



AUSTRALIAN KENDO RENMEI

Kendo – Iaido - Jodo

AUSTRALIAN KENDO RENMEI

KENDO BOARD

Standard Procedural Guidelines - Dan Grading Examinations

Fourth Edition – 29 March 2023

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1. PREAMBLE

The Kendo Board of the Australian Kendo Renmei (AKR) has prepared this standard procedural guideline for relevant stakeholders who have managerial and administrative roles and responsibilities for AKR Dan Grading Examinations. These examinations are typically held at the Australian Kendo Championships (AKC) and may be held as stand-alone national events¹. State and Territory Affiliates may refer to this document as an administrative and managerial basis of regional and local grading events.

2. RESPONSIBILITIES

In general, the following stakeholders are involved in AKR Grading Examinations:

- Kendo Board;
- National Executive;
- State and Territory Affiliates (Affiliates);
- Host State/Territory Affiliate hosting the AKC (Host Affiliate);
- Grading Panel Members; and
- Administrative support (kakariins including tachiais).

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

- The tasks listed are subject to changes. Task coordination may be required or adjusted depending on circumstances; and
- Some tasks may be undertaken by officials authorised by the Kendo Board.

The Kendo Board, kakariins and panel members follow the below dress code in accordance with the *AKR Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.3²)*:

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

¹ Available at https://www.kendoaustralia.asn.au/content/wp-content/uploads/2022/07/MoD_1_AdmStru-17_07_2022.docx.pdf. Last viewed on 29 March 2023.

² Available at https://www.kendoaustralia.asn.au/content/wp-content/uploads/Clause_1_5_3_AKR_Std_Grading_Rules_20_11_12_corrected.pdf. Last viewed on 29 March 2023.

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Table 1: Tasks and Responsibilities

STAKEHOLDER	RESPONSIBILITIES
National Executive	<p>Grading Notification and Relevant Administrative Processes</p> <ol style="list-style-type: none"> 1. Set the following dates: <ol style="list-style-type: none"> a. Grading notification date; b. Registration closing date; and c. Date to advise the Kendo Board of a list of registered candidates. 2. Notify Affiliates of grading examinations at the event by the specified notification date; 3. Advise Affiliates of grading application procedures; 4. Confirm a receipt of examination applications to each Affiliate; 5. Prepare a list of eligible candidates after relevant details of registered candidates are received from Affiliates by the closing date; 6. Provide the Kendo Board with a finalised candidate list by a date agreed between the Kendo Board and the National Executive. The National Executive ensures that all candidates are compliant with relevant requirements, and that the list is complete and final. The Kendo Board may not accept non-compliant candidates; 7. The final list provided by the National Executive must include the following candidate details: <ol style="list-style-type: none"> a. Full name registered under the AKR membership database; b. Gender; c. Date of birth; d. Current grade and relevant details; e. Age on the day of examination; f. State/Territory Affiliation; and g. Grade to be Attempted. 8. Prepare grading certificates for all candidates; 9. Receive a list of successful candidates from the Kendo Board at the end of the grading; 10. Present certificates to successful candidates; 11. Destroy certificates issued for unsuccessful candidates securely; and 12. Upon completion of the grading examination, provide Affiliates of a list of successful and unsuccessful candidates as soon as practical.
Kendo Board (KB)	<p>Jitsugi Groups and Relevant Administrative Processes</p> <ol style="list-style-type: none"> 1. An appropriate Kendo Board member must be appointed as the Grading Manager by the Kendo Board. This manager is

