

# Kendo Board - Australian Kendo Renmei

## Standard Procedural Guidelines Dan Grading Examinations

First Edition

August 2017

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## 1. PREAMBLE

The Executive Committee (Executive) and the Kendo Board (KB) of the Australian Kendo Renmei (AKR) have prepared this standard procedural guideline for relevant stakeholders who have managerial and administrative roles for AKR Dan Grading Examinations.

State and Territory Kendo Associations may refer to this procedural guideline as an administrative and managerial basis of regional and local grading events.

## 2. RESPONSIBILITIES

The following stakeholders are involved in AKR Grading Examinations:

- Executive;
- Kendo Board;
- State and Territory Kendo Associations;
- Host State/Territory Kendo Association; and
- Grading Panel Members.

Each stakeholder has a range of tasks and responsibilities. These tasks and responsibilities are presented in **Table 1**. The following should be emphasised:

- The tasks listed are not exhaustive and additional tasks may be required depending on local conditions; and
- Some tasks may be undertaken by Australian Kendo Championships (AKC) officials authorised by the Executive, the Kendo Board or the Host State/Territory Kendo Association under mutual agreement with the Executive and the Kendo Board.

All AKR officials (including the host state/territory officials) and panel members attending the grading examination comply with the following attire in accordance with the AKR Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.4 (Effective from 17 April 2016):

- Suit jacket and trousers; and
- Appropriate business shirt, tie and socks.

**Table 1 – Tasks and Responsibilities**

<b>Stakeholder</b>	<b>Responsibilities</b>
AKR Executive (Executive)	<p><b>Grading Notification and Relevant Administrative Processes</b></p> <ol style="list-style-type: none"> <li>1. Set the following dates: <ul style="list-style-type: none"> <li>- Grading notification date. Registration closing date;</li> <li>- Date to advise the Kendo Board of a list of registered candidates; and</li> <li>- Date for the Kendo Board to advise the Host State or Territory Association of a list of grading groups.</li> </ul> </li> <li>2. Notify State and Territory Associations of grading examinations at the AKC by the specified notification date, and advise these associations of grading application procedures.</li> <li>3. Confirm a receipt of examination applications to each State.</li> <li>4. Prepare a list of candidates as after the closing date for receiving the details of registered candidates from State and Territory Associations.</li> <li>5. Provide the Kendo Board Chairperson with the list of candidates by a date agreed between the Executive and the Kendo Board. The Executive ensure that the list is complete and final.</li> <li>6. The final list provided by the Executive must include the following: <ul style="list-style-type: none"> <li>- Each applicant's details including, <i>inter alia</i>,</li> <li>- Name;</li> <li>- Gender;</li> <li>- Date of Birth;</li> <li>- Age on the day of examination;</li> <li>- State/Territory Affiliation; and</li> <li>- Grade to Be Attempted</li> </ul> </li> <li>7. Prepare grading certificates for all candidates.</li> <li>8. Receive a list of successful candidates from the Kendo Board at the end of the grading and present certificates to successful candidates;</li> <li>9. Upon completion of the grading examination, provide State and Territory Associations of a list of successful and unsuccessful candidates as soon as practical.</li> </ol>
Kendo Board (KB)	<p><b>Jitsugi Groups and Relevant Administrative Processes</b></p> <ol style="list-style-type: none"> <li>1. An appropriate Kendo Board member must be appointed as the Grading Manager by the Kendo Board Chairperson. This manager is responsible for the administrative and managerial aspects of the AKR grading examination. The Grading Manager or another, may also acts as the Grading Procedural Manager to ensure that the examination procedure is undertaken in accordance with the following AKR documents: <ul style="list-style-type: none"> <li>- <i>Australian Kendo Renmei, Manual of Documents, Section Two, Australian Kendo Board; and</i></li> </ul> </li> </ol>

