

378. Os.C. units will, when recommending officers and non-commissioned officers for a course of instruction, certify that those recommended have such a knowledge of their duties as will enable them to benefit by attendance at the course.

379. The syllabus to be followed at these courses of instruction will be laid down by the O.C. Command.

380. The pay and allowances of officers and other ranks attending authorized voluntary courses of instruction will be as prescribed in the Financial Instructions and Allowance Regulations.

N.Z. Territorial Force and Cadets.

381. Commanding Officers of Territorial units and Cadet battalions will be responsible for arranging the necessary courses and classes of instruction for training prospective non-commissioned officers and for the conduct of examinations at regular intervals.

EXAMINATION OF OFFICERS FOR PROMOTION, ETC.

N.Z. Permanent Forces.

First Appointments to Commission.

382. Candidates for cadetships at the military colleges will be required to pass such entrance examination as is laid down from time to time in General Orders.

383. The professional tests, comprising examinations or courses of instruction, required of other candidates for commissions in the N.Z. Permanent Forces (except N.Z. Army Pay Corps) will be prescribed from time to time in General Orders.

384. With the exception of any variations introduced to suit local conditions, the qualifications required of officers of the N.Z. Permanent Forces before promotion will be as laid down in the King's Regulations for officers of the British Regular Army. Variations referred to in this para. will be published from time to time in General Orders.

385. Applications from officers desirous of presenting themselves for examination must be forwarded through the usual channel so as to reach General Headquarters not later than the 1st May and 1st November annually.

N.Z. Territorial Force.

First Appointment to a Commission.

386. Particulars of the examination for first appointment to commissions in the Territorial Force will be found in Appendix III.

Promotion.

387. The details of the examinations for promotion to each rank, for officers of all arms, will be laid down in General Orders.

General Instructions.

388. In all written examinations the marks gained by a candidate in any paper are liable to a deduction not exceeding 10 per cent. for bad spelling, handwriting not easily legible, marked irrelevancy, or want of power of clear and concise expression.

389. The Field Service Pocket-book will be allowed for use at all written and practical examinations, but not for answering oral questions.

390. Candidates desirous of presenting themselves for an examination for promotion or first appointment to commissions will apply to their Commanding Officer. If he approves of such applications the Commanding Officer will forward them, together with the certificates mentioned in paras. 398 and 401, through the usual channel to the O.C. Command.

391. Os.C. Commands will forward to General Headquarters—

By the 1st July annually—

- (a.) A return, on N.Z. 213, of candidates for the examination for First Appointment to Commissions;
- (b.) A return, on N.Z. 56, of officers who are desirous of presenting themselves for examinations B, D, E, or Tactical Fitness for Command, Part II; and

By the 1st January annually—A return, on N.Z. 56, of officers who secured a partial pass at the September examinations, and who are desirous of presenting themselves in the remaining subhead or subheads.

392. No candidate will be permitted to present himself for examination outside the command in which he is serving unless the authority of General Headquarters has first been obtained.

393. Examinations A, C, and Tactical Fitness, Part I, will be carried out periodically under arrangements made by Os.C. Commands.

394. Examinations for First Appointment to Commissions, B, D, E, and Tactical Fitness, Part II, will be held in commands during the week containing the second Wednesday in September, at such places as are decided upon by Os.C. Commands.

395. In addition to the examination in subjects B, D, and E held in September, a special examination will be held during the week containing the second Wednesday in April following, to allow

those candidates who secure a partial pass to sit for the remaining subhead or subheads. This special examination will commence at 10 a.m. on the second Wednesday in April, and will be conducted in accordance with a time-table arranged by General Headquarters to suit requirements.

396. Candidates for all written examinations will report themselves half an hour before the time fixed for the first subject of their examination.

The time-table for these examinations will be found in Appendix III.

397. An officer will be permitted to present himself for examination for promotion only to the rank next above that which he holds, and no officer will be eligible so to present himself unless he has completed one year in his existing substantive rank and has completed the obligatory training for the preceding year.

398. No officer of the N.Z. Territorial Force, or candidate for a commission in that Force, will be permitted to present himself for examination until he has attended a course of instruction as laid down in para. 372, and obtained a satisfactory report. Captains of Coast Artillery, Engineers, Signals, and Infantry units will be required to produce a certified copy of a certificate of proficiency in riding. A riding-certificate may be granted at any time by any Commanding Officer, after examination by himself or by a field officer deputed by him.

399. A 2nd Lieutenant appointed on probation who passes examination A for confirmation of his appointment will not be required to qualify by examination again for promotion to the rank of Lieutenant.

400. No candidate may attend a written examination D or Tactical Fitness for Command, Part II, until he has passed examination C (if applicable to his arm) or Tactical Fitness, Part I, respectively.

401. A candidate for the examination for First Appointment to Commission, or examination A or C, must be certified by his Commanding Officer as fit to present himself for examination, and as fit for promotion as regards his character, bearing, and energy, and competency to educate, instruct, train, and lead his officers and men.

402. The certificates of all candidates will be forwarded with Forms N.Z. 56, 57, or 213 to command headquarters. No certificates will be required in the case of candidates for examinations B, D, E, or Tactical Fitness.

403. Examinations B, D (except for N.Z. Corps of Signals and N.Z. Army Service Corps candidates), and E must be taken up as a whole, but an officer who fails in one subject only of examinations B and D will be required to undergo re-examination in that subject only.

404. Officers of the N.Z. Corps of Signals and N.Z. Army Service Corps may take up examination D either as a whole or in two parts. If the examination is taken as a whole, failure in more than two papers will necessitate re-examination in all subjects. If the whole examination is not taken at one time, the candidates must take at least three papers at the first sitting, and must pass in two or more papers in order to secure a partial pass.

A candidate who passes in three papers will be required to pass in the remaining two papers at the one time. A candidate who passes in two papers only in the first instance must then pass in not less than two of the remaining subjects. A candidate who has passed in four papers will be permitted to complete the examination by taking the remaining paper.

405. An officer gaining a partial pass who fails to present himself for examination in the remaining subject or subjects within one year will forfeit the partial pass and be required to take the whole examination again.

406. Brevet rank will not exempt an officer from passing the usual examination laid down before promotion to each substantive grade.

BOARDS OF EXAMINATION.

407. Os.C. Commands will be responsible for the selection and appointment of officers to conduct examinations held in their commands.

408. The number of officers to constitute a Board will be not less than two. Except in the case of the examination of officers of the Permanent Forces, when all the members will be permanent officers, at least half the Board will be officers of the Permanent Forces, and the remainder may be officers of the Territorial Force.

The senior, who, as a rule, will be an officer of the Permanent Forces, will be president. Boards conducting practical examinations will include at least one officer of the arm or branch of the service of every candidate being examined.

409. For the conduct of practical examinations the composition of Boards will be as follows:—

- (i.) Tactical Fitness for Command, Part I: President not below the rank of Colonel, and member not below the rank of Major.
- (ii.) Examination C: President not below the rank of Lieutenant-Colonel, and members not below the rank of Captain.
- (iii.) Examination A and First Appointment to Commissions Examination: President not below the rank of Captain, and members not below the rank of Lieutenant.