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STAKEHOLDER	RESPONSIBILITIES
	<p>responsible for the administrative and managerial aspects of the AKR grading examination. The Grading Manager may also act as the Grading Procedural Manager³ to ensure that the examination procedure is undertaken in accordance with the following AKR documents:</p> <ol style="list-style-type: none"> a. <i>AKR Manual of Documents, Section 2, Kendo Board</i>⁴; and b. <i>AKR Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.3.)</i>. <ol style="list-style-type: none"> 2. The Grading Manager receives the final candidate list from the National Executive; and 3. The Grading Manager divides candidates into jitsugi groups in the order of age (the youngest candidates/group first and the oldest candidates/group last. Generally, groups of four candidates (Candidates A, B, C and D) are formed. Some adjustments may need to be made subject to circumstances). In considering the jitsugi order, the Grading Manager may consider various factors, including, but not limited to: <ol style="list-style-type: none"> a. Age on the day of examination; b. Gender; and c. A need for supporting (motodachi) players in case a group has the following conditions: <ol style="list-style-type: none"> i. A group has only two candidates. If this is the case, one supporting player is considered sufficient; ii. If a group has two candidates who have a significant age gap of 20 years or greater between them; one supporting player will be required. Where possible such supporting player should be in the middle age range between these two candidates; and iii. 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. <p>Liaison with the Host Affiliate and Relevant Administrative Processes</p> <ol style="list-style-type: none"> 4. The Grading Manager liaises with an administrator appointed by the Host Affiliate (hereafter referred to as the Administrator) and coordinates the following tasks with the Administrator: <ol style="list-style-type: none"> a. Venue set up (e.g. court setting and a briefing room, subject to local conditions); b. Registration and attendance check; c. Printing registration labels in accordance with the pre-determined jitsugi order; d. Printing assessment labels which are to be affixed on written examinations papers upon receiving from candidates during registration; e. Printing any other grading information material which may be required by the Kendo Board; f. Securing a sufficient number of kakariins and tachiais (e.g. registration, tachiai, form supply, data collection and compilation). A multiple number of tachiais will be required for change during the jitsugi; and

³ Ditto.

⁴ Available at https://www.kendoaustralia.asn.au/content/wp-content/uploads/2022/08/MoD_2_Kendo_13_08_22.pdf. Last viewed on 29 March 2023.

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STAKEHOLDER	RESPONSIBILITIES
	<p>g. Providing stationery goods (e.g. white board, labels, pens and record sheets and forms and stopwatch).</p> <p>Examination Questions</p> <p>5. The Kendo Board prepares examination questions⁵; and</p> <p>6. The Kendo Board prepares typical answers to selected questions and provides these answers for relevant grading panel members.</p> <p>Selection of Grading Panel Members</p> <p>7. The Kendo Board selects grading panel members at arms' length. The selection process is based on: <i>Australian Kendo Renmei, Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.3).</i> In addition to the above document, the Grading Manager takes into account various consideration including, but not limited to</p> <ol style="list-style-type: none"> a. Resource availability; b. Technical competency; and c. Previous records of conduct. <p>8. The Grading Manager finalises the selection process and must advise the Kendo Board of the selection list <u>two months before the examination day</u>;</p> <p>9. <u>The Grading Manager requests appointed grading panel members to complete a Conflict of Interest and Confidentiality form; and</u></p> <p>10. Members of an FIK affiliate (e.g. All Japan Kendo Federation) may be appointed⁶.</p> <p>Event Management</p> <p>11. Prepare an event timetable (Appendix 1);</p> <p>12. Allocate administration resources in collaboration with the Administrator;</p> <p>13. Ensure that the Administrator and his/her team members understand their roles and tasks;</p> <p>14. Escort grading panel members, Kendo Board members, relevant kakariins and tachiai members to a briefing room without allowing any other third parties to enter the room or contact these members or vice versa;</p> <p>15. Hold a briefing for grading panels in the briefing room and provides:</p> <ol style="list-style-type: none"> a. A description of forms; b. A list of grading candidates⁷;

⁵ Questions are selected 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).

⁶ The AKR Manual of Documents Section 1, clause 1.5.9. Available at https://www.kendoaustralia.asn.au/content/wp-content/uploads/2022/07/MoD_1_AdmStru-17_07_2022.docx.pdf. Last viewed on 29 March 2023.

⁷ Information presented in the list may include a total number of candidates, registration numbers and ages only. No other information will be presented.