	<ul style="list-style-type: none"> <li>- <i>Australian Kendo Renmei, Standard Rules for Dan and Kyu Examinations Manual of Documents, Section 1, Clause 1.5.4.</i></li> </ul> <ol style="list-style-type: none"> <li>2. The Grading Manager receives the final list of registered candidates from the Executive.</li> <li>3. The Grading Manager divides candidates into <i>jitsugi</i> groups (generally a group of four candidates, but a group of two or three candidates may occur depending on circumstances) in the order of age (the youngest candidates/group first and the oldest candidates/group last). In considering the <i>jitsugi</i> order, the Grading Manager takes into various considerations including, <i>inter alia</i>: <ul style="list-style-type: none"> <li>- Age on the day of examination;</li> <li>- Gender;</li> <li>- A need for supporting (<i>motodachi</i>) players in case a group has the following conditions: <ul style="list-style-type: none"> <li>- A group has only two candidates. If this is the case, one supporting player is considered sufficient.</li> <li>- If a group has two candidates who have a significant age gap of 20 years or greater between them; two supporting players may need to be considered. These players' age range should cover the middle age range between these candidates.</li> <li>- In other cases, the Grading Manager has the right to decide an appropriate number of supporting players. Consideration should also be given to a need for supporting players in the kata examination.</li> </ul> </li> </ul> </li> </ol> <p><b>Liaison with the Host State or Territory Association and Relevant Administrative Processes</b></p> <ol style="list-style-type: none"> <li>4. The Grading Manager provides the Host State or Territory Kendo Association of a list of <i>jitsugi</i> groups <u>without stating any personal information (e.g. gender, age or the date of birth).</u></li> <li>5. The Grading Manager liaises with an administrator appointed by the Host State or Territory Kendo Association (hereafter referred to as the Administrator) and ensure, <u>by communication and visual inspection</u>, that the Administrator undertakes the following tasks: <ul style="list-style-type: none"> <li>- Venue set up (e.g. court setting and a briefing room, subject to local conditions);</li> <li>- Registration and attendance check;</li> <li>- Printing registration labels in accordance with the pre-determined <i>jitsugi</i> order;</li> <li>- Printing assessment labels which are to be affixed on written examinations papers upon receiving from candidates during registration;</li> <li>- Securing sufficient human resources (e.g. registration, stewards, <i>tachiai</i>, form supply, data collection and compilation, and quality observer); and</li> <li>- Providing stationery goods (e.g. white board, labels, pens and record sheets and forms and stopwatch).</li> </ul> </li> </ol> <p><b>Examination Questions</b></p> <ol style="list-style-type: none"> <li>6. The Kendo Board prepares examination questions and provides these questions to the Executive by the Grading Notification Date. The questions may be selected from the <i>Questions for Dan Grading Examinations</i> .</li> <li>7. The Kendo Board prepares typical answers to the selected questions on the basis of the <i>Questions for Dan Grading Examinations</i>, and provides these answers for relevant grading panel members <u>on the examination day</u>.</li> </ol>
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<sup>\*</sup> The Kendo Board is currently drafting the *Questions for Dan Grading Examinations*. The questions selected are adopted from a textbook entitled '*Kendo Written Examinations, Typical Questions and Answers*' issued by All Japan Kendo Federation (AJKF) in August 2005 (全日本剣道連盟 剣道学科審査の問題例と解答例 (初段～五段) 平成 17 年 8 月). As of 25 May 2017, the KB understands that AJKF is currently planning to publish an English version of the textbook.

### **Selection of Grading Panel Members**

8. The Kendo Board appoints grading panel members diligently, fairly and independently. This selection must be undertaken at arms' length. The selection process is based on

*Australian Kendo Renmei, Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.4).*

In addition to the above document, the Grading Manager takes into account various considerations including, but not limited to

- Local resource availability;
- Technical competency; and
- Previous records of conduct.

9. The Grading Manager finalises the selection process and must advise the Kendo Board Chairperson of the selection list two months before the examination day.

10. Members of an FIK affiliate (e.g. All Japan Kendo Federation) may be appointed, following the requirements of AKR Policy 1.5.9.1.

### **Event Management**

11. Prepare a time table (Refer a typical time table to **Appendix 1**).

12. Allocate administration resources in collaboration with the Administrator. Ensure that the Administrator and his/her team members understand their roles and tasks.

13. Escort grading panel members to a briefing room without allowing any third parties to contact these members or vice versa.

14. Hold a briefing session for grading panels in the briefing room. In this briefing, the Grading Manager provides and explains:

- A typical completed grading assessment form;
- A list of grading candidates<sup>†</sup>;
- The grading assessment procedure (see Section 2.3 of the *Australian Kendo Renmei, Manual of Documents, Section Two, Australian Kendo Board*);
- Which side plays an uchitachi role (while the other side plays a shidachi role). This needs to be agreed on by panel members, and relayed to and understood by the tachiai; and
- Whether a dummy player is included in the jitsugi and kata.

