging, and courier services. (eg. Postnet, 3@1 Business Centre, etc.) You can request the scans to be saved to a disk or emailed to you as attachments.

When setting up your scanning task, define the file type as JPG or PDF. The PDF format works best for documents, while the JPG format is perfect for scanning your signature for dropping into documents. Keep the resolution relatively low, ie 100dpi. Higher resolution will result in files of large size (1MB or more), which is unnecessary for document distribution. Set the colour mode to Greyscale, and define the location on your computer or smartphone where you want to save it. Click *Preview* to check that all is good and correctly aligned, then *Scan*. Your app will save the scan in the chosen location and, thereafter, you may wish to rename the file accordingly.

How to digitise your signature

Start by signing your signature in black pen on a piece of blank paper. Follow the processes above, but after the Preview, resize the scanning area so that it covers the signature snugly. Set the file type as JPG, and scan.

If your scanned image is not of good enough quality, you may need to adjust brightness and sharpness using an image editor such MS Picture Manager, a component of MS Office, or any other online image application.

To drop your signature into a document, simply place the cursor where you want it in the Word document and select *Insert/Picture* and find the file in its location. While you still have your signature image selected, a useful way to prevent it messing up the layout of your document is to select *Format/Text wrapping/Behind text*, and move it into position correctly and resize, if necessary.

A handwritten signature in black ink that reads "Mary Jones". The signature is written in a cursive style with a large, stylized 'M' and 'J'.

How to digitise documents

Follow the procedures described above, but select the file type as PDF. Once scanned and saved, you can rename the document appropriately.

Throughout this guide, you have seen references to saving your records to a Portfolio folder that you created on your computer. You have also used and received handwritten and signed documents, as well as your **Assessor's Judging Skills Assessment**, which may be in PDF format. Handwritten documents will have to be scanned and saved to PDF format so that they can be incorporated into the Portfolio seamlessly. Alternatively, you may wish to convert the PDF documents to Word format, either with a suitable app on your computer, or by using online converters such as *PDF to DOC* (<https://pdf2doc.com/>).

The Portfolio must be sent electronically (via email) to the **JEC Support Officer** (jecsupport@kusa.co.za). Take special note that not all the contents of your Portfolio need to be submitted for assessment – only the following items in the following order:

The filled-in Learner's Portfolio Assessment form
Portfolio Cover Page (<i>own design with personal details</i>)
This checklist
Mentor's Breed Tests Assessment form
Mentor's Hallmarks Assignment Assessment form
Assessor's Judging Skills Assessment form (if applicable)
Learner's Judging Reports (of which 3 must be endorsed by the Observing Assessor)
Learner's Proof of Shadow Judging form
Learner's Shadow Judging Report forms
Learner's Proof of Ring Stewardship form
Learner's Learning Encounter Reports forms

How to put your Portfolio together

1. Download the **Learner's Portfolio Checklist** and the **Learner's Portfolio Assessment** form from the KUSA website/*Judges' Forms & Guides*.
2. Using MS Word, type all required details into the **Learner's Portfolio Assessment** form. Take care to fill in all the applicable white areas on the form. Save it in your Portfolio folder.



NB: Don't be shy to seek help if you are unsure how to work with MS Word.

3. Create a new Word document and save it as *Portfolio_Your_Name.docx (or doc)*. The aim is to create one document with multiple pages containing all your work, thus avoiding the submission of multiple single documents as attachments in an email, a practice that is frustrating and difficult for the JEC Support Officer to review.
4. Referring to the order in the checklist, copy each of your documents and paste them into this new Word document, making sure that you correct any overflowing formatting.
 - **Word documents:** Highlight the whole page from above the KUSA masthead to the end of the page, then copy [Ctrl C] and paste [Ctrl V] it onto the successive page in the new document, working one page at a time. Adjust the margins left and right, and upper and lower, if formatting in the new document goes awry.
 - **PDF documents:** Place the cursor at the top of a new page in your Portfolio document and select *Insert/Object/Adobe Acrobat Document* and click OK.
5. Take care to format your Portfolio neatly so that all the forms sit well on their respective pages and ensure that your work looks neat.
6. Check thoroughly that you have included all the items, then attach your Portfolio and any alternate documents in an email to the **JEC Support Officer** (jecsupport@kusa.co.za).



