

## PACT Assessment Guidelines (Option 4)

Option 4 is for external applicants that can show evidence of the following:

- Studied at Level 4
- Minimum of 2 years industry experience
- CPD relevant to the sector

If you meet this criteria, the first step to your application is to complete [this form](#).

Please include a professional reference at this stage.

Once your qualifications and accreditations have been checked and you have met the criteria, you can then book and pay for your viva, theory and practical assessments - <https://www.pact-dogs.com/membership>

### **Viva assessment**

The PACT viva assessment is a 30 minute interview with 2 of the PACT Directors. You will be asked a range of questions about your experience, current business activities and your training ethos.

Please familiarise yourself with the [ABTC ATI Standard](#) before sitting your theory & practical assessment.

### **Theory assessment**

The PACT theory assessment is administered online via software called TestInvite. You will receive an invitation via email to commence the assessment shortly before the

time and date booked through the office. Please watch our accompanying video before reading this document - [https://youtu.be/J8ED2Evc\\_nl](https://youtu.be/J8ED2Evc_nl)

### **System Requirements**

- A laptop or a desktop PC (plug it in so you don't run out of battery!)
- A good and reliable internet connection
- Chrome/Firefox/Opera browsers (Internet Explorer is not supported by the testing platform)
- A functioning webcam (so that we can monitor you and ensure test conditions are met)

*Please note that due to the requirements (screen locking and screen recording), the test cannot be taken using a tablet or mobile phone.*

### **If you are using a Mac**

You will need to use Chrome and enable screen sharing by opening System Preferences > Security & Privacy and checking the box next to Google Chrome in the Screen Recording Tab.

### **Help! Will it work?**

You can test whether you can access the software using this link -

<https://www.testinvite.com/assessment/task/PUmupgcSE4i0vdDDyCJa/room/>

### **Topics covered**

Only topics that have been covered in the PACT CTIC course and that are relevant to the ABTC ATI standard will be included in the test. This includes:

**Learning theory:** Stimulus ABC/Contingency/Classical Conditioning/Operant Conditioning/Positive reinforcement /Negative reinforcement/Positive punishment/Negative punishment/Primary and secondary reinforcers/Jackpot reward/Schedules of reinforcement/Chaining and back-chaining/Extinction/Training fallouts/Premack's theory of reinforcement/Motivation/Deprivation level/Satiation/Factors that affect learning/Aversive training/consequences of using aversive methods

**Dog Law and Animal Welfare:** Identification requirements/Dangerous dogs (Under

Section 9 Animal Welfare Act 2006)/Law on e/shock collars/Canine needs  
Canine Husbandry: Vaccinations/Parasites/Large/deep chested dogs risk/Type of  
feeder, e.g. carnivore?/Poor diet, signs of/First aid basics

**Body language:** All aspects of reading face/features/body (linked to emotional  
states)/Signs of discomfort, anxiety and stress/dogs and owners/Signs of escalating  
aggression/Ladder of aggression/Canine communication

**Other:** Risk assessments/Equipment/Managing stress/high arousal  
(dog/person)/General questions about running classes/Positive and negative verbal  
and non-verbal feedback from clients/Canine predatory sequence/Canine  
pheromones/Dealing with clients/people/ Health and safety

### **How long is the theory assessment?**

You are allowed a total of 90 minutes and you may submit your test whenever you  
are ready – there is no need to wait for time to elapse. However, you are welcome to  
use the total time available. Please note that you will need to remain seated at your  
screen for the duration of the test (See online moderation and test conditions below).

Therefore you might want to do the following to prepare:

- Make sure you visit the toilet before you sit down to undertake the test.
- Remain hydrated, but be aware that we do not permit toilet breaks.
- Ensure you are sitting comfortably throughout.
- Ensure that you will not be disturbed by pets/partners/family members (any  
interruption by the aforementioned will void the test).

### **What is the pass mark?**

The pass mark for the theory assessment is 80%.

### **How is the test structured?**

- The theory assessment consists of 50 multiple choice questions.
- You will have access to all questions throughout (as opposed to individually timed  
questions) and you will be able to navigate back and forth between questions.

### **What happens if you fail the assessment?**

- Students are allowed to retake. A fee for resitting the test will be incurred. Retests are individually rearranged via the PACT office.

### **Test demos and practice assessments**

A Testinvite standard demo for multiple choice questions can be requested within the software (not via the PACT office). The questions are not PACT-related but will give you a feel for the test procedure.

You can watch our revision prep recorded webinar here which outlines some of the questions you may be asked (please note that as of January 2022, free text answers are no longer included in the assessment, it is multiple choice ONLY) -

<https://youtu.be/8SXINXm8Bs0>

### **The important stuff about exam conditions . . .**

#### **Regarding the sharing of test questions among students:**

Please note that although the test topics remain the same, different equally weighted questions are drawn from our question bank for every test date. Questions and answers are also shuffled for different tests. Therefore, two students from the same group taking the test on different days will be sitting different tests - but the tests will be equally weighted in terms of difficulty level and marks.

#### **Online moderation and test conditions**

The assessment moderation and test conditions include:

- Session screen recording
- Full screen lock
- Test log and analytics report
- Screen copy function disabled

#### **Session screen recording**

When starting the test, you will be asked to agree to both screen capturing (recording) and webcam monitoring. The entire test session will be recorded and monitored. This means:

- You will need to remain seated, in front of your screen and in full view of your webcam at all times.
- You will need to ensure you are not disturbed by anything or anyone for the entire test duration.
- Breaks are not usually allowed during the test.
- You may have a blank piece of paper and pen to make notes but please show this at the beginning of the test so that we can see there are no revision notes written down before the assessment begins.
- Tests will be monitored for movements outside the webcam area (see below).

**The following will invalidate the test:**

- Leaving the room or not remaining seated at any point throughout the test.
- Getting up and leaving the webcam view area.
- Being seen using a phone or looking at notes or published material (please switch our mobile off and/or leave it in another room)
- Any behaviour the assessor(s) deem suspicious.

*If you have any concerns about the above, please contact the office to discuss your requirements and we will endeavor to adjust the test conditions where appropriate or necessary.*

**Full screen lock**

Following on from agreeing to screen recording, you will be asked to switch to and agree to full screen mode. This means your screen will be 'locked' into full mode for the duration of the test. This is to prevent looking up information on your laptop/desktop during the test. A specified number of violations will be allowed during the test, in case you escape full screen mode by accident. If this happens, you will be given a specified number of seconds to get back to full screen mode. If you do not return to full screen mode within the specified time, the test will stop and be invalidated. If the specified amount of violations, i.e. escape full screen mode, is exceeded, the test will automatically stop and be invalidated.

**Screen copy function disabled**

- Text copy and screen print functions are disabled during tests.

### **What happens if cheating is suspected or there is evidence of cheating?**

Should an incidence of cheating be suspected, a student's test, i.e. test log, analytics, and screen recording, will be reviewed by 3 assessors, and a decision on the best course of action will be decided by all three. Depending on the assessors' investigation and the evidence, a student may either:

- Be required to undertake a shorter online oral recorded test assessment via Zoom with two assessors.
- Be prohibited from proceeding further with PACT assessment and prevented from pursuing PACT membership on a permanent basis. No refunds will be given for any part of the course, or assessment.

PACT takes cheating very seriously and anyone found doing so will be dealt with accordingly.

### **What happens if technical issues occur and/or your internet connection is lost during the test?**

- The test will automatically stop and you will be locked out.
- If this happens, please email the office immediately at [office@pact-dogs.com](mailto:office@pact-dogs.com) and the test will be reset. You may not be able to carry on with the test immediately and the remainder of the test will be rescheduled.
- If a test needs to be reset, the questions you have already answered will be marked and will be counted. However, because you will have had access to all the questions, a different set of questions will need to be issued for the remainder of the test. For example, if a student had 25 questions remaining, the test will be reset to 25 different questions to those in their original test.

### **And finally . . .**

- Please don't overthink what you'll be asked during the theory assessment.
- Nothing is designed to be a trick or to slip you up, we just need you to demonstrate how fantastically knowledgeable you are!
- Best of luck from all of the PACT community!

## **Practical assessment**

The PACT practical assessment is a chance to show your skills by sending us videos of you teaching and coaching clients in a 1:1 and group setting. Please familiarise yourself with the [ABTC performance criteria](#). Once you have booked your practical assessment, you will be sent a link to a private GDrive folder so that you can upload your videos for us to watch.

Students are required to submit video recordings of one 1:1 session and one small group class for their practical assessment. In each session, you must teach 2 activities or your choice. Recall and loose lead walking are essential activities that you must choose to teach in either your group or 1:1 session. Over the two recordings that will total 4 exercises.

### **1:1 Sessions: What to cover**

- Teach a 1:1 session with one client (human) and one dog to handle.
- Choose two behaviours to teach. You can choose whatever you would like to teach, but you are expected to adapt the training to the skills of the dog and handler and to make some progress in each exercise within the session.
- Your 1:1 session should be around 20 mins (with a maximum of 5 minutes either side allowed for greeting and debriefing, i.e. around 20 minutes teaching and a maximum of 10 minutes for meet, greet, debrief, close session and say goodbye).

