

FLOWER SHOW SCHOOLS MANUAL

Updated JANUARY 2022

State or Country Judges Council President/Chairman is elected by each State or Country Judges Council or appointed by the State President. All other State or Country Flower Show Schools Personnel are appointed by the State or Country Garden Club President or State or Country Judges Council President, as determined by each State or Country by-laws. They may appoint in one of the following manners:

- A. One individual to handle all activities of the State or Country Flower Show School/Symposium Program, including school series, symposiums, and judges' credentials. Title: State or Country Flower Show Schools Chairman.
- B. A different individual for each chairmanship relative to FSS/S activities. Titles: State or Country Flower Show Schools Chairman, State or Country Flower Show Symposium Chairman and State or Country Flower Show Judges' Credentials Chairman. Although these chairmen must frequently confer and work together, each chairman is autonomous.
- C. Any combination of the three chairmanships.

FLOWER SHOW SCHOOLS

I. PURPOSES OF THE FLOWER SHOW SCHOOLS SERIES

- A. To provide a learning opportunity for garden club members interested in becoming an NGC Accredited Flower Show Judge.
- B. To expand the understanding and knowledge of all garden club members in sponsoring, participating, and implementing NGC Flower Shows.
- C. To teach healthy growing practices and correct grooming techniques for horticulture specimens.
- D. To teach artistic principles as they apply to designing with plant material.
- E. To educate participants of the principles and etiquette of critiquing another's work according to the NGC standards of evaluation.
- F. To encourage a healthy competitive spirit while striving to achieve excellence in all aspects of an NGC Flower Show.

II. RESPONSIBILITIES OF THE STATE FLOWER SHOW SCHOOLS CHAIRMAN

- A. Acquires approval from State Garden Club Executive Board or State Judges Council Executive Board to sponsor Flower Show School series.
- B. Plans and organizes all Flower Show School series within the state, supervising all details or by appointing a Local Flower Show School Chairman for each series per Chairman's state policy.
 - 1. The State Flower Show Schools Chairman is ultimately responsible for all Flower Show School activities.
 - 2. All forms sent to the NGC Accrediting Chairman for that Region, Instructors, NGC Headquarters, etc. must be approved and/or mailed/emailed by the State Flower Show Schools Chairman.

III. DUTIES OF THE STATE AND LOCAL Flower Show School CHAIRMAN

Responsibility	Date Accomplished
A. Organization (club, judges' council, district, state, country) expresses an interest in hosting Flower Show School Series.	
B. Local Flower Show School Chairman appointed or elected, or State Flower Show Schools Chairman may assume all duties.	
C. State and Local sponsors will determine site/s and dates for series with approval from State Flower Show Schools Chairman.	
D. State Flower Show Schools Chairman requests state approval.	
E. State Flower Show Schools Chairman notifies the local chairman of the necessary NGC forms (See below) NGC Forms 1, 6, 21, and 23 require IMMEDIATE attention. All NGC forms can be found on the NGC Website as fillable PDF's which can be emailed or printed.	
<p>F. <u>NGC Forms by Title:</u> Form - 1 "Flower Show Schools/Symposium Registration" Form - 6 "Attachment to Accompany Flower Show School, Course 1 Registration" (Will be renamed to " Flower Show School Series Plant List") Form -7 "Flower Show School Summary" Form - 8 "Flower Show School Student Roster" Form - 9 "Flower Show School Refresher Roster" Form - 18 "Flower Show School/Symposium Judges Eligibility Certificate" Form - 20 "Flower Show School Series Check List" Form - 21 "Flower Show School Individual Course Check List" Form - 22 "Flower Show Symposium Check List" Form - 23 "Flower Show School or Symposium Instructor's Contract" Form - 24 "Student Judges' Standard Flower Show Schedule Registration" Form - 27 "Evaluation of Course/Symposium & Instructor" Form - 28 "Directives for the Student Judge Preparing a SFS Schedule for Evaluation" Form - 29 "Scale of Points for Evaluating Standard Flower Show Schedules"</p> <p><u>Handbook Exam Forms</u> Form – 4 "Handbook Examination Registration" Form -- 5 "Handbook Examination Roster" Form – 25 "Handbook Examination Summary"</p>	
G. State and Local Chairman plan the ENTIRE series including selecting all instructors and choosing specific plants to be studied.	

<p>H. Local Chairman invites instructors for Flower Show Procedure (FSP), Horticulture and Design AT LEAST SIX (6) MONTHS prior to the scheduled school. (NOTE: Ideally, instructors should be invited for the entire series as soon as the dates are determined.)</p> <ol style="list-style-type: none"> 1. The list of approved NGC Flower Show instructors can be found on the NGC Website. Only instructors in Good Standing can teach. The list is updated each January and July. 2. Horticulture and Design must be taught by different NGC approved instructors. Flower Show Procedure may be taught by either instructor, or a third NGC approved Flower Show Procedure instructor. 3. Two copies of the Instructor’s Contract NGC Form 23 (Flower Show School or Symposium Instructor’s Contract) are sent to each instructor (emailed or mailed) immediately after the instructor accepts the invitation along with a stamped self-addressed return envelope, and after all financial considerations (fees, lodging, transportation, plant material, etc.) are agreed upon. 4. When Instructors’ contracts are received, all instructor requests MUST be noted. <p>NOTE: <i>If the Local Chairman is also an NGC Flower Show Instructor contracted for that Course, the State Flower Show Schools Chairman must approve and sign the contract. If the Local Chairman is also the State Flower Show Schools Chairman, the State President or State Judges Council President must approve and sign the contract.</i></p>	
<p>I. Local Chairman double checks that the NGC instructor does not teach more than two (2) times during the series.</p>	
<p>NOTE: <i>If the State, Local Flower Show Schools Chairman or Registrar, for any of the Courses in a Flower Show School series, is also an instructor, she/he is limited to teaching only one (1) of the Courses for that School series.</i></p>	
<p>J. Local Flower Show School Chairman appoints Flower Show School Series committee members. See pages 9-14 for details of these chairmen. (NOTE: A successful Flower Show School Series uses many committee volunteer members. The Local Flower Show School Chairman should NOT do it all.)</p>	
<p>K. State Flower Show Schools Chairman starts entering information on NGC Form 20 (Flower Show School Series Check List).</p>	
<p>L. Local Flower Show School Chairman starts filling out NGC Form 21 (Flower Show School Individual Course Check List) as preparation for the school progresses. Deadlines should be highlighted and met.</p>	

M. Local Flower Show School Chairman makes one (1) copy of NGC Form 1 (Flower Show Schools/Symposium Registration) and one (1) copy of NGC Form 6, (Attachment to Accompany Flower Show School, Course 1 Registration) listing the horticulture topics for ALL four Flower Show School courses, making sure the required plant groups will have been studied. (See NOTE below.)

1. Emails all papers to State Flower Show Schools Chairman.
2. State Flower Show Schools Chairman reviews all papers and forwards them to NGC Accrediting Chairman for their Region NO LATER THAN FOUR (4) MONTHS before scheduled first course. (IA Country Flower Show Schools Chairman emails papers to the NGC IA Accrediting Chairman).
3. NGC Accrediting Chairman for that Region notifies NGC Headquarters who will post on the NGC website the course number, dates, location, registrar's name and email address, the names of the instructors and their subject matter.

NOTE: EACH of the following plant groups are to be studied in the Flower Show Schools Series **at least twice** during the series:

- Arboreal Specimens
- Container-grown Specimens
- Cut Specimens

NOTE: Combination Plantings and Collections and Displays are planned in Courses III and IV, respectively. Appropriate Plant groups need to be included when studying these topics.

Examples of Container-Grown and Cut Specimens include annual flowering or foliage, biennials, bulbous plants, flowering houseplants, foliage houseplants, perennial flowering or foliage, and vegetables/fruits/nuts.

The State/Country/Local Flower Show Chairman determines the order of preference based on growing conditions, seasonal availability, course scheduling, and frequency of appearance at NGC Flower Shows, and works with the Accrediting Chairman for their Region when filling out NGC Form 6 (Attachment to Accompany Flower Show School Course I Registration) to make sure all groups are studied.

COURSE SCHEDULE	
<p>A. Local Flower Show School Chairman reviews “Curriculum” listed in the <i>NGC Handbook for Flower Shows</i>, and on the website, to determine all exhibits necessary to meet the curriculum requirements. Local Flower Show School Chairman works with instructors and their Region Accrediting Chairman.</p> <p>NOTE: <i>The Local Flower Show School Chairman may consider having a Small-Standard Flower Show within the Framework of Course III and/or Course IV. If interested, consult Horticulture, Design and Flower Show Procedure instructors when contracts are signed.</i></p>	
<p>B. Schedule must include two (2) full days of lectures following the time requirements. Days do not have to follow concurrently; however, they must be within one (1) week of each other.</p>	
<p>C. Breaks of fifteen-minutes at a minimum must be planned for the morning and afternoon sessions, in addition to a break for lunch.</p>	
<p>D. Written point scoring exams MUST follow immediately after practice point scoring.</p>	
<p>E. Horticulture and Design lectures, including practice point scoring, must total five (5) hours each. Flower Show Procedure lecture must total two (2) hours but may be split into one (1) hour each over two days or offered the day before.</p>	
<p>F. Written point scoring must be one (1) hour for Course I, and two (2) hours for Courses II, III and IV.</p>	
<p>G. Written examinations for Flower Show Procedure, Horticulture and Design is allotted three (3) hours and must be taken within one (1) week of the final topic.</p>	
<p>H. There is no set schedule other than the time frame for lectures. Schedule must be approved by the NGC Accrediting Chairman for your Region. For example, Flower Show Procedure could be held in the evening before the first subject training, or over the course of two evenings before the subject training.</p>	
<p>I. School Course brochure is distributed via email throughout your state and NGC region. <u>MUST include</u> Course number, Handbook pages to be studied, location, date, time schedule, a statement that students must attend ALL sessions for credit, registrar, contact information, instructor biographies, registration form, directions, and local lodging. Include a statement that students must bring their own <i>Handbook for Flower Shows</i>. Also state if a clipboard will be provided. Copies must be emailed to all contracted instructors and NGC Accrediting Chairman for your Region at least three (3) months before the school. (See sample).</p>	
<p>J. Local Flower Show School Chairman works with Staging Chairman on securing a facility with sufficient room for classroom teaching, exhibit space for horticulture specimens and design exhibits, practice point scoring, Written Point Scoring Examination and Written Exam.</p> <p>NOTE: <i>Design Instructors will make at least four (4) designs for Flower Show School Course I, and at least six (6) designs for Courses II, III and IV. The Committee should work with the Design Instructors on Staging and Space Needs for the designs.</i></p>	
<p>K. Continues to check with Committee Members regularly.</p>	

L. Works with Instructors to make sure exam papers and point score sheets are approved by the NGC Accrediting Chairman for their Region.	
M. Email approved Flower Show Procedure, Horticulture and Design course outlines and point score sheets to students, ideally six (6) weeks before class. NOTE: DO NOT SEND examinations. Email all papers to attendees. Course materials must be received at least a month before the Course. Verify receipt of course materials. May be copied and mailed upon request. Registrar provides names, addresses and emails of participants to the Local Flower Show School Chairman.	
N. For Courses II, III & IV, secure two (2) NGC Accredited Judges to serve on the Horticulture Master Panel and two (2) NGC Accredited Judges to serve on the Design Master Panel. Master Panel judges MUST attend the lecture and practice point score lecture.	

ONE WEEK BEFORE COURSE	
A. Copies additional outlines and points score sheets as necessary for committee members and late registrants. <i>Materials should be emailed whenever possible.</i>	
B. Copies point score sheets for the Written Point Score Examinations, with a copy of each of the classes for the students, and the Master Panel for Course II, III and IV. For Course I, this will be one (1) point score sheet in Horticulture and one in Design. For Course II, III and IV, there will be two (2) for Horticulture and two (2) for Design.	
C. Copies Flower Show Procedure, Horticulture and Design examinations.	
D. Copies NGC Form 27 (Evaluation of Flower Show Course and Instructors). NOTE: <i>Attendees must have a separate form for EACH instructor.</i>	
E. Double checks NGC Instructors contracts for special requests.	
F. Checks with local committee chairman for last minute issues.	
G. Confirms with Horticulture Master Panel and Design Master Panel Accredited Judges that they are attending the lecture and practice point scoring.	
H. Obtains supplies: stapler, pencils, pencil sharpener, clipboards (optional) for students taking the point score examinations, markers, and entry cards for practice point scoring and written point scoring examination.	
ONE DAY BEFORE COURSE	
A. <u>For Horticulture:</u> Make sure horticulture specimens are identified, staged, and in place for horticulture instructor's review the afternoon before the Horticulture Lecture.	
B. <u>For Design:</u> Instructor must be given ample time to create designs and place them the day prior to the Design Lecture. (Allow approximately 30+ minutes per design.) NOTE: 1. <i>Instructors should NEVER be asked to work after the dinner hour.</i> 2. <i>Instructors must be given a workroom one day prior to the lecture if unable to set up in the lecture room, as agreed to by the instructor and local Flower Show School Chairman.</i>	
C. Advises instructors of plans involving meals, transportation, lodging, etc.	

<p>D. Provides a Student Number for each student. This number is not shared with instructors. Students will use this number on all examination papers.</p> <p><i>NOTE:</i> <i>Assigning numbers alphabetically by student’s last name may help with clerical work, though it is not required.</i></p>	
DAY OF SCHEDULED COURSE	
A. Follows the established time schedule, ensuring Instructors stay on timeline.	
B. Handles all last-minute concerns.	
C. Provides outlines, point scoring sheets, and other materials to newly registered attendees.	
D. Briefly introduces dignitaries and instructors.	
E. Makes necessary announcements.	
<p>F. Distributes NGC Form 27 “<i>Evaluation of Flower Show Course and Instructors</i>” to participants, for EACH subject. Collects forms, reviews comment relative to committee responsibilities. ALL forms are sent to the NGC Flower Show Schools Chairman or IA Flower Show Schools Chairman and NOT shared with class instructors or others.</p> <p><i>NOTE:</i> <i>if serious problems arise concerning any instructor, the State Flower Show Schools Chairman should be advised and that chairman should contact the NGC Flower Show Schools Chairman, or IA Flower Show Schools Chairman All such reports are kept in strictest confidence and every effort is made to resolve the problem.</i></p>	
G. Distributes Point Score sheets for the Written Point Scoring Examination, (One (1) sheet for Course I; two (2) sheets for Courses II, III, and IV), to the students, Instructor and Master Panel.	
H. Confirms payment to Instructors based on agreed-upon contract.	

WHEN PAPERS ARE RETURNED	
<i>NOTE: Examination papers are NEVER returned to students until the Course has been fully accredited by the NGC Accrediting Chairman for that Region.</i>	
A.	When all point score and lecture examination papers are graded, they will be returned by the Instructor along with NGC Form 26 (Master Grade Record) for their subjects, each individual Master Panel Judge’s papers, Master Panel point score summary, as well as the Exam-Answer sheets. <i>Papers should be returned within three (3) weeks upon receipt by Instructor.</i>
B.	Local Flower Show School Chairman will transfer grades to NGC Form 8 – (Flower Show School Student Roster). If any Accredited Judges are refreshing in Course I, II or IV, they use NGC Form 9 (Flower Show School Refresher Roster). <i>Any grades on any examination lower than 70 are circled in RED.</i>
C.	All grades are added for each student, except for students with failing papers, examinations and/or written point score sheets. The Highest, Middle and Lowest Totaled graded papers and all failed papers are sent to the State Flower Show Schools Chairman, who reviews them and forwards them to the NGC Accrediting Chairman for your Region (or IA Accrediting Chairman), the examination-answer sheet and the following forms: <ol style="list-style-type: none"> 1. NGC Form 7 (Flower Show School Summary) [3copies][IA-5copies]. 2. NCG Form 8 (Flower Show School Student Roster) [2copies] [IA-5copies]. 3. NGC Form 9 (Flower Show School Refresher Roster) if needed, for Accredited Judge (Course III or IV) [2copies][IA-6copies]. 4. Master Panel Point Scoring sheets, 1 for each Written Point Score Examination. 5. A check in the amount of \$5 for each student on NGC Form 8 (Flower Show School Student Roster) and NGC Form 9 (Flower Show School Refresher Roster), made payable to <i>National Garden Clubs, Inc.</i> <p><i>NOTE: ALL papers are held and not mailed to students until the Course has been accredited by the NGC Accrediting Chairman for that Region.</i></p>
D.	When the course has been finalized and accredited by the Accrediting Chairman for that Region, the State Flower Show Schools Chairman will receive signed and dated copies of all papers submitted. <ol style="list-style-type: none"> 1. State Flower Show Schools Chairman notifies Local Flower Show School Chairman that the Course has been accredited and returns all examination papers to the local Flower Show School Chairman. 2. State Flower Show Schools Chairman notifies state or IA country Credentials Chairman of any Accredited Judge who successfully refreshed with Course III or IV.
E.	All examination papers (lecture, point scoring), and copies of the Examination-Answer and Master Point Scoring Summary Sheets are returned to ALL students.
F.	Preparation begins for the next Flower Show School Course.

AFTER THE FOURTH COURSE IS COMPLETED	
The Flower Show School Chairman requests the schedule writing directives from the Schedule Writing Chairmen for the region. The Flower Show School Chairman is responsible for all the record keeping of student's schedule directive/assignment throughout the process.	
Distributes schedule writing directive to students immediately following the completion of the student's 4 th course.	
Students have six (6) months to complete the Schedule Writing assignment.	
The Flower Show Schools Chairman submits student schedules to the Region Schedule Writing Chairman.	
Returns all graded schedules to students.	
Any failures must be resubmitted, with all corrections, to the Region Schedule Writing Chairman within three (3) months.	
If a student fails again, corrections must be resubmitted within one (1) month to the Region Schedule Writing Chairman.	
NOTE: <i>Students ONLY have three opportunities to pass the Schedule Writing assignment.</i>	

STUDENT NGC HANDBOOK EXAM	
In order to take the NCG Handbook Exam a student MUST have completed the following: <ol style="list-style-type: none"> 1. Earned all required exhibiting and judging credits. 2. Passed the Schedule Writing Assignment. 3. Application to take NGC Handbook Exam Form 3 (Flower Show Accredited Judge's Certificate Application) eight weeks in advance of the Handbook exam. 	
Flower Show School Chairman notifies Handbook Chairman for the Region.	
Requests previous NGC Handbook exams for students to study.	
Submits NGC Form 4 (Handbook Examination Registration) to region Handbook Chairman (one month prior to exam date).	
Schedules place and time for Handbook exam.	
Appoints a proctor for the Exam.	
Receives Handbook Exam (via email) from Region Handbook Chairman one week prior to the NGC Handbook exam date.	
Proctor returns the exams IMMEDIATELY to the State Flower Show Schools Chairman.	
Mails all exams via PRIORITY Mail with NGC Form 5 (Handbook Examination Roster) to Region Handbook Chairman; include return self-addressed PRIORITY Mail envelope with postage. Note: <i>Only Student number is put on form 5 (Handbook Examination Roster) - No student names or addresses.</i>	
Return all graded exams to students, along with a copy of the Handbook exam answers.	
Add names and address of students to Form 5 (Handbook Examination Roster).	
Send to the NGC Handbook Chairman (Not the Regional Handbook Chairman) the following: <ol style="list-style-type: none"> 1. Completed Form 5 (Handbook Examination Roster) 2. A check made payable to NGC for \$5.00 per student who took exam. 3. Application for Accredited Judges Certificate (Form 3) for each student. 	

COMMITTEE CHAIRMAN	DUTIES	DATE ACCOMPLISHED
Course Registrar	Receives and records all registrations and checks, noting name, address, email, phone, student status. Assign seat by date registered, always assigning students to front rows.	
	Forwards checks to Flower Show School Treasurer.	
	Confirms eligibility from State Credentials Chairman when an Accredited Judge is requesting to take Course III or IV for credit. Request for attendance comes from the Accredited Judge no fewer than 4 weeks prior to scheduled Course. (Out-of-state 6 weeks)	
	Establishes system for verifying attendance at all Flower Show School sessions. (A punch card or sign in sheets are recommended)	
	Provides list of registered participants to Local Flower Show School Chairman.	
	Collects attendance cards/sign-in sheets upon Flower Show School Course completion. Any NGC Form 18 (Flower Show School Symposium Judges Eligibility Certificate) for in-state and out-of-state attendees, are sent to the State Judges Credentials Chairman for processing.	
Flower Show School Treasurer	Works with Local Flower Show School Chairman in establishing an overall budget for the Flower Show School series.	
	Establishes budget with Local Flower Show School Chairman for each Course in the series.	
	(If Needed) Establishes bank account for the Flower Show School Series based on State, Region and/or NGC policies.	
	Records all checks, and cash received.	
	Pays all bills based on submitted receipts.	
	Provides an account summary upon completion of each Course in the Flower Show School series to the sponsoring organization.	

Horticulture Instructor's Assistant/s	Secures sufficient quantities of required plant materials from selected plant groups for discussion, practice point scoring and Written Point Scoring exam, as requested by the horticulture instructor. Plant material should be of high quality, garden grown as much as possible, and show worthy though not all blue-ribbon winners. Provides Combination Plantings for Course 3. And Collections and Displays for Course 4.	
	Assists instructors in determining specimens for practice point scoring and Written Point Scoring examinations.	
	Aids in identifying and botanically labeling all exhibits.	
	Sets up specimens as directed by the horticulture instructor.	
	<p>Botanically labels all exhibits for practice point scoring and the three exhibits per class for the Written Point Scoring exams. Exhibits are numbered 1, 2, and 3 from left-to-right.</p> <p>NOTE: <i>Specimens for point scoring do not have to be identical but representative of the requirements of the point score sheet class description.</i></p> <p>ADDITIONAL NOTE: If due to weather conditions, etc., chosen plants are unavailable and must be substituted, the Local Flower Show School Chairman must notify the State Flower Show Schools Chairman immediately, and works with the Horticulture Instructor and NGC Accrediting Chairman for that Region or IA Accrediting Chairman on replacement plants to study.</p>	
	Dismantles demonstration and point scoring exhibits and assists Instructor with removing visual aids.	
Floral Chairman/ Committee including Design Assistant/s	<p>Chairman works with instructor to secure plant material. Instructor should inform the chairman at least 3 weeks prior to school of anticipated plant material needed.</p> <p><i>NOTE: An instructor must provide a list of plant materials needed for designs 3 weeks prior to the Flower Show School Course. The local Floral Chairman should inform instructor on the availability of plant material, and work with instructor on alternatives based on availability and costs. Floral Chairman should also be aware of the contracted dollar amount allotted for design plant material.</i></p>	
	Provides buckets, brooms, dustpans, waste baskets, etc. and makes requested materials (conditioned plant material, containers, backgrounds, line material, etc.) available on the morning of the day prior to the Design lecture. Secures a water source.	
	Aids in unpacking, setting up, dismantling and repacking instructor's design equipment.	
	Keeps work areas clean.	
	Works with the committee on selling or disposing of plant material at the conclusion of the Flower Show School.	

Chairman of Designs for practice and Written Point Scoring	<p>Secures necessary designers, who interpret design specifications, based on the Instructor's point scoring class description.</p> <p><i>NOTE: Any capable designer may create design/s for practice and Written Point Scoring exams, though those taking the Written Point Scoring exam for credit may NOT create a design/s for the written examination.</i></p> <p>The Chairman of Designs should work with students if they are assigned practice point score design classes on design techniques, NGC design policies, etc. Practice sessions are encouraged.</p>	
	<p>Supervises staging of all designs. Designs are numbered 1, 2 and 3 from left-to-right. List of plant material used must be on cards placed by design.</p>	
	<p>Assists designers with dismantling if needed.</p>	
Staging Chairman and Committee	<p>Ensures sufficient room to accommodate audience, practice point scoring exhibits, horticulture specimens, design instructor's designs, lecture visual aids and other visual aids.</p>	
	<p>Provides and sets up all staging needs as requested by instructors. Reviews instructors' contracts with Local Flower Show School Chairman for requested tables, skirting, pedestal, frames, staging panels, etc.</p>	
	<p>Provides for wastebaskets.</p>	
	<p>Provides for microphone system, preferably a lavalier, for the speakers.</p>	
	<p>Arranges for physical set-up for attendees. Classroom style with tables and chairs for students is preferred.</p>	
	<p>Arranges for registration, sales, and hospitality tables.</p>	
	<p>Arranges for separate room for Written Point Scoring examination for Horticulture and Design. If separate rooms are unavailable, arranges for screened-off portion of lecture room.</p>	
Speakers' Hospitality	<p>Arranges for instructors' arrivals and departures, lodging, meals, and transportation throughout stay.</p>	
	<p>Provides comfort during lectures</p>	
School Series Hospitality	<p>Arranges food and beverage/s during breaks</p>	
	<p>Plans for meals for students and/or instructors.</p>	

Classroom Proctor	Monitors instructor's lectures, attending entire lecture including point scoring.	
	Assures that instructor covers all questions/answers in lectures. <i>NOTE: The examination is NEVER shared with any other participant.</i> The instructor shall furnish the proctor with the examination/answer papers.	
	Advises instructor during break of any omission in lecture or need for greater clarification.	
	Returns examination to the instructor immediately at conclusion of the lecture.	
Written Point Scoring Examination Proctor	Sits in Written Point Scoring examination room/s for the allotted testing time, maintaining order and silence.	
	Checks that each exhibit is clearly labeled by class and number, and placed left-to-right, with a list of plant material used for each design.	
	Ensures students do NOT take anything into the examination area except writing utensil, point score sheets and clipboard. All outlines, books and other written materials are not permitted.	
	Makes sure all electronic devices are turned off or kept from the room.	
	Makes sure students do not confer with each other or touch exhibits. Students are given a verbal warning for the first offense; should a violation occur a second time, the student may be asked by the proctor to return incomplete examination papers and immediately leave the testing room. Such papers will not be graded.	
	Distributes and collects Written Point Scoring Examination papers. Checks for student number, addition, and existence of comments in all boxes.	
	Reminds students periodically of testing time remaining.	
	Returns all point score testing papers to the Local Flower Show School Chairman.	

Written Examination Proctor	Sits in examination room, maintains order and silence for the allotted three (3) hour testing time.	
	Ensures students do not confer with each other, nor take any outlines, books, lecture notes, or other written material into the examination room.	
	Makes sure all electronic devices are turned off.	
	Distributes written examination.	
	Collects papers. Notes that all questions have been answered. Checks for Student Number on all papers.	
	Returns examination papers to the Local Flower Show School Chairman.	
Education Exhibit Chairman	Provides an Educational Exhibit for Course III Flower Show Procedure, working with the Flower Show Procedure Instructor.	

EMERGENCY PROCEDURES INVOLVING CONTRACTED NGC Flower Show School INSTRUCTORS

EMERGENCY MORE THAN TWO (2) WEEKS before registered Flower Show School Course.

1. Contracted instructor seeks replacement with approval of Local/State Flower Show School Chairman and NGC Accrediting Chairman for that Region. If contracted instructor is unable to find a replacement, Local Flower Show Schools Chairman assumes responsibility and may seek assistance of NGC Accrediting Chairman for that Region, NGC Accrediting Chairman, or IA Flower Show School Chairman.
2. Replacement instructor MUST be in good standing and approved to teach the required subject.
3. State Flower Show Schools Chairman is notified of replacement.
4. State Flower Show Schools Chairman requests approval of NGC Accrediting Chairman for that Region or IA Accrediting Chairman.
5. If sufficient time is available, replacement may have new Examination Questions/Answers and Point Scoring forms approved by NGC Accrediting Chairman for that Region or IA Accrediting Chairman and teach from own outline/s. If insufficient time, instructor is allowed to use previous instructor's outline/s and examinations.
6. If approved replacement cannot be found, teaching of entire course or subject involved must be postponed. Students may not receive credit for any course until all subjects have been taught and examinations passed.

EMERGENCY LESS THAN TWO (2) WEEKS OF COURSE

Same as above, though here is insufficient time for new examination approval.

EMERGENCY WITHIN TWO DAYS OF COURSE

1. Contracted NGC instructor informs Local Flower Show School Chairman, who contacts State Flower Show Schools Chairman.
2. State Flower Show Schools Chairman contacts Accrediting Chairman for their Region or IA Accrediting Chairman, NGC Accrediting Chairman, or IA FSS Chairman. If unavailable, the State Flower Show Schools Chairman contacts the NGC Flower Show School Chairman or NGC Horticulture Instructors Chairman or NGC Design Instructors Chairman. (*This contact information is available on the NGC website*).
3. NGC replacement Instructor must be in good standing and approved to teach from approved instructor's outline, using previous instructor's examinations.
4. If approved replacement cannot be found, students may attend and receive credit for other subject/s, but subject/s in question must be postponed. Students may not receive credit for any course until all subjects have been taught and examinations passed.

EMERGENCY DURING COURSE

1. If NGC contracted Instructor is unable to complete lecture, the Local Flower Show School Chairman contacts the State Flower Show Schools Chairman who contacts the NGC Accrediting Chairman for that Region or IA Accrediting Chairman.
2. If another NGC Instructor is available, that NGC Instructor may complete the lecture. That instructor need not be approved to teach the subject.
3. If no instructor is available, the subject MUST be postponed and taught at a later time.
4. Students receive credit for subject having been taught and examinations passed, but do not receive credit for the Course until all subjects have been taught and all examinations passed.