15. Select the chief panel member of each panel team and

16. Ensure that the panel members understand the assessment process.

17. Ensure that a question and answer session is undertaken in an open-forum manner.

18. Escort grading panel members to the examination court<sup>‡</sup>.

19. Instruct a tachiai to commence the jitsugi examination.

<sup>†</sup> Information presented in the list may include a total number of candidates, registration numbers and ages only. No other information shall be presented.

<sup>‡</sup> If two panel members are present in a briefing room (e.g. one team for 1<sup>st</sup> to 3<sup>rd</sup> dan and the other for 4<sup>th</sup> to 5<sup>th</sup> dan), the latter team may be courteously asked to wait for a call for attendance in the room.

	<ol style="list-style-type: none"> <li>20. Monitor the jitsugi examination including data collection and compilation at the data collection table.</li> <li>21. Review jitsugi results and authorise them for issue.</li> <li>22. Assess if a dummy player is required for the kata examination.</li> <li>23. Instruct a tachiai to commence the Nippon (Nihon) Kendo Kata examination as soon as the results are announced.</li> <li>24. Monitor the kata examination including data collection and compilation at the data collection table.</li> <li>25. Review kata results and authorise them for issue.</li> <li>26. As soon as the results are announced, request the Administrator to collect written examination papers from those who have passed the kata examination.</li> <li>27. Review each examination paper in relation to legibility and formatting.</li> <li>28. Request the Administrator to provide panel members with reviewed examination papers.</li> <li>29. When the grading panels have marked the papers, ask the Administrator to recover the marked papers.</li> <li>30. Review written examination results and authorise them for issue.</li> <li>31. When the first panel has completed all requirements, request the Administrator to escort them to a briefing room and the second panel to the examination court.</li> <li>32. Repeat Tasks 18 to 29 for further groups of candidates</li> <li>33. Request the Administrator to escort the first panel to the examination court.</li> <li>34. Advise the Executive and KB Chairperson of the final grading results;</li> <li>35. <u>Collect all grading information and data, whether written or electronically controlled, from the Administrator.</u></li> <li>36. Advise unsuccessful candidates of information in accordance with the information disclosure rule (see Section 10 of this guideline).</li> </ol>
State and Territory Associations	<p><b>Notification of Grading Application Procedures</b></p> <ol style="list-style-type: none"> <li>1. Receive grading application procedures from the Executive on the notification date and disseminate the procedures at a State/Territory level.</li> <li>2. Collect registrations from grading candidates and advise the Executive of a list of registered candidates as soon as the registration closes.</li> </ol> <p><u>The Executive and the Kendo Board assume that information received from State and Territory associations is correct and do not accept any late changes of the list.</u></p>
Host State or Territory Kendo Association	<p><b>Liaison with the Grading Manager and Administrative Support</b></p> <ol style="list-style-type: none"> <li>1. Appoint an Administrator and a support team in charge of grading examinations.</li> <li>2. Liaise with the Grading Manager in relation to the grading procedure.</li> <li>3. Ensure that the following tasks are undertaken: <ul style="list-style-type: none"> <li>- Venue setting (e.g. court setting and a briefing room, subject to local conditions);</li> <li>- Printing registration labels (see <b>Figure 1</b>) in accordance with the pre-determined <i>jitsugi</i> order, which is to be provided by the Grading Manager;</li> <li>- Printing assessment labels for written examination papers (see <b>Figure 6</b>);</li> </ul> </li> </ol>



