



Colorado State University 4-H Horse Advancement Level Program Policy Guidelines & Information for Specialists, Raters, & Leaders

Updated October 2024

Please note that the following are recommendations and guidelines. Individual County rules and regulations may vary. A county may elect to impose more stringent rules than the state, however a county may not have rules that are less stringent than the current state rules.

Background of the Program:

The Advancement Levels program is a logical step-by-step guide to teach youth horsemanship and horse care. The Advancement Level chapter in the 4-H Horse Member's Manual serves as a leader's and member's guide. This chapter explains the basics of the Level's program.

Safety and proper basics are stressed throughout the Levels program. The skills learned in the beginning levels are reflected in properly mastering the more advanced levels. A solid and consistent foundation is extremely important. The program should be seen as a progression of building upon the basics as a member advances their project animal through the levels.

It should be recognized that not every youth will want to master all levels. However, it should be realized that the first two levels teach the basics of horse safety, care and riding for general pleasure and performance. It is therefore encouraged that all members participate in at least Levels I and II. Level III is for the serious horse person and Level 4 is for the youth that strives to master the more advanced training skills/maneuvers in his/her riding/performance.

The competency tests were developed to ensure members and horses can safely participate in classes that incorporate the skills being tested as well as aid youth in achieving their goals in specific disciplines and riding skills which may advance them to further their opportunities and accomplishments in the horse industry.

It is important to understand, levels tests (Discipline and Competency Riding Tests) evaluate the rider and horse's ability to perform/execute the individual skills and maneuvers needed in various show classes or activities as standalone/individual components. This allows them (horse and rider) to focus on the execution of each skill/maneuver (individual parts), verses in an exhibition or show context, where these skills/maneuvers will be performed in succession making the show performance more challenging. This allows members to develop in a progression from mastering the individual pieces and develop into exhibition/competitive settings where skills are combined. Show management should ensure exhibitors have met the competency needed to safely exhibit in classes that the skills being tested are required.

Purpose:

The Advancement Levels program is a teaching guide which combines many aspects of horsemanship and horse care.

The 4-H levels program is designed to apply to Western and English riding skills that encompass all disciplines. This gives youth an opportunity to master skills and move through the advancement program while exploring different competencies.



Reference materials for the Advancement Level program include:

1. 4-H Horse Project Members Manual (MA1500)
2. Colorado State 4-H Horse Rule Book (LA1500)
3. United States Equestrian Federation Rulebook, usef.org
4. AQHA Rule Book

Safety:

Pre-Level 1 Safety Ground Work Test- This is a foundation test to be used to evaluate members and their horses who are not ready for riding their horse. It is used to ensure the member has the basic handling skills to be safe. It will also evaluate the general temperament of the horse and the safety. (Counties may use this to evaluate a member who only wants to participate in showmanship or ground work classes.) We encourage counties to use this alongside the Colorado 4-H Horse Safety 101 educational program. This is not a pre-requisite for other tests or competencies and not needed in conjunction with the Pre-Level 1 Safety Riding Test.

Pre-Level 1 Safety Riding Test- This is a foundation test to be used to evaluate members and their horses who are not yet ready to pass Level 1. It is used to ensure horse and rider have the basic handling and riding skills to be safe. Counties may use this to evaluate riders ex: (walk trot riders, riders coming to horse clinics, basic horse shows, and county events). We encourage counties to use this alongside the Colorado 4-H Horse Safety 101 educational program.

- We recommend that all members are evaluated at the Pre-Level 1 Safety Riding Test with each IDed horse before using that horse at 4-H functions. For example, the 4-H Leader could meet with members and their horses individually before a county or club horse activity.
- Every member must start with Level 1 in any discipline, regardless of their riding experience.

Levels application:

Levels advancement will be applied to each **horse and rider combination**. 4-H members with multiple horses may choose to start a new horse or a backup horse at the highest level they have successfully completed in each discipline, or they may drop back and start a new horse at Level 2 (if they are rated higher) for each discipline.

Important: Competencies must be passed with each horse and rider combination.