NB: The submission date for Portfolios is 15 April or 1 September.

LEARNER'S PORTFOLIO ASSESSMENT
GROUP COURSE
v.2021

Details in white blocks to be recorded by the Learner Judge. Grey blocks to be approved and signed off by the Support Officer. Please consult the Portfolio Checklist to ensure you include all items for submission.

MODULE 1 – BREED TESTS			
Mentor's Breed Test Assessment	DATE COMPLETED	DATE MENTOR APPROVED	SUPPORT OFFICER
	17/03/2019	21/03/2019	

MODULE 2 – HALLMARKS ASSIGNMENT			
Mentor's Hallmarks Assignment Assessment	DATE COMPLETED	DATE MENTOR APPROVED	SUPPORT OFFICER
	20/04/2020	22/04/2020	

MODULE 3 – JUDGING APPOINTMENTS		
Assessor's Judging Skills Assessment form(s) (if applicable)	DATE ASSESSED	SUPPORT OFFICER
	09/07/2020	

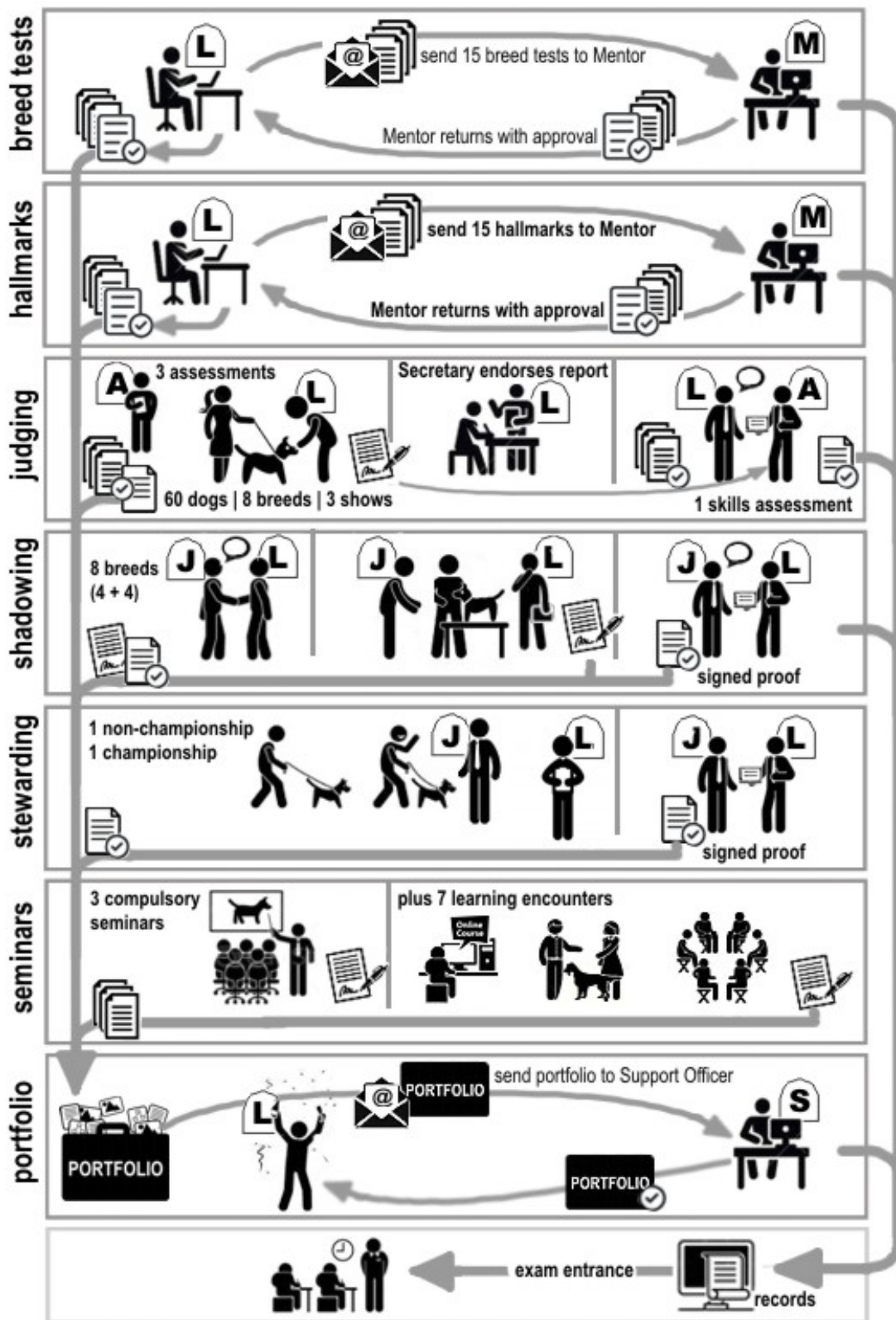
1.	SHOW: Waves Edge KC		OBSERVING ASSESSOR	SUPPORT OFFICER
DATE JUDGED		09/07/2020	Mr C. Breez	
Learner's Judging Report		# REPORTS	# JUDGED	SUPPORT OFFICER
		6	23	
BREEDS JUDGED: Boston Terrier; Bulldog; French Bulldog; Miniature Poodle; Toy Poodle; Shiba; Shih Tzu				