	<ul style="list-style-type: none"> <li>- Securing human resources (e.g. registration, stewards, tachiai, data compilation officials);</li> <li>- Stationery goods (e.g. white board, labels, pens and record sheets and forms);</li> <li>- Undertake administration tasks during the grading including: <ul style="list-style-type: none"> <li>- Registration and attendance check at the registration;</li> <li>- Provide candidates with the Grading Examination Synopsis (Refer a typical format to <b>Appendix 2</b>)</li> <li>- Organises steward and tachiai roles to escort grading candidates. It is suggested that taichais may change every eight jitsugis (i.e. four jitsugi groups);</li> <li>- Present the jitsugi order behind the panel table (See <b>Appendices 3 and 4</b>);</li> <li>- Supply jitsugi assessment forms to grading panel members and collect these forms from the members <u>every dan group, or every two groups if they are within the same class</u>;</li> <li>- Supply kata assessment forms to grading panel members and recover these forms from the members upon marking. Please note that forms are designed for up to <u>four pairs of grading candidates</u>;</li> <li>- Provide written examination papers for grading panel members and recover them from these members upon marking;</li> <li>- Organises for the compilation of assessment data;</li> <li>- Present the data after being authorised by the Grading Manager;</li> <li>- <u>Collect all written assessment information and examination papers, and request the Grading Manager to retain these records for one year. Also provide all electronic data for the Manager; and</u></li> <li>- <u>Destroy all electronic data as soon as the Grading Manager confirms that all data have been received satisfactorily.</u></li> </ul> </li> </ul> <p><u>Should there be any difficulty and questions, contact the Manager as soon as reasonably practicable.</u></p> <ol style="list-style-type: none"> <li>4. Present assessment results after each of the jitsugi, kata and final assessment outcomes on the whiteboard after receiving an authorisation for issue from the Grading Manager.</li> </ol>
Grading Panel Members	<ol style="list-style-type: none"> <li>1. Confirm presence or absence in response to the request by the Grading Manager by the nominated date.</li> <li>2. Attend the briefing session held on the examination day.</li> <li>3. Ask questions in an open-forum manner so that others can understand questions and responses.</li> <li>4. Act independently of other panel members when assessing grading candidates.</li> <li>5. Do not influence other panel members directly or indirectly.</li> <li>6. Undertake an grading examination in accordance with: <ul style="list-style-type: none"> <li>- <i>Australian Kendo Renmei, Manual of Documents, Section Two, Australian Kendo Board; and</i></li> <li>- <i>Australian Kendo Renmei, Standard Rules for Dan and Kyu Examinations Manual of Documents, Section 1, Clause 1.5.4.</i></li> </ul> </li> <li>7. Comply with instructions by the Kendo Board. Non-compliance may result in administrative sanctions by the Kendo Board.</li> </ol>

	<p><u>A grading panel member attempting to assist particular candidates in any form on the examination day will be instantly removed from the panel. A grading panel member, who is found to assist a candidate unfairly, may be disqualified from being a grading examiner of any grading examination in Australia for a period of time determined by the Kendo Board. Regualification as a grading panel member is conditional and subject to the discretion of the Kendo Board.</u></p>
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### 3. CRITERIA FOR DAN GRADING EXAMINATION

Panel members delegated by the Kendo Board to assess grading candidates at AKR Dan Grading Examinations must assess the candidates in accordance with the following documents:

- *Australian Kendo Renmei, Manual of Documents, Section Two, Australian Kendo Board;* and
- *Australian Kendo Renmei, Standard Rules for Dan and Kyu Examinations Manual of Documents, Section 1, Clause 1.5.4).*

Note that AKR Grading Rules require that “All examination elements must be assessed at each examination session. No element may be deferred, so as to be re-examined separately, or at another time.”

## 4. REGISTRATION

The following rules are applied to grading registrations:

- On arrival, candidates must register their presence at the reception by the designated cut-off time. At the same time, these candidates must submit written examination papers at the registration. An assessment label will be affixed to each submitted paper. Late arrival of candidates may result in cancellation.
- Registered candidates must be issued one single prepared stick-on label which shows their registration numbers. The label issued must be presented on the tare front.
- The Administrator must report any non-arrival of candidates to the Grading Manager immediately after registration closes. The Grading Manager must determine if the jitsugi order needs to be adjusted.
- The grading session may commence with a short opening session and, if needed, a briefing on the rotation procedure<sup>§</sup>. The candidates should refer to the synopsis of grading examinations.
- AKR does not provide candidates with any equipment. Registered candidates must be responsible for their own equipment.
- Registered candidates wait for further instructions in a designated waiting area.
- Registered candidates having medical or physical issues shall contact dojo stewards during the registration. Those having difficulty in conducting a sonkyo are not required to report to the stewards. They can kneel down with either knee. If this is still difficult, candidates can simply bend the knees to the extent practicable.

Registered candidates must refrain from any verbal or non-verbal contact with grading examiners during the entire period of the examination day. These candidates must also follow instructions by the Kendo Board. Non-compliance with these instructions may result in removal from the grading by the Kendo Board. Candidates failing to comply with the requirement may be disqualified from being graded for a period of time in Australia and overseas. Requalification for grading is conditional and subject to the discretion of the Kendo Board.

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<sup>§</sup> Dojo stewards may need to demonstrate the rotation pattern and assist the earliest group of candidates. Some candidates may be unaware of this system of rotation. The demonstration serves as a guide to those who follow.

## 5. CANDIDATE NUMBERING SYSTEM

A candidate numbering system is described as follows:

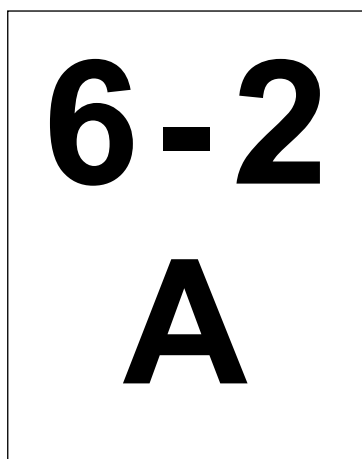
- The first number is the level to be examined.
- The second is the group that each candidate is assigned to. This may also be the court number if there is more than one jitsugi court.
- The last is a letter which denotes the jitsugi order for the candidate.

**Table 1** provides an explanation of the numbering system in a tabulated form.

**Table 1 – An Explanation of the Numbering System**

<b>Example: 6-2-B</b>		
<b>6</b>	<b>2</b>	<b>B</b>
Dan level, to be assessed.	The candidate group for the dan being examined.	Jitsugi order and personal identifier

A typical candidate tag is shown in **Figure 1**.



**Figure 1 – A Typical Candidate Tag**

The Grading Manager must supply the Administrator with a tabulated summary of candidate details (see the **KB responsibility, Task 4**). A typical summary is presented in **Table 2**.

**Table 2 – A typical tabulated summary of candidate details for administration purposes**

Label			Family Name	Given Name	Gender (M/F)	Age at exam date
1 DAN						
1	1	A	AA	EEE	F	26
1	1	B	BB	FFF	F	28
1	1	C	CC	GGG	M	17
1	1	D	DD	HHH	M	18

## 6. JITSUGI

### 6.1 General

- For AKR Jitsugi examinations, a jitsugi order list shall be displayed behind the examination panel table.
- Candidates should refer to their court entry side to the letter on their label.
- Jitsugi examinations are to be conducted in accordance with the following documents:
  - *Australian Kendo Renmei Manual of Documents, Section Two, Australian Kendo Board*; and
  - *Australian Kendo Renmei, Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.4).*
- The Administrator must prepare a sufficient number of jitsugi assessment sheets for each examination in advance. The sheets should have space for examiners to add the candidate number, or be prepared in advance.

### 6.2 Flow of Candidates

The jitsugi examination will be undertaken on a group basis. In general, each group comprises four candidates (A, B, C and D) in general. In some instances, a group of three candidates (A, B and C) may be required. The Administrator presents the fighting order behind the panel table (**Appendices 2 and 3**). **Figures 2 to 5** show a typical court setting (subject to local conditions).

The flow of candidates during the jitsugi is as follows:

1. The first group wait on designated seats in the seating area, facing the examination court. The seat direction is directly opposite to the examination panel table. The next group is waiting in the seating area. Subsequent groups are standing by behind in a designated waiting area.
2. A tachiai enters the court from from the centre of the seating area side. The tachiai then faces the panel table and remain standing approximately 1 m inwards from the court boundary. The tachiai monitors the jitsugi for 60 seconds using a stopwatch or equivalent in hand, and ensures that the jitsugi is undertaken smoothly and safely. The tachiai pays attention to candidates' acts such as jyogai, prohibited or unfair action.
3. Candidates A and B move to the designated standing position outside the court and wait for instructions.
4. The standing candidates enter the court from the side (**Figure 2**). Each candidate performs the jitsugi twice.
5. Each jitsugi is undertaken as per the tachiai's instructions. The tachiai provides the following vocal and physical commands:
  - 'Hajime' to commence or resume (no hand signal);
  - 'Yame' to stop or suspend (raise the right arm straight up); and
  - 'Soremade' to end the jitsugi (extend the right arm straight forward).
6. It is not necessary to bow to the panel.
7. When Candidates A and B are about to conduct a sonkyo after finishing the jitsugi, Candidate C proceeds to Candidate A's standing position on the examiners' side outside the court (**Figure 3**). Candidate C enters the court and approach the standing bow position as Candidate A moves back to the position (**Figure 4**). Candidate A and Candidate C bow to Candidate B simultaneously. Candidates B and C then approach the kaishisen as Candidate A exit the court (**Figure 5**). Candidate C is permitted to approach to the kaishisen slightly diagonally and take additional steps if necessary.
8. Subsequent Candidates follow the steps mentioned above.

9. After the second jitsugi, candidates exit the court. There is no need for retired candidates to return to, or occupy the seats provided for waiting candidates
10. All candidates remain in the grading venue after they complete the jitsugi examination.

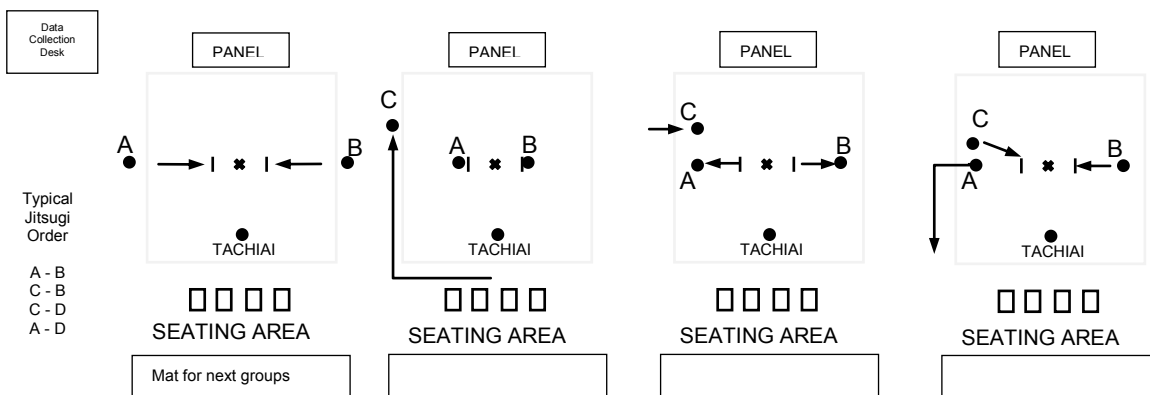


FIGURE 2

FIGURE 3

FIGURE 4

FIGURE 5

## 7. NIPPON KENDO KATA

- Nippon (or Nihon) Kendo Kata examinations (hereafter referred to as the kata examinations) are to be conducted in accordance with the following documents:
  - *Australian Kendo Renmei Manual of Documents, Section Two, Australian Kendo Board*; and
  - *Australian Kendo Renmei, Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.4)*.
- Candidates who have succeeded in the jitsugi examination perform a kata examination immediately after results for jitsugi examinations are announced.
- Candidates for kata examinations are escorted to designated positions by a dojo steward.
- A candidate forms a pair with another candidate (or with a dummy candidate if the number of candidates is odd).
- The kata examination is undertaken on a group basis. Up to four pairs will be examined simultaneously.
- Each candidate performs either Uchitachi or Shitachi as per instructions by a tachiai. Kata pairs follow the tachiai's instruction<sup>\*\*</sup>. When all pairs have completed the required stages, they will be escorted by the steward to a designated waiting area.

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<sup>\*\*</sup> The tachiai provides verbal instruction at the beginning of each stage of the kata examination.



## 8. WRITTEN EXAMINATION

- The Kendo Board shall prepare examination questions. The Kendo Board shall inform candidates of these questions using appropriate electronic media (e.g. an AKC website) at least 1 month before the examination day.
- Registered candidates submit written examination papers at the reception when being registered. The Administrator or a delegated AKC official affixes a self-adhesive assessment label on the back of each paper for assessment. A typical label is presented in **Figure 6**. The Administrator retains the registered papers until results for kata examinations are announced.

<b>Acknowledgement of receipt</b>		
Name	Signature	Time / Date
Candidate		
Administrator		
<b>Assessment</b>		
Name	Signature	Time / Date
Assessor 1		
Assessor 2		
Final Assessment	Circle either PASS or FAIL	
Time / Date	PASS	FAIL

**Figure 6 – Typical Assessment Label for Written Examination Papers**

- As soon as kata results are announced, the Administrator provides grading panel members with relevant written examination papers.
- Grading panel members commence an assessment of written examination papers. Each paper must be assessed by a minimum of two grading panel members and a final assessment must be completed by these members upon agreement (**Figure 6**).

## **9. CERTIFICATES**

The President of the Australian Kendo Renmei or an authorised AKR official presents grading certificates to those who have completed all the grading requirements at the closing of the grading.

If certificates are pre-printed for all candidates, those for unsuccessful candidates must be given to the Grading Manager. The Manager must destroy the certificates completely and ensure that no part of the certificates is received by unsuccessful candidates.

## **10. INFORMATION DISCLOSURE**

Unsuccessful candidates who wish to receive an assessment result may contact the Grading Manager after all grading examination requirements are completed.

The Manager must advise those candidates of one of the below responses by email in due course:

A: Almost successful (Score: 3 of 6);

B: Additional efforts are required (Score: 2 of 6); or

C: Significant efforts are required (Score: 0 or 1 of 6).

A summary of comments may be provided on a case-by-case basis if applicable.

## **11. FURTHER COMMUNICATION**

The Kendo Board trusts that this guideline provides sufficient detail for general requirements specific to AKR Dan Examinations.

Please contact the Kendo Board Chairperson should there be any questions.

## **12. DISCLAIMER**

The Kendo Board has prepared this guideline specifically for the purpose of managing AKR Dan Examinations in good faith, exercising all due care and attention. For other purposes, users of this guideline should satisfy themselves by assessing its application to their purposes and uses.

# **APPENDICES 1 TO 4**

## Appendix 1: Typical Time Table

Grading Venue			Briefing		
Person In Charge	Task	Time	Person in Charge	Task	Time
Administrator and Support Team	Registration opens	0900			
	Registration closes	0930		Briefing Starts  Refer detailed tasks to <b>Table 1</b> and relevant sections of this guideline	0915
AKR Executive KB Chairperson KB Members	Opening  Line up all candidates  Speech by the AKR President and KB Chairperson.  Explanation of grading procedures by a KB member in charge	0930	Grading Manager <sup>††</sup> Grading Panel Members	Briefing Ends	1000
Grading Panel Members Grading Manager Administrator and Support Team	Grading Refer detailed tasks to <b>Table 1</b> and relevant sections of this guideline.	1000			
AKR Executive KB Chairperson Grading panels are courteously requested to attend the closing	Closing  Line up all candidates  Closing speech and certificate Presentation by the AKR President  Closing speech by AJKF Delegated Instructors <sup>‡‡</sup>  Closing speech by KB Chairperson	1300			

<sup>††</sup> A Kendo Board members may attend the briefing as an observer

<sup>‡‡</sup> In general, no technical comments from individual grading panel members are presented at the closing of the grading unless AJKF Delegated Instructors have a particular request to present their comments.

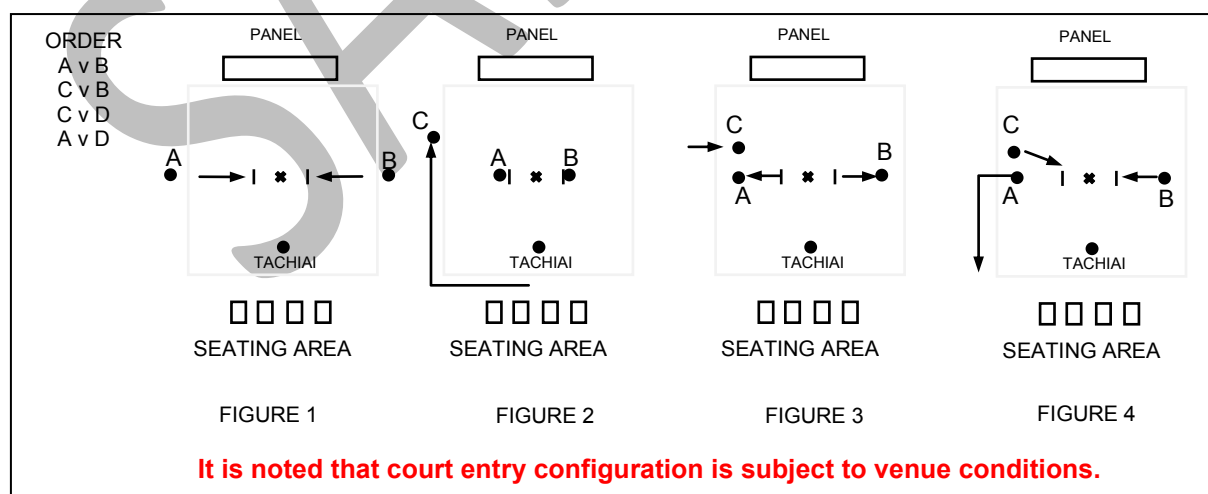
## Appendix 2: Typical Grading Examination Synopsis for Grading Candidates ( )<sup>§§</sup>

### 1. REGISTRATION

- On arrival, candidates must register their presence. During the registration, candidates are required to submit written examination papers which respond to relevant questions presented on the AKC website.
- Late registration will not be accepted.
- No equipment is provided or lent by AKR. Please be responsible for your own equipment.
- Registered candidates are issued a prepared stick-on label which shows the unique registration number. The label is affixed to the front tare. The candidates then wait for further instructions in a designated waiting area.
- Candidates with difficulty in conducting a sonkyo are not required to inform the dojo steward.
- Please pay attention to the following:
  - Keep all valuables in a safe place; and
  - Refrain from any verbal or non-verbal contact with grading examiners.

### 2. JITSUGI

- A *jitsugi* examination will be undertaken on a group basis. In general, each group will comprise four candidates (A, B, C and D). In some instances, there may be a group of two candidates (A and B) or three candidates (A, B and C).
- The first group wait on designated seats facing the examination court. The seat direction is directly opposite to the examiners table. Next groups are standing by behind in a designated waiting area.
- Candidates A and B move to the designated standing position outside the court and wait for instructions.
- The standing candidates enter the court from the side (**Figure 1**). Each candidate performs *jitsugi* twice.
- It is not necessary to bow to the examiners.
- When Candidates A and B are about to conduct a *sonkyo* after finishing *jitsugi*, Candidate C proceeds to Candidate A's standing position on the examiners' side outside the court (**Figure 2**). Candidate C enters the court and approaches the standing bow position as Candidate A moves back to the position (**Figure 3**). Candidates A and C bow to Candidate B simultaneously. Candidates B and C then approach the *kaishisen* as Candidate A exits the court (**Figure 4**). Subsequent applicants follow this process.
- All candidates remain in the designated waiting area.



### 3. NIPPON KENDO KATA

<sup>§§</sup> AKR presents relevant information on the website each year. A handout may be provided at the reception or presented at appropriate locations on the examination day.

- Candidates who have succeeded in the *jitsugi* examination will perform a *Nippon Kendo Kata* examination immediately after *jitsugi* results are presented.
- Candidates are escorted to designated positions by a steward.
- Candidates will form pairs. Each candidate performs either *uchitachi* or *shitachi*. *Kata* pairs will perform the required *kata* stages as instructed by the *tachiai*. When all pairs have completed the required stages, they will be escorted to a designated waiting area.

#### 4. WRITTEN EXAMINATION

- Answers must be typed and readily legible and presentable. Each answer should be 150 word-long with an allowance of  $\pm 50$  words and 1.5 spaced in 12 pt font.
- Answers must be written in English only.
- Examination papers must be printed on one-side only and appropriately stapled at the top left corner.
- The lower half of the last page must be left blank. This section will be used for assessment.
- The following particulars must be included in the essay:
  - Applicant's name;
  - Date of examination;
  - Applicant's number (to be hand-written by the applicant on the day of examination); and
  - Signature (to be hand-written by the applicant on the day of examination).
  - Failure to address the above standards may result in disqualification.
- An assessment label provided at the reception must be affixed to the blank section mentioned above.

#### 5. DISCLOSURE OF ASSESSMENT

- For unsuccessful candidates who wish to receive an assessment result, please contact the Grading Procedural Officer when all grading examination requirements have been completed. The Officer will advise those candidates of one of the below responses by email in due course:

A: Almost successful;  
 B: Additional efforts are required; or  
 C: Significant efforts are required.

A summary of comments may be provided if applicable.

Registered candidates must refrain from any verbal or non-verbal contact with grading examiners during the entire period of the examination day. These candidates must also follow instructions by the Kendo Board or a Delegated AKC Official. Candidates failing to comply with the instructions may be disqualified from being graded for a period of time, as determined by the Kendo Board. Requalification for grading is conditional and subject to the discretion of the Kendo Board.

**Appendix 3: Placard of jitsugi order for a group of three candidates**

**A - B**

**C - B**

**C - A**



**Appendix 4: Placard of jitsugi order for a group of four candidates**

**A - B**

**C - B**

**C - D**

**A - D**