Horse and Rider Combination Rules:

- Level Advancement:
 - Level advancement applies to each specific horse and rider combination.
- Members testing on another horse:
 - Members testing on another horse have two options when testing a new or backup horse:
 1. Start at the highest level they have successfully completed in each discipline.OR
 2. Drop back to Level 2 (if rated higher) to start the new horse for each discipline.
- Competencies:
 - All competencies must be passed in succession with each specific horse and rider combination. Therefore, if a member wishes to exhibit multiple horses, each IDed horse must pass the appropriate competency for the class being exhibited with that horse.



Equine Disciplines available through the Colorado 4-H Horse Program:

1. English Disciplines: (These may be ridden in Hunt, Dressage or Saddle Seat tack and attire)
 - Level 1 - Novice
 - Level 2 - Limited
 - Level 3 - Performer (Advanced)
 - Level 4 - Horsemaster (Advanced Mastery)

2. Western Disciplines:
 - Level 1 - Novice
 - Level 2 - Limited
 - Level 3 - Performer (Advanced)
 - Level 4 - Horsemaster (Advanced Mastery)

Equine Competency Certificates available through the Colorado 4-H Horse Program:

1. Gymkhana Competency Certificate
2. Trail Riding Competency Certificate
3. Roping Competency Certificate (example: Heading, Healing, Breakaway)
4. Driving Competency Certificate
5. Over Fence/jumping Competency Certificates (Hunt Seat Tack and Attire)
 - a. Limited Over fence/jumping competency Certificate
 - b. Advanced Over fence/jumping competency Certificate - Prerequisite required of successful completion of English Level 2)
6. Ranch Horse/Cow Horse Competency Certificates
 - a. Limited Ranch Horse/Cow Horse Competency Certificate
 - b. Advanced Ranch Horse/Cow Horse Competency Certificates - requires the prerequisite of successful completion of level 2 western)

Process for members to advance through the Levels Program:

1. We recommend that all members are evaluated at the Pre-Level 1 Safety Riding Test.
2. Every member must begin with Level 1 in any discipline, regardless of their riding experience.
3. Complete and pass the written test(s) in chronological order (1, 2, 3 & 4).
4. Complete and pass the riding test(s) in chronological order for each discipline.
5. Complete and pass the Horse Competency Certificates at whatever level is appropriate for the certificate completion. Each competency certificate may have its own pre-requisites for participating and testing.

Example: Ranch Horse prerequisite- Ranch Horse/Cow Horse Limited maybe taken after fully passing Western Level 1. Ranch Horse/Cow Horse Advanced can be taken after completing the Ranch horse/Cow Horse limited and after Level 2 Western.

- Members may progress through all disciplines; however, a member cannot laterally move across the levels. For example- A member must be Level 2 western to attempt advanced cattle/ranch competency certificate. A western Level 3 rider is not eligible to do English advanced jumping without completing the English Riding level 2.



Riding Disciplines and Competencies

Safety Tests

Pre-Level 1 Safety Ground Work Test

Pre-Level 1 Safety Riding Test

Discipline Tests

Western Levels

English Levels

1 = Novice

2 = Limited

3 = Performer (Advanced)

4 = Horsemaster

(Advanced Mastery)

1 = Novice

2 = Limited

3 = Performer (Advanced)

4 = Horsemaster

(Advanced Mastery)

Competency Tests

**Must be level 1 or higher to do competency testing please see the advancement guide for more details.

Gymkhana

Trail Riding

Roping

Driving

Ranch

Over Fences



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Limited

**Must be Level 1
Western or higher

Advanced

**Must be Level 2
Western or higher

Limited

**Must be Level 1
English or higher

Advanced

**Must be Level 2
English or higher



Written Testing:

Standardized written and riding tests have been developed for all levels and copies should be on file at each Extension Office. Riding tests and the written test study guide can be found on the Colorado 4-H Horse Levels Testing webpage: <https://co4h.colostate.edu/program-areas/horse-resources/levels-testing/>

Members may take written and/or riding tests as many times as necessary to advance. Test administrators may wish to rotate between Test A and Test B for Levels 1 and 2 if a member must take the written test a second or third time.

Please note that the length of time that completed written and riding tests are kept on file as well as the method of storing and disposing of tests is up to the discretion of the local Extension Office. We recommend an organizational system that maintains tests until the member “Ages out of the program by reaching 19 years of age.”

Each Level requires the member to pass the written AND riding test. A member must pass the written test with a score of 80% or better. The member must also pass each category and component of the riding test.

Members will use their ID'd project horse for Levels testing. See “Hardship Definitions” for more details.

