

HANDBOOK EXAMINATION CHECKLIST

The NGC Flower Show Handbook examination is offered twice a year – the fourth Thursday in April and the fourth Thursday in October.

NOTE: Student Judge submits Forms 2 **AND** 3 to State Flower Show Chm. **at least eight (8) weeks** prior to the exam date. (Fourth Thursday in April; fourth Thursday in October.) The fourth course must have been taken at least four (4) months prior to the exam date. All other requirements including passing all four courses, judging, exhibiting, schedule writing must have been fulfilled.

ALL FLOWER SHOW FORMS CAN BE FOUND ON THE NGC WEBSITE

STATE FLOWER SHOW SCHOOLS CHAIRMAN RESPONSIBILITIES

DUTIES	Date Accomplished
8 WEEKS OUT	
Review student judge’s Form 2 and 3 for eligibility to take Handbook examination. (Eligibility requirements can be found on page 114-116 of the <i>Handbook for Flower Shows</i> .)	
Arrange location/s and proctor/s for testing.	
Notify students of eligibility to take the exam, providing the student with the date, time, location, phone number of the proctor. Send a copy of past Handbook examinations to students. (Previous exams can be requested from the NGC Handbook Examination Chm. for that Region.	

6 WEEKS OUT	
Email Form 4 to NGC Handbook Examination Chm. for that Region (or IA Handbook Examination Chm.) with the number of student judge applicants that will taking the Handbook exam.	

4 WEEKS OUT	
When NGC Handbook Examination Chm. for that Region (or IA Handbook Examination Chm.) sends a copy of the current Handbook Examination, Flower Show Schools chm. makes a copy for each student and assigns numbers and records this number on Form 5 for each student judge taking the exam.	

Places individual exams, with student numbers in the upper right hand corner of each page, in individual sealed envelopes. Envelopes are signed with each individual student judge's name and assigned number.	
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2 WEEKS OUT	
Place sealed envelopes plus Form 5 in a Priority Mail envelope and mailed to proctor at least two (2) weeks before the exam date, with a return stamped self-addressed Priority Mail envelope included.	
Send directives to local proctors: <ul style="list-style-type: none"> • Proctor collects a check made out for \$5.00 payable to NGC, Inc. from each Student Judge. • Proctors do NOT open the sealed examination envelope until all students are present and testing begins. • Proctor provides students with assigned envelope. • After the three-hour exam, proctors put exams and each student's \$5.00 check in the return Priority Mail envelope and immediately mail the exams to the State FSS Chm. 	

AFTER THE EXAM	
Set the student judge's individual Form 3 and student checks aside.	
Mail all exams immediately to the NGC Handbook Examination Chm. for that Region (or IA Handbook Examination Chm.) along with two (2) copies of Form 5 and a return stamped self-addressed Priority Mail Envelope .	
When NGC Handbook Examination Chm. for that Region (or IA Handbook Examination Chm.) returns graded exams with a copy of Form 5 (with only the student judge numbers and corresponding grade), State FSS Chm. must: <ul style="list-style-type: none"> • Add names and addresses to the returned Form 5 • Add student's exam grade on Form 3 (Student Judge's Application form to become registered as a new judge.) • Mail the two (2) copies of Form 5, the completed Form 3, and the \$5 check from each <i>passing</i> student to the NGC Handbook Examination General Chm. or IA Handbook Examination Chm.] <p>NOTE: Form 3 and the \$5 check is returned to those students failing the HB examination, as well as instructions on when the student judge can retest.</p>	
Inform student judges of test results and returns the examinations.	
Notify State or Country's Judges Credential Chm. of those student judges passing so Credential Chair can prepare file for newly Accredited Judges.	