....etc/

After a summative assessment of your Portfolio, and if found to have met all requirements satisfactorily, the **JEC Support Officer** will approve and sign off the Portfolio, then notify you and the **KUSA Office** and **JEC Admin Officer** of such successful completion. If certain requirements are incomplete or of insufficient standard, the **JEC Support Officer** will advise you and guide remedial procedures in order to facilitate successful completion.

Successful completion of all module requirements, as indicated in your Portfolio, grants you entrance to write the examination.

SUMMARY OF THE COURSE



CHECKLIST OF TASKS AND PROCESSES

CHECKLIST OF TASKS										✓
Choose your Mentor from the 3 options offered; make contact with him/her										
Download or accept Breed Tests from Assessment Officer										
Complete 15 Breed Tests; email to your Mentor										
Rework answers if necessary; resubmit to Mentor										
Create folder on computer called Portfolio										
Receive assessed Breed Tests and Assessment from Mentor; file in Portfolio folder										
Start working on Hallmarks Assignment (follow guidelines above)										
Send rough draft of Hallmarks to Mentor; consult, ask for guidance										
When approved, layout out neatly in chosen format										
Email final Hallmarks Assignment as attachment to Mentor										
Receive assessed Hallmarks and Assessment from Mentor; file in Portfolio folder										
Accept first judging appointment (within 2 weeks of receiving invitation)										
Download and print copies of Learner's Judging Report according to instructions										
Judge at minimum of 3 Non-championships shows										
Judging appointment out of province (min.1)										
Judge minimum 60 exhibits										
Judge minimum 8 breeds										
Write judging report with critiques of Best of Breed winners (all)										
Hold feedback after appointment with assigned Assessor (3)										
Obtain Assessor's endorsement on Judging Report after appointment (3)										
Obtain Show Secretary's endorsement on Judging Report (all)										
File judging reports in Portfolio folder										
Receive copy of Assessor's Judging Skills Assessment ; file in Portfolio folder (1)										
Select the show and breeds you would like to shadow										
Apply in writing to Show Secretary at least 2 weeks in advance; copy Admin Officer										
Download and print Learner's Proof of Shadow Judging										
Download and print copies of Learner's Shadow Judging Report										
Shadow the judging of 4 breeds (twice)										
Obtain Officiating Judge's endorsement on Proof of Shadow Judging form										
File Proof of Shadow Judging & Shadow Judging Report in Portfolio folder										
Attend Ring Stewardship seminar (if appropriate)										
Download and print Learner's Proof of Ring Stewardship form										
Serve a Non-championship ring stewardship										
Serve a Championship ring stewardship										
Download Learner's Learning Encounter Report form; follow instructions to make copies										
Attend compulsory breed seminars/webinars (3)										
Summarise and analyse each breed seminar (3)										
Participate in at least 7 additional learning encounters										
Summarise and analyse each learning encounter (7)										
Download and print Learner's Portfolio Checklist & Learner's Portfolio Assessment forms										
Fill in all details in the Portfolio Assessment form										
Create Portfolio document in MS Word										
Scan and save handwritten or signed forms; save in PDF format in the Portfolio folder										
Copy & paste or drop documents into Portfolio document, following instructions in guide										
Send Portfolio as an attachment via email to Support Officer (jecsupport@kusa.co.za)										
Download Examination Registration ; register for exam										
Send thank you note to your Mentor and share your success in the exam 😊										
Download Course Registration - Advanced Phase ; register for new course										