Written Testing Processes:

1. 4-H County Specialists (Agents) and/or assistants (including 4-H Horse Leaders) appointed by the Extension Office may administer and grade the written tests.
 - c. The Level 1 Written test may be administered outside of the County Extension office under the strict guidelines of the County 4-H Specialist (Agent)/ Extension Office.
 - d. Levels 2, 3 & 4 written tests must be administered under Extension Personnel supervision. Tests are not permitted to leave the Extension Office.
2. Please note that the written tests are not discipline specific and are based on a broad range of general equine knowledge.
 - a. There are four written tests: Levels 1, 2, 3 & 4, with each level progressively requiring more knowledge of the horse project.
3. It is recommended that written tests be taken and passed prior to the administration of the riding test, however, it is not mandatory, and the riding test may be given prior to the written test, at all levels.
 - a. It should be noted that each county may have separate rules regarding this matter so be sure to inquire with your County Office.
 - b. It is required to wait at minimum one business day before re-taking a test. The HAC recommends a 48-hour holding period before re-taking a test.
4. Members are encouraged to review their tests after the examination but are not permitted to retain a copy or take photos. All test records will be kept at the Extension office.
5. The written test for each Level is identical for English and Western. Therefore, it is not necessary for the 4-H member to retake the written test once he/she has passed it for a certain discipline Level.
6. Written Test Study Guides are available online at: <https://co4h.colostate.edu/program-areas/horse-resources/levels-testing/>



Riding Test Process:

1. County 4-H Specialist (Agents) providing they have a confident working knowledge of equestrian activities and active 4-H Horse Leaders are permitted to test members for the Pre-Level 1 Safety and Level 1 riding tests.
2. Riding tests levels 2, 3 & 4 and competencies must be administered by a HAC state certified rater.
3. Testing fees should not exceed \$20.00 per test. This fee is to go towards direct expense reimbursement & appropriate government mileage rates for raters per event.
4. The HAC highly recommends that Level 2, 3 & 4 as well as all competency tests are administered by a Rater NOT associated with the member's club or with a rater who has no personal or professional contact with the member being rated. However, at the discretion of the County 4-H Specialist they may deem it necessary to allow an exception to this policy to meet the overall needs of their county 4-H Horse Program.
5. Competency tests may be administered at the same time as a discipline test as long as the horse and rider have completed the prerequisite before attempting any portion of the competency test.
6. The rater will submit a copy of the riding/competency test to the member's local Extension Office, where upon the member and/or the member's club leader may request to have a copy for their records. Tests will not be accepted from a member to the extension office.
7. Riding tests are accessible through each Extension Office or online at:
<https://co4h.colostate.edu/program-areas/horse-resources/levels-testing/>



Rater Certification Process:

1. Raters need to complete a State sanctioned Rater Training and maintain certification every five years to administer/ rate Level 2, 3 & 4 riding and competency tests.
 - a. Raters must be active 4-H Leaders within a Colorado county to receive and maintain 4-H Rater Certification.
 - b. Raters must be certified in each discipline and competency they choose to rate in.
 - c. Colorado 4-H Horse Leaders are approved to administer/ rate Level 1 riding tests at the discretion of the County 4-H Specialist, who will evaluate the leader's qualifications to administer the test(s).
2. Apprentice Rater Certifications:
 - a. Traditionally for Levels ¾ and Competencies, however, could be for any Level, we have offered an Apprentice Rater Certification.
 - b. After completion of a Rater Training and having the knowledge base to rate Levels ¾ or Competencies, individuals may be asked by the levels committee to shadow a veteran certified Rater. To "Shadow" means to accompany a certified Rater as they rate/ evaluate a 4-H member during a Levels test.
 - a. The "Shadower" will also critique the member as if they were performing the evaluation, completing all scoring and commenting appropriately on the rider's skills.
 - c. The shadowing individual's test will be compared to the certified Rater's test for evaluation of knowledge and appropriateness of comments.
 - d. In order to become certified in Levels 3/4 and Competencies for each discipline, the "Shadower" must receive a positive evaluation from the Rater and submit a completed Shadow form to the State 4-H HAC Levels Chairperson.
 - a. Shadow forms are available upon request from the Levels subcommittee Chairperson or on the Colorado 4-H Horse Levels website.
 - b. Your name will then be listed on the state website with your current certification levels and disciplines.
 - e. It will be up to the person needing to shadow to find and contact a certified rater and ask permission to shadow.
3. **INDUSTRY PROFESSIONAL 4-H RATER CERTIFICATION:** If there are industry professionals or carded judges who would like to become a 4-H Rater, they may be granted rater certification without attending a sanctioned 4-H Horse Rater Training by completing the following steps:
 - a. Complete and submit an application to State 4-H HAC and include the following:
 1. Explanation of how you meet these qualifications: Industry professionals include someone who is an association carded judge, or they train/provide lessons on horses as their main source of income and are a member of an equine association.
 2. 3 letters of recommendation stating the individual's qualifications related to equine riding skills and abilities to pass through levels (one letter must be from their local CSU Extension County Specialist)
 3. Complete an online module training for the Colorado 4-H Youth Development program on positive youth development in the Rater training program.
 4. Complete the online/classroom overview of the Colorado 4-H Horse levels program. (Session 1) (Usually the Friday Night Session of the in-person training.)
 5. Becoming an enrolled Colorado 4-H Volunteer Leader and maintaining enrollment annually.



