



# THE WORSHIPFUL COMPANY OF FARRIERS

## ASSOCIATESHIP EXAMINATION

### GUIDANCE NOTES FOR CANDIDATES 2017

#### 1. **AWCF – ASSOCIATE OF THE WORSHIPFUL COMPANY OF FARRIERS.**

1.1 Success in this examination entitles a person to become an Associate of the Company, to be so recorded in the Company's Register and to use the letters AWCF after his/her name.

1.2 This examination may only be taken by candidates who have held the Diploma Certificate for a period of not less than 2 years. Overseas candidates should have had a minimum of six years shoeing experience. Overseas candidates with a minimum of 6 years gainful shoeing experience who wish to sit the AWCF Examination but do not hold the DipWCF or equivalent (the AFA CJF with 2 years experience) may apply for the AWCF Examination for the Overseas Fast Track Fee.

1.3 Candidates for this examination should understand that the Associateship is a significant progression from the Diploma. This examination requires a more substantial level of practical skills and academic knowledge. Candidates are therefore advised to prepare themselves thoroughly.

1.4 Persons who hold the AWCF are entitled to apply for the Livery of the Company on preferential terms.

#### 2. **SYLLABUS AND SAMPLE WRITTEN QUESTION PAPER**

2.1 A copy of the syllabus for the AWCF examination is available online at [www.wcf.org.uk](http://www.wcf.org.uk)

2.2 A sample question paper for the written examination is available. An application form may be found online.

#### 3. **EXAMINATION REGULATIONS**

3.1 The Associateship examination is held in accordance with the Company's Regulations on the Conduct of Examinations, which are available online in the Examinations Manual (Appendix 9 and others). A copy of the regulations will be available at the Examination Centre.

#### 4. **EXAMINATIONS BOARD AND PANEL OF EXAMINERS**

4.1 The Company, in accordance with its Ordinances, has appointed an Examinations Board to advise on all aspects concerning the organisation and conduct of examinations in farriery. The Board members include practising farriers who hold the FWCF and veterinary surgeons. The Court of the WCF has appointed members of the Board to form an Examinations Executive Group with responsibility for the day to day management of the higher examinations.

4.2 Examinations are conducted by 2 farriers, who are both Fellows of the Company, and a veterinary surgeon.

#### 5. **VENUES AND ARRANGEMENTS**

5.1 AWCF Examinations are normally held at the Defence Animal Centre (DAC), Melton Mowbray, courtesy of the Commandant DAC. The examinations normally take place in April and October each year.

5.2 The AWCF Examination will be conducted in two modules; one Practical and one Knowledge, as detailed in the Syllabus. Modules may be taken in either order. On passing the first module, candidates are required to attempt the second module within the next two sessions, ie within approximately one year. The module passed will remain valid for 3 years, after which time candidates will be required to retake that module. Candidates achieving 70% or more in either part of the practical module will be exempt that part for a further 2 years. Candidates who have passed the Knowledge Module and achieve 70% on their shoe board in the Practical are exempt from the requirement to bring a shoe board for a period of 2 years. There are no exemptions for the Knowledge Module; it must be achieved at one sitting. The modules will NOT be individually certified by the WCF; however the Registrar will record the successful completion of each module and issue an AWCF certificate once both have been completed. Only after successful completion of both modules will candidates be permitted to use the post nominal AWCF.

5.3 Candidates are advised that a good theoretical understanding is required for the Modern Farriery test, and they should attend Modern Farriery courses before taking the practical module.

5.4 The AWCF is an English language examination. All farriery and specialists terms are to be understood as in the current UK English usage.

5.5 Each Module will normally be programmed to complete in a single day where possible. As well as for all the Practical Module, protective footwear is required and working clothes must be worn for the Live Horse sections of the Knowledge Module.

5.6 Forge staff at the DAC will be present throughout the period of the examination to assist candidates with the facilities provided for the Company's use, but they are not involved in any way with the examination process.

5.7 Candidates for examination will be allocated an identification number and a badge to be worn throughout the period of the examination. The identity of a candidate is not notified to the Company's Examiners.

## 6. APPLICATION PROCEDURE

6.1 Application forms may be downloaded from the Company Web Site [www.wcf.org.uk](http://www.wcf.org.uk). Separate formal application to take each module must be lodged with the Registrar and the fee(s) paid not less than 6 weeks (12 weeks for overseas examinations) before the appointed day for the start of the examination.

## 7. EXAMINATION FEES

7.1 Examination fees are approved annually by the Court of the Company and are set out in the [Fee Structure](#). Candidates should note that there is a [Cancellation Fee](#) should a candidate cancel an application.

7.2 No refund will be made if a candidate fails any module, or does not attend the examination on the appointed day, unless the Registrar has received an acceptable explanation in writing at least 7 days before the date of the examination. No refunds will be made when examinations have been arranged overseas.

## 8. GENERAL

8.1 All candidates for the examination are advised to attend a pre-examination or refresher course. Candidates should make all the necessary arrangements for both tuition and accommodation directly with the training centre.

8.2 Candidates are responsible for providing their own tools. Materials for the making and application of shoes will be supplied. Candidates should provide all their own materials (including suitable glue on shoes) for the Modern Farriery test, for foot sizes 5¼ - 5½ inches. Plates or shoes may be used for measuring feet, but shoes used for measuring must be removed from the forge once measuring is complete. Failure to remove measuring shoes from the forge will result in disqualification.

8.3 Candidates are reminded that tooling and fullering will not be requested, but may be used if desired.

8.4 Candidates are responsible for providing their own strikers if required. Each candidate is required to notify the name of the striker to the Company's Registrar when returning the application form. A striker need not be a registered farrier and a blacksmith is acceptable, as he/she is not required to perform any acts of farriery. There is a separate detailed note on Strikers which should be read carefully.

8.5 The Company is required to obtain confirmation from the Farriers Registration Council that candidates are currently on the Register of Farriers. The Registrar will arrange temporary registration for overseas candidates.

## 9. ANNOUNCEMENT OF EXAMINATION RESULTS

9.1 Candidates will be notified by the Company of their examination results usually within a period of 7 days following the completion of the examination. The Company will notify the examination results for successful candidates to the Farriers Registration Council.

## 10. APPEAL PROCEDURE

10.1 During the Course of the Examination. The Company's Registrar is in attendance throughout the whole of the period of the examination. If a candidate considers his/her interests have been prejudiced in any way during the conduct of an examination, the candidate should speak directly to the Registrar to make his/her views known in order to resolve the matter satisfactorily before the completion of the examination. When exercising this right, a candidate must do nothing to upset the conduct of the examination or to disturb any other candidate. Failure to comply with this requirement will result in disqualification.

10.2 Disqualification or Appeal against Marks Attained. After the completion of an examination, any appeal in respect of a disqualification or the level of attained marks must be submitted to the Company in writing within a period of 21 days from the date of the decision or the publication of the results. Where a candidate wishes to appeal against the marks attained, a formal letter notifying the Company's Registrar of an appeal should be accompanied by a monetary deposit of £100, which is refundable only if the appeal is upheld.

10.3 The Appeal Procedure is available for inspection at the Examination Centre and also on written request from the Company's Registrar.