

# 1

## Scorer

### Before the first test is scored

Make sure you have the following supplies on your work area:

- Copy of the ride time schedule
- Pens
- Test sheets
- 2 Calculators or Ten-keys with paper tape
- Stapler

1. Check with show management to see how many decimal points to use in percentages.
2. Check with show management to find out if a computer system is being used to record and post scores, or whether you will do it manually.
3. Ask show management where completed tests will be placed for competitors to pick them up.

# 2

### As you receive tests

1. Runners will bring the tests to you. (At some shows you are also the runner.)
2. Before scoring the test:
  - Check test sheet to see that all movements and collective marks have a score.  
**All scores must include a decimal point and either a 0 or a 5 after the whole number.**  
**Examples: 7.0 8.5**
  - Multiply scores with coefficients.
  - Rewrite all scores in the right hand column.
  - Look for errors, which might be written as -2 in among comments.
  - Check that the judge has signed the test.

If there is a problem with the test, take it to the show manager or secretary for clarification.

3. Using an adding machine with tape, determine the total points. Add scores for each movement and the collective marks. Subtract points marked

as errors from the total. *Continued on next card.*

### 3

4. To determine the percentage, divide the total number of scored points by the total points possible for the test being scored. The total number of points and percentage are printed on the front page of each test sheet. The total number of points varies, so check before dividing. Tear off the tape and put it with the test.
5. Most shows have two scorers so that you can double-check each other. Once the test has been double-checked, staple the two tapes to the test.
6. Ties are broken by adding up the Collective Marks. Whichever rider's Collective Marks are higher is placed higher. If the tie cannot be broken using this method, contact Show Management.
7. Record the score on the master sheets. Shows which use computers to post scores will not require you to record scores on master sheets.

### 4

#### **Determine placings and post the scores**

1. Arrange the scored tests for each class in sequence, highest percentage scores on top. When the class is complete, determine the placing and record them on the front of each test sheet.
2. Record placings on a master sheet, list both the points and the percentage, in the office, and then post the placings by hand or post the computer-generated results.

#### **Place completed tests where competitors will pick them up**

1. Once each class is placed and posted, tests can be handed back to competitors. Place the appropriate ribbons with the tests before handing them out.
2. Each show is different, so check with show management before giving tests back to anyone.

# 5

## **Behavior guidelines for Scorers**

1. Because accuracy is critical in this job, the scoring area should be kept quiet with minimum discussion. Only scorers, show management, and runners should be in the scoring area.
2. The Scorer should not show or discuss a test with a parent, friend or trainer/coach, nor show or return a test to a rider until after the class is placed and posted. Similarly, the Scorer should not repeat anything that is written on a test to anyone. The comments on the tests are confidential.