Re-Certification Process for Raters (maintaining your certification.)

1. Colorado 4-H Horse Level Rater recertification requirements:
 - a. All current raters are expected to recertify every 5 years.
 - For 2024-2025: Any rater who has not attended a rater training within the past 5 years are highly encouraged to attend a scheduled training as soon as possible.
 - For 2025-2026 year it is expected the raters will follow the 5 year recertification process.
2. To Re-certify: It is the Rater's responsibility to remain current, regarding their understanding and familiarity with the rater certification requirements as well 4-H volunteer enrollment status.
 - a. Raters can attend an in-person State 4-H HAC rater training and recertify every 5 years

OR

 - a. Complete the Colorado 4-H State Rater Re-certification Webinar training – (every 5 years)

AND

 - b. Pass the re-certification test at the end of the trainings.

Expectations of Raters during testing situations:

This information is provided for County 4-H Specialists (Agents) and 4-H Leaders to know what is expected of the member and the Rater during the testing process. (Excerpted from the "Protocols for Raters")

1. The Rater is there to find out what the member knows, not to teach them how to ride or perform specific maneuvers. If they don't know how to do the maneuver, mark the maneuver as fail, make a written comment with details and move on to next maneuver.
2. When possible, level/competency testing should be done in a different arena than the one a member usually rides in.
3. Youth should be in appropriate attire while testing. When you are asked to rate, you may want to remind the person requesting your services of this expectation. If a child shows up without proper attire, inform them as soon as possible so they can change or make another appointment. Hat or helmet, hair secured neatly, clean long-sleeved shirt, clean pants or breeches and boots suitable to the discipline being tested are expected.
4. Since we expect youth to test in appropriate attire, we also ask that raters show up to test in appropriate attire for a horse environment.
5. When testing, the rater should come prepared with copies of the tests you will be giving and any other materials you may require (tape measure, ranch horse items, jumps etc.) If you do not have these items, be sure to inform the person requesting your services that these items will be needed. Remember, you are the expert on level testing in these situations.
6. Try to stay as positive as possible. Youth are always nervous in a testing situation, do what you can to help them feel comfortable. Only ask the rider to perform the maneuvers listed on the testing sheet. They may be asked in any order. If they are having trouble, skip the maneuver and come back to it later. Youth are typically given several chances to complete a maneuver successfully, unless it is obvious they do not know how to ask their horse for the maneuver. A member should not be given an unlimited amount of time to complete a maneuver they are having trouble with. A level test should last no more than an hour.
7. Ask the oral questions that are on the level III & IV riding tests before or after the riding portion of the test. Do not ask other questions during the testing. Youth are being tested on their riding ability at this time, not on their horse knowledge.
8. Do not touch a child or their horse during testing.
9. If a member is obviously failing a test and is becoming frustrated, the rater may want to ask the member if they would like to continue the test or not. They have asked you to test completely, so if they would like to continue, rank them accordingly. Even if they are already failing, completion will give them a better view of everything they need to work on before trying again.