### **Group class: What to cover**

- Teach a group class with three clients (human), each with a dog to handle (these must not include a member of your household or your own dogs).
- Choose two behaviours to teach. You can choose whatever you would like to teach, but you are expected to adapt the training to the skills of the dog and handler and to make some progress in each exercise within the session.
- The group session should be around 20 mins with a maximum of 5 minutes either side allowed for greeting and debriefing. Your submission should be a minimum of 20 minutes, to a maximum of 30 minutes)

### **Guidelines for training sessions: Which behaviours/cues should you teach?**

You are required to teach *loose lead walking* and *recall* at least once for your assessment. You can teach these in any session you want, e.g. both exercises in the group class, both in the 1:1 or one of the exercises in the 1:1 and the other in the group class.

### **ESSENTIAL**

1. Loose lead walking
2. Recall

### **DESIRABLE (suggested ideas)**

3. Settle
4. Impulse control
5. Sit
6. Down
7. Leg weave
8. Eye contact
9. Handling
10. Retrieve
11. Play
12. (Not) Jumping up
13. Emergency stop

- Please remember – we do not necessarily need to see a dog perform a new behaviour from scratch to finish. Let the dog(s) dictate the pace. In your session, you may simply be coaching your client to lay the foundations for the behaviour, the dog may partially perform the behaviour, or the dog may perform the behaviour from start to finish reliably. Do not feel pressured to get from A to B in one session – it is better to lay the foundations or get part of the way through and do it well.

- We recommend you discuss the behaviours you are going to teach for your 1:1s with your clients beforehand to ascertain which cues/behaviours they would like their dog to learn, and to ensure suitability.

### **Other considerations**

- Please ensure you include every part of the Training Checklist in your sessions.



- A lesson plan for each session should be made and submitted with your video clips (Word or PDF format). Please label your lesson plans in the following format, “Joe Bloggs-1:1-Lesson plan”
- Please stick to the times allotted. Recordings of sessions which are too short or go on for too long may be rejected.

### **Clients & dogs**

- You must provide the clients and dogs used in your assessment unless otherwise arranged with the PACT team.
- Clients/dogs must not be related to you or living with you.
- You must provide and use different clients for the assessments.
- Preferably, clients and dogs will have limited or no experience with attending your classes or other training services.
- You should obtain your clients’ written consent to being filmed. A consent form is provided for this purpose.

### **Recording your sessions: The training area**

- The training area should be sufficient enough to run a class whilst maintaining social distancing between all. If possible, we recommend using equipment to space clients out safely, e.g. cones or barriers. You must provide the training equipment for the cues you are going to teach (this excludes collars/harnesses/leads).
- Please ensure there is adequate lighting in your training area.
- Please ensure you and your client(s) are audible and can be understood clearly throughout each recording.
- You and your clients/dogs must remain in the video frame at all times, and the faces of the assessesees and their client(s) should be visible throughout the video(s) for the significant majority of the sessions. This may be an issue for the group class. In this case, multiple videos of the same class (from different angles) may be submitted. For example, one camera could focus on you while another focuses on the group. You are welcome to use an assistant to help you record the sessions.
- If you are unsure if your training area is suitable to be recorded, please practice ahead of your sessions.

- Markers can be used to delineate your camera's frame shot, e.g. cones placed at the edge of the camera's frame shot.

### **Submitting your training session**

- You will be provided with a link to GDrive where you can upload your videos
- Please do not edit, i.e. cut, splice, add text, etc. your video clips. Edited videos will be rejected and will need to be resubmitted.
- Videos submitted for assessment must be in mp4 (MPEG-4) or mov (.MOV) format. This is the standard video format for most phones and video recording devices. If you do not have access to a device that records in mp4, free downloadable software used to convert videos into mp4 can be found online.
- Video quality should be no less than 720p, have a framerate no less than 30 frames per second (fps) and the video should be high enough quality for examiners to view and hear everything. Failure to see and hear everything will result in rejection.
- If recording outside, please be aware of possible noise disturbances and act to mitigate these as much as reasonably possible.
- Please label your video files in the following format, "Joe Bloggs-1:1-First", "Joe Bloggs-Group class".
- Video submissions will be accepted online only and cannot be accepted via post. If you are having issues accessing broadband with a suitable upload speed, please contact the PACT office.

### **Trainers undertaking their practical assessment are assessed using the following checklist to ensure the criteria are met:**

- Lesson plan
- Greeting & managing clients and dogs coming into the session
- Suitability of training venue
- History taking (brief, several questions)
- Health & safety
- Needs of the dog met? (access to water etc.)
- Equipment check
- Positioning of trainer & client

- Client/handler briefing
- Clarity of direction, coaching & explanations
- Audible & awareness of space
- Specific & individual feedback to clients
- Gathering feedback about client experience
- Adequate breaks
- Explanation of and minimal use of 'jargon'
- End of session summary & debrief
- Time management



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