KUSA Breed Examinations are usually held in **June** and **November**. Once you have been notified of your successful completion of all the modules, you will be entitled to register for the forthcoming examination.



*NB: Exam registration for Paper 2 is **15 May** for the June exam and **1 October** for the November exam.*

Registrations for the June examination close on 15 May and registrations for the November examination close on 1 October, and the date on the Proof of Payment accompanying the Examination Registration Form will serve as the Learner Judge's Registration Date. Since no late exam registrations will be accepted, a Learner Judge who fails to complete requested revisions to the Portfolio (if applicable) to the satisfaction of the JEC before the closing date for exam registrations, shall have the registration held over till the next examination date.

- Paper 2 is a combined examination that comprises three (3) sections:
- KUSA Breed Standards (200 marks)
- KUSA Regulations & Procedures (40 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
- Canine Physiology (60 marks)

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

- Paper 2 will carry 300 marks with a minimum pass requirement of 75% for all three (3) sections individually, i.e. 75% for each section of KUSA breed Standards, KUSA Regulations & Procedures and Canine Physiology.
- Failure to achieve the required pass mark of 75% in any one of the three (3) sections as confirmed in Regulation 2.5.5, will result in automatic failure of the Paper 2 for the Group Course in question.

The duration of the examination shall be no longer than 3 hours.

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

Examination instructions

You'll find these instructions on the cover of your exam script, but it is worthwhile including them here for reference, since these rules are completely binding:

1. You are allowed ten (10) minutes to read the instructions and peruse the paper before you begin writing. **You may not make notes or answer any questions during this 10-minute period.**
2. No books or reference material are permitted at your desk. Any material of this kind must be left with the Invigilator(s).
3. Answer all questions – **an unanswered question will not be marked.**
4. If you make a mistake or wish to change your response, block it out completely and make your new choice clearly.
5. Write your answers in pen. **No pencilled options will be marked.**
6. No part of the examination material may be taken from the examination room – this must be handed to the Invigilator(s) either as part of your answers or material to be destroyed.
7. Any comments (rude or otherwise) against any question will render it void and **will not be scored.**
8. If you have any queries that you cannot resolve yourself through careful re-reading, request a sheet of paper from the Invigilator in order to make a written enquiry to the **JEC Exam Officer**, then insert it within your completed exam script. When doing so, kindly add your Candidate number to each sheet, but do not write or sign your name.
9. When you have answered all of the questions, please check your work, then place the completed exam script into the envelope provided and seal it.
10. You are not permitted to leave the exam room within half an hour of the start, but after that, you may quietly hand in your script on completion and leave without distracting other Candidates.
11. The sealed envelope will be sent to KUSA for marking, followed by a moderation process, whereafter you will be notified by email of your results. **No results will be given telephonically.**
12. **No correspondence will be entered into following the examination**

HOW TO PREPARE FOR THE EXAMINATION

You've diligently covered all the work along the path towards becoming a Judge and you have gained examination entrance for Paper 2. When you left school or university, you vowed never to study for another examination.... ha! Here you are again, biting your nails and fretting about what lies ahead and you can't believe that you've landed yourself in this stressful position again. Finding the best way to study can be really hard as you also try to juggle your work, your business, your home, and your dogs. But think of the reward! Never lose sight of the ultimate goal, it's what will keep you sane through this scary time.

Your Paper 1 exam would have introduced you to the format and layout of the breed examinations. Perhaps you came out of the exam room in a cold sweat and with a list of profanities on your lips. Yes, been there, seen it, burnt the T-shirt! If you would like to refresh your memory, please consult the guide: *"How to work through Level 1"* and refer the chapter: *"What to expect in the examination"*, accessible from the KUSA website/*Judges' Forms & Guides* for a comprehensive explanation of what to expect. Also feel free to contact the **JEC Exam Officer** (jecadmin@kusa.co.za) for advice on what to expect and how to prepare for it (without mention of the exact questions in the script, of course!).

Tips for studying

Every individual has a different way of studying – some folks prefer to read through the content several times; others make use of lots of drawings, lines, circles, and arrows; and some like to build a mind map. In no way is this guide intended to be prescriptive, but here follow a few tips that may or may not be useful for you.

1. **Make a timetable** so that you can allocate sufficient time to study in between holding down a job, running a household, caring for the dogs and kids, and everything else you have to do. Try to schedule a few rest times to clear your mind, as well.
2. **Find the right time to study.** It's pointless to squeeze study time between two hectic activities on your schedule because you will be thinking about what you have to do next. It's best to find a quiet time, when you're not too tired. It's good to set aside two good hours of study every second day instead of a daily hour at an unsuitable time.
3. **Make yourself comfortable** and your environment conducive to studying. You cannot study properly, for example, if the dogs are bugging you for a walk, the kids need their homework signed, the neighbour is having a party, etc. Good lighting improves memory and recall.
4. **Experiment with different places to study.** Studies have shown that remembering facts is often assisted by recalling the location where you learnt it.
5. **Control distractions.** Some people like soft background music, some prefer silence. The TV is likely to be a distraction, however.
6. **Summarise the content** into notes to aid your memory. When you rewrite something, you're thinking about it, when you write it down, you're doing it, which is a very effective learning method.
7. **Recite important content several times**, preferably aloud, while visualising or looking at a picture of what you're memorising. The more often you repeat / recite / memorise facts, the stronger the cognitive stimulus path that is built in your brain, and the easier it will be to recall it.
8. **Make use of mnemonics.** These are pictures or anagrams to help jog your memory. For example, you may wish to draw a Chihuahua's face in a clock to remember the placement of the ears, nose and eyes; or form the anagram GLAD to recall the characteristics of a Lowchen: gay, lively, alert dog. It's the nature of the content that there must be a lot of memorisation, so you will need to use whichever tools you can to ensure effective recall at the crucial moment.
9. **Take breaks** to relax and switch off for a while. A clear, rested brain recalls more facts than an overtired one.
10. **Anticipate possible questions** and see if you can answer them. If you have someone who can test you, that can be a valuable learning aid – and it shows up areas that require more study.
11. **Take care of yourself.** Drink plenty of water, eat fish, plenty of proteins, omega-3 fatty acids and keep taking your multivitamins during your study period. Get enough exercise and a good night's sleep the night before.
12. **Last-minute cramming of keywords and concepts.** While you cannot expect to pass your exam if you only start studying for your exam the night before, it can be valuable to go through your summaries again just before your exam. It will surprise you how many questions you'll be able to answer thanks to this last-minute revision!

An example of a summary method

This is **one** way to build summaries for the exam. It is not intended to intimidate you or prescribe to you. It is, however, a proven method to success if you take the time and trouble to follow it.

1. Here is the first stage of the summary-making. It's very similar to the Breed Hallmark Assignment and the amount of detail is optional. In this example, there is a lot of detail, only slightly less than is in the breed standard, but it is useful to compare the two similar breeds. Highlight the unique keywords and get rid of filler words, duplicates, and generic descriptions..

	<p>Airedale Terrier</p> <p>~ Largest of Terriers / muscular / active / fairly cobby dog / no legginess / undue length of body.</p> <p>~ Keen of expression / quick movement on tiptoe of expectation / character shown by expression of eyes & ear carriage & erect tail.</p> <p>~ Outgoing / confident / friendly / courageous /intelligent /</p> <p>~ Alert at all times / not aggressive</p>		<p>Welsh Terrier</p> <p>~ Smart / workmanlike / well balanced / compact.</p> <p>~ Affectionate / obedient / easily controlled.</p> <p>~ Happy and volatile / rarely of shy nature / game and fearless / not aggressive / able to hold his own</p>
<p>~ head: - long and flat, not broad between ears, narrowing slightly to eyes / well balanced / no apparent difference in length between skull and foreface / free from wrinkles / cheeks level, free from fullness, cheekiness undesirable / well filled before eyes / not dish-faced or falling away quickly below eyes / delicate chiselling / no wedginess or plainness</p> <p>~ stop: hardly visible</p> <p>~ ears: v-shaped / side carriage / small, in proportion to body / folded ear slightly above level of skull / pendulous ears or ears too high undesirable</p> <p>~ eyes: dark, small / not prominent / full of terrier expression, keenness and intelligence / light or bold eye undesirable</p> <p>~ jaw/muzzle: lips tight / jaws strong / deep, powerful, strong and muscular / no excess development of the jaws to give a rounded or bulging appearance to the cheeks</p> <p>~ teeth: teeth strong/ scissor bite</p>	<p>~ head: flat / moderate width between ears</p> <p>~ stop: not too defined / medium length from stop to nose</p> <p>~ nose: black</p> <p>~ ears: v-shaped, small / leathers not too thin / set fairly high / carried forward, close to cheek</p> <p>~ eyes: small / well set in / dark / expression indicates temperament / round, full eye undesirable</p> <p>~ teeth: jaws powerful / clean cut / rather deep and punishing / strong / scissor</p>		
<p>~ neck: clean, muscular / moderate length & thickness / gradually widening / free from throatiness</p>	<p>~ neck: moderate length & thickness / slightly arched / sloping gracefully into shoulders</p>		
<p>~ shoulders: long, well laid back, sloping obliquely, shoulder blades flat</p>	<p>~ shoulders: shoulders long / sloping / well set back</p>		
<p>~ forearms: perfectly straight / good bone / elbows perpendicular / working free of sides</p>	<p>~ forearms: legs straight & muscular / ample bone / upright powerful pasterns</p>		
<p>~ feet: small / round and compact / good depth of pad / well cushioned / moderately arched / turning neither in nor out</p>	<p>~ feet: small, round, cat-like.</p>		
<p>~ body: back short, strong, straight and level / no slackness / loins muscular / ribs well sprung / short-coupled & well ribbed-up - little space between ribs and hips / long in couplings = slackness / chest deep - level with elbows</p>	<p>~ body: back short / well ribbed up / loin strong / good depth / moderate chest width</p>		
<p>~ hindquarters: thighs long & powerful / muscular second thigh / stifles well bent / turned neither in nor out / hocks well let down / parallel</p>	<p>~ hindquarters: strong / thighs muscular / good length / hocks well bent / well let down / ample bone</p>		
<p>~ tail: set high and carried gaily - not curled over back / good strength & substance / tip same height as top of skull.</p>	<p>~ tail: well set on / not carried too gaily / customarily docked</p>		
<p>~ gait: legs carried straight forward / forelegs move freely, parallel to the sides / forelegs form a continuation of the straight line of the front / feet same distance apart as elbows / propulsive power furnished by hindlegs</p>	<p>~ gait: fore and hindlegs carried straight forward and parallel / elbows move perpendicular to body / working free of sides / stifles turning neither in nor out</p>		
<p>~ coat: hard, dense and wiry/ not long to appear ragged / lying straight & close / covering body and legs / outer coat hard, wiry and stiff / undercoat shorter and softer / hardest coats = crinkling or slightly waved / curly or soft coat undesirable</p> <p>~ colour: saddle, top of neck, tail top - black or grizzle / all other parts tan/ ears often darker tan / shading maybe on neck and side of skull / a few white hairs between forelegs</p>	<p>~ coat: wiry, hard, very close / abundant / single coat undesirable</p> <p>~ colour: black & tan for preference, or black grizzle and tan / no black pencilling on toes / no black below hocks</p>		
<p>M: 58 - 61 cms (23 - 24 ins)</p> <p>F: 56 - 59 cms (22 - 23 ins).</p>	<p>height: not exceeding 39 cms (15½ ins).</p> <p>weight: 9 - 9.5 kgs (20 - 21 lbs).</p>		

2. After studying, comparing, analysing the first summary, it's time to break it down further into key words and phrases. Here, the two have been added to a comparison table. (Take note of the mnemonics used to aid memory and recall)

LONG-LEGGED TERRIERS						
	AIREDALE	WELSH	LAKELAND	IRISH	SOFT-COATED WHEATEN	KERRY BLUE
						
	~ fairly cobby ~ keen of expression, quick of movement [See Lakeland] ~ character shown by expression of eyes, ears, tail ~ friendly / outgoing / confident / courageous / intelligent / alert [FOCCIA] ~ on tiptoe of expectation [See Lakeland]	~ smart / workmanlike / well balanced / compact [See Lakeland] ~ affectionate / obedient / easy to control ~ happy / volatile / rarely shy ~ game and fearless / able to hold his own	~ smart / workmanlike / well balanced / compact [See Welsh] ~ gay, fearless demeanour / bold / friendly / confident ~ keen of expression, quick of movement [See Airedale] ~ on tiptoe of expectation [See Airedale]	~ courage of a lion ~ headlong dash / daredevil / reckless pluck ~ track master over great distance ~ devotion ~ good tempered with humans / resents dogs ~ wiry / substance ~ graceful racy outline	~ short coupled / well built giving idea of strength ~ hardy, active spirited and game ~ good tempered / most affectionate / most intelligent ~ loyal to owners / trusty faithful friend ~ defensive without aggression	~ upstanding ~ well knit and proportioned / compact ~ showing gracefulness / alert determination ~ definite Terrier style and character ~ disciplined gameness
HEAD	long / flat		flat & refined		long & flat	
	moderate between ears			narrow between ears	not too wide	proportionally lean
	narrowing to eyes					
	wrinkle free					
	skull / foreface equal					
	well balanced					
	delicate chiselling			delicate chiselling		
	cheeks level, no fullness well filled before eyes				powerful, not coarse hair same as body	
⊗ cheekiness / dish face / falling away under eyes / wedginess / plainness			⊗ dish face / falling away under eyes	⊗ cheekiness		
STOP	hardly visible / not too defined				defined	slight
NOSE	black	black, liver in liver-coated dogs		black	black, well developed	black, nostrils of due proportion
EARS	v-shaped, small				small to medium	v-shaped, small to med
	folded ear above skull / set fairly high / carried alert				level with skull	
	side carriage	carried forward at cheek				
	⊗ pendulous, too high	⊗ too thin		⊗ fringe	⊗ rose, flying	⊗ too high
EYES	dark, small, dark hazel					
	terrier expression, intelligence, keenness	expression indicates temperament				keen terrier expression
	⊗ prominent, light, bold	⊗ round, full	⊗ slanting	⊗ prominent, light, yellow	⊗ prominent, too large	

Good luck with your studies and may your journey be completely fascinating and enjoyable.

ACKNOWLEDGEMENTS

This guide:

© McFarlane, Joy. *How to work through Level 2*. Cape Town. For the Kennel Union of Southern Africa.
1st Ed: 2012; 2nd Ed: 2019; 3rd Ed: 2021, 4th: 2024
V.01.01.2021