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STAKEHOLDER	RESPONSIBILITIES
	<ul style="list-style-type: none"> c. The grading assessment procedure (see Section 2.3 of the AKR, Manual of Documents, Section 2, Kendo Board); d. Which side plays an uchitachi role (while the other side plays a shitachi role). This needs to be agreed on by panel members, and relayed to and understood by the tachiai; and e. Whether a dummy player is included in the jitsugi and kata. <ol style="list-style-type: none"> 16. Ensure that the panel members understand the assessment process; 17. Hold a briefing for grading candidates and provide relevant information; 18. Request the Administrator to collect written examination papers from candidates at the reception. Ensure that each examination paper in relation to legibility and formatting; 19. Undertake a question and answer session in an open-forum manner; 20. Escort the briefing attendees to the examination court; 21. Instruct a tachiai to commence the jitsugi examination. Tachiai change may occur as required (typically every 4 to 5 candidate teams); 22. Monitor the jitsugi examination including data collection and compilation at the data collection table; 23. Review jitsugi results and authorise them for issue; 24. Assess if a dummy player is required for the kata examination; 25. Instruct a tachiai to commence the Nippon (Nihon) Kendo Kata examination; 26. Monitor the kata examination; 27. Review kata results and authorise them for issue; 28. Escort grading panel members to the briefing room and request them to assess written examination papers; 29. When the grading panels have marked the papers, ask the Administrator to collect the marked papers; 30. Review written examination results and authorise them for issue; 31. Collect all relevant grading information and data from the Administrator and finalise the grading assessment for issue; and 32. Advise unsuccessful candidates of information in accordance with the information disclosure rule as required (see Section 10).
State and Territory Affiliates	<p>Notification of Grading Application Procedures</p> <ol style="list-style-type: none"> 1. Receive grading application procedures from the National Executive on the notification date and disseminate the procedures at a State/Territory level; 2. Collect applications from grading candidates and assess their compliance with relevant requirements. Late applications or any other non-compliant applications will not be accepted; and 3. Advise the National Executive of a list of registered candidates by the application closing date. Late applications or any other non-compliant applications will not be accepted. <p><u>The Kendo Board assume that information received from Affiliates or the National Executive is authentic and correct. However, the Board does not accept any non-compliant applications or any late changes of the list.</u></p>

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STAKEHOLDER	RESPONSIBILITIES
Host State	<p>Liaison with the Grading Manager and Administrative Support</p> <ol style="list-style-type: none"> 1. Appoint an Administrator and a support team in charge of grading examinations; 2. Liaise with the Grading Manager in relation to the grading procedure; 3. Coordinate the following tasks with the Grading Manager: <ol style="list-style-type: none"> a. Venue setting (e.g. court setting and a briefing room, subject to local conditions); A briefing room is to be large enough to accommodate all panel members, Kendo Board members and kakariins. The room should be airconditioned and lockable; b. Tables, chairs, whiteboard, markers, tea and coffee making facilities are available. c. Printing registration labels (see Figure 1) in accordance with the pre-determined jitsugi order, which is to be provided by the Grading Manager; d. Printing assessment labels for written examination papers (see Figure 6); e. Printing any other information material as requested by the Kendo Board; f. Securing human resources (e.g. registration, stewards, tachiai, data compilation officials); g. Stationery goods (e.g. white board, labels, pens and record sheets and forms); h. A computer and other electronic equipment as required (e.g. a printer); i. Undertake administration tasks during the grading including: <ol style="list-style-type: none"> i. Registration and attendance check at the registration; ii. Provide candidates with relevant prior notifications such as the Grading Examination Synopsis (Appendix 2); iii. Provide a computer and other electronic equipment as required (e.g. printer); iv. Secure a sufficient number of kakariins and tachiais (a multiple number of tachiais will be required for change during the jitsugi); v. Present the jitsugi order behind the panel table (Appendix 3) or present signage at appropriate locations; vi. Provide jitsugi assessment forms to grading panel members, and collect these forms from the members when each group has completed jitsugi requirements; vii. Provide kata assessment forms to grading panel members. and collect these forms from the members upon marking. Please note that forms are designed for up to <u>four pairs of grading candidates</u>; viii. Provide written examination papers and assessment forms for grading panel members, and recover them from these members upon marking; ix. Compile assessment data; x. 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 xi. Destroy all electronic data as soon as the Grading Manager confirms that all data have been received satisfactorily.

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STAKEHOLDER	RESPONSIBILITIES
	<p><u>Should there be any difficulty and questions, contact the Grading Manager as soon as reasonably practicable.</u></p> <p>4. Present assessment results for each of the jitsugi, kata and final (written examination) assessment outcomes. The outcome must be confirmed for issue by the Grading Manager. Results may be presented on the whiteboard.</p>
Grading Panel Members	<ol style="list-style-type: none"> 1. Confirm presence or absence in response to the request by the Grading Manager by the nominated date; 2. Complete a Conflict of Interest and Confidentiality form and submit this to the Kendo Board; 3. Attend the briefing session on the examination day; 4. Ask questions in an open-forum manner so that others can understand questions and responses; 5. Act independently of other panel members when assessing grading candidates, with the exception of the assessment of the written exam, for which may be decided by consensus of a minimum of two (2) Grading Panel Members; 6. Do not influence other panel members directly or indirectly; 7. Undertake a grading examination in accordance with: <ol style="list-style-type: none"> a. <i>AKR, Manual of Documents, Section 2, Kendo Board</i>; and b. <i>AKR, Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.3.);</i> and 8. Comply with instructