



NBEA - AÉN B

NBEA Rider Level Administrative Procedures - 2019

Procedure	Details	By Whom
<ul style="list-style-type: none"> Date for evaluation chosen; Evaluator selected. 		Test Organizer
<ul style="list-style-type: none"> Rider Application Forms; Request for Test Approval submitted to the NBEA.* 	<ul style="list-style-type: none"> Application forms must be signed by parents and NCCP current coaches/instructor 	Test Organizer
<ul style="list-style-type: none"> Approval of evaluator, Evaluation documents sent to evaluator by Coaching Coordinator; Membership checked by NBEA. 	<ul style="list-style-type: none"> Note to send additional documents for those challenging levels 	NBEA and Coaching Coordinator
<ul style="list-style-type: none"> Written tests may be done prior to evaluation date with approved proctor by Coaching Coordinator; Any rider challenging a level must also write all prior written tests. 	<ul style="list-style-type: none"> Proctors must be preapproved and may have to sign confidentiality form. 	Test organizer and Coaching Coordinator
<ul style="list-style-type: none"> Check and ensure all equipment for test purposes is available and ready for test day; Consult with evaluator to see what may be required. 		Testing Organizer
<p>Completed evaluation includes:</p> <ul style="list-style-type: none"> Complete Individual marking Sheets, Individual Summary of Marks, Marked Written Tests, Complete Master Summary of Marks. 	<ul style="list-style-type: none"> When complete send to NBEA* 	Evaluator
<ul style="list-style-type: none"> Results must be recorded in database, Certificates issued along with individual summary of marks and work sheets may be returned to each candidate 	<ul style="list-style-type: none"> English Coaching Coordinator should be notified when Rider 6 or 8 English is completed; Western Coaching Coordinator when Rider 4 is completed. 	NBEA
<ul style="list-style-type: none"> Written tests may destroyed 	<ul style="list-style-type: none"> Written tests held for 14 days after certificates are issued then may be destroyed 	NBEA
<ul style="list-style-type: none"> Quarterly reports of evaluations 	<ul style="list-style-type: none"> Submitted to National Coaching Office 	NBEA
<p>Note: NBEA membership fees must be remitted by organizer to NBEA before certificates will be issued</p>		Test Organizer

* Electronic submissions welcomed by NBEA unless otherwise indicated. Applications from candidates will require signatures but may be scanned and emailed by test organizer if desired.