PASS/FAIL guidelines:

PASS guidelines:

- (Excellent/Mastery)-If applied to specific maneuvers, the maneuver was consistently executed correctly and fluidly. If applied to an overall impression, the maneuver was correct and present during all parts of the test.
- (Proficient)-If applied to specific maneuvers, the maneuver was executed correctly most of the time and generally fluidly, with minor flaws. If applied to an overall impression, it was presented correctly and consistently throughout the test with minor lapses.
- (Meet Expectations)- If applied to specific maneuvers, the maneuver was executed correctly, but may be better on one side than the other, or execution was inconsistent. It's clear that the rider can apply the aids correctly. If applied to an overall impression, the basics are present, but elements may have been briefly incorrect or absent during the test. Rider may have needed prompting (not teaching!) from the rater.

FAIL guidelines:

- (Not yet proficient)- One or more of these is true to a greater or lesser degree:
- Rider is unable to produce the maneuver in one or both directions.
- Horse repeatedly balks or misbehaves.
- Rider asks rater how to execute a maneuver or needs significant guidance on what is needed to meet expectations.
- Demonstrates a lack of understanding of the aids and cues needed to achieve the desired results or of what the correctly executed maneuver/skill should be.

If any maneuver is scored as a FAIL, the member must retest.

10. After the test is complete, the Rater should make it clear to the member whether they passed or need to retest and take the time to tell the member how they did on each maneuver and why they scored as they did. This is best done in a place that supports positive youth development without the influence of peers. It is encouraged to take the youth out of a large group and still in a public area to discuss what they could improve upon with a specialist or 4-H volunteer present. If a parent is available, it is helpful to go over a failing test with them, so they are aware of what their child needs to work on before retesting.
11. Rater should submit the test to the member's Extension Office within one week.
12. It is highly suggested that Raters make and keep a copy of all tests administered for their own records.

How to find Certified Raters to test your 4-H members:

1. The CSU Extension 4-H Youth Development website hosts the list of certified raters by discipline.
 - a. Find the current list of Raters online at: <https://co4h.colostate.edu/program-areas/horse-resources/levels-testing/>
2. Talk to other 4-H Horse Leaders to see who they recommend.
3. Talk to neighboring counties to see which Raters they have used and recommend.
4. Carefully select Raters for their area of expertise. Do not expect a person to rate all disciplines and levels.



State 4-H Horse Show

All members wishing to participate at the State 4-H Horse Show must have passed the written and riding tests for Advancement Level 1 and any competencies required for specific classes prior to State Show entry deadline, or established County deadline.

Members wishing to show at State Fair should always check the current Colorado State Fair Premium Book for the current rules and requirements.

Awards & Recognition: (Statewide Incentive Program in Development)

It is recommended that incentives are given to members as they take the time and effort to advance through the Levels Program. The Levels program is a rare opportunity for the member to be successful in a non-competitive format. Not all members will win horse shows, but any member who has the desire and ambition, can reach success in the Levels program. It is the hope that youth are rewarded for their hard work and dedication. Reward systems are up to county preferences. A Statewide Incentive Program is available see posted list of incentives on the State 4-H Website. Incentives can be ordered by July 1st so that they can be received in time by county fall awards programs.

Hardship Definitions for Level Testing on a non 4-H ID'd horse:

The 4-H program is about youth development. The intent of permitting a youth to use a substitute horse is to allow youth an opportunity to still pursue excellence, knowledge, and higher horsemanship skills, even when their project horse is not useable due to physical inability, injury, or death of horse.

Criteria that must be met for a 4-H Member to be eligible for substituting a horse for the purpose of taking an advancement level test:

- 4-H member must be 16 years or older.
- Substitution is only an option for an individual wishing to pass Level 4, regardless of discipline.
- A member's horse must have had training close to being able to pass Level 4, prior to the death or injury of the horse. A 4-H leader, parent or other knowledgeable adult must be willing to validate this.
- The 4-H member must provide a veterinarian's statement on the physical inability of the horse to perform the required maneuvers, injury acquired or death certificate for the horse.
- All aspects of the level test must be passed with the same standards as if it were the member's own horse being used. The owner of the horse may not assist the member in any manner during the level test. It is recommended that the member practice with the substitute horse on several occasions, prior to taking the level test.



Colorado Extension Specialist (Agent)/Parent/Member Horse Levels FAQ's

1. How do I get kids tested?
 - It is very important that Leaders and Parents discuss any plans for Level certifications and competency tests with their County Agent. Everyone needs to be on the same page.
 - Group testing- Counties or Clubs can host a "Level Testing Day" where a date is set and Rater(s) are brought in to go through all the kids wanting to test.
 - Individual Testing- Contact an HAC approved Rater from the list on the CSU Equine Extension website to set up a private testing time.

2. County Specialist (Agent): "In reference to Levels Exams, can I simply record the scores, levels and names in a spreadsheet and toss out the physical tests? Or do I need to keep those as reference?"
 - Please note- Each Extension Office may have different policies in regard to keeping records on 4-H members.
 - It is recommended that Extension Offices keep hardcopies of all tests while the member is still age eligible for 4-H enrollment.
 - Elimination of records would be advisable only after the member has graduated and/ or aged out of the program. This protects your office, in the event a member was inactive for a period of time in the middle of their 4-H career but decides to come back to 4-H later on.
OR
 - Another option would be to eliminate the records of members who have been "inactive" for two/three years.

3. What if members have changed counties? If they aren't in our system, is it okay to assume they don't need their scores, if they haven't asked for them to be sent over?
 - Probably not. If you know the county they have moved to, you can forward their records to that Office. If that's not the case, it is recommended that the office keeps the records on hand for 2/3 years, in the event the member asks for them later.

4. We want to have a rater training; can you explain the steps? Cost, Locations, State trainers, needs, etc.
 - Visit the CSU Extension 4-H Youth Development website to download an application or directly contact the HAC Levels Chairperson to have one sent to you.
 - The application outlines the requirements needed to host a successful Rater Training:
Basic requirements:
 - a. Arena (indoor for inclement weather seasons)
 - b. Classroom for PowerPoint presentations
 - c. Lodging for raters if needed
 - d. Cattle and a cattle appropriate facility (if requesting a Ranch/Cow Horse training), and Poles/ Standards for Jumps in the Hunter Seat tests.
 - e. 4-H members to ride the tests. If no current 4-H members are available to take the levels and disciplines of the tests being administered, it is permissible to bring in demonstration riders to perform the tests.



5. What are the recommendations for members that need assistance taking the written portion of tests? Are only certain people allowed to help them? What are your/State Horse Committees' thoughts or rules?
 - The Colorado State 4-H program does not discriminate against anyone.
 - For non-readers, a reader may be provided. That reader may not make any additional comments during the written test.
 - For those members with a physical disability, someone may be appointed to mark the test answers and/or write answers on the test sheet. Again, that person may not render any assistance to the member being tested.
 - The HAC recommends anyone assisting a youth with testing not be associated with that member or their club and should be an adult.

6. Can our County Office/ Fair Board/ Horse Committee create rules that go 'above and beyond' the rules created by the State?
 - Yes. However, rules may not be less stringent than the current state rules.

7. Are there study guides for the Levels Exams? Riding and/or Written?
 - Written tests have study guides available on the CSU Extension 4-H Youth Development website under the Horse Project information.
 - Riding tests are "open" knowledge tests, meaning members should have access to the actual tests prior to taking them. Riding tests are available on the website.
 - The HAC recommends Leaders and Parents have 4-H members practice riding the test in front of parent/leader/trainer to simulate the actual process. This will best help the member understand the testing format and help quell nervousness the day of their test.

8. Can members look at exams after they take them? Can they take them home? How long do they need to wait to take the exam a second time?

Written tests

 - The written level tests II, III & IV must remain in the Extension Office. Members are allowed to review their tests once graded. Copies are not allowed to be sent home with the member, nor notes taken during the review process.

Re-take policy on a failed written test

 - This is up to the County's discretion. Some counties allow a member to re-take a failed written test as soon as the next business day while others require a 48-hour hold. It is recommended a 48-hour test holding period.

Riding Tests

 - Raters are to turn the completed Riding Tests to the 4-H member's Extension Office. It is recommended that the rater provide the member with a copy of the test. If the member does not receive a copy from the rater, they may request a copy from their County Extension Office once it has been received.

9. Am I allowed to give a Horse Leader the Written Level 1 exam key? Or do they need to be returned to me for grading?



- Level I Written Tests may be administered and graded outside of the Extension Office by an appointed person. However, the HAC recommends that all completed tests are graded at the Extension Office and the test's Answer Keys remain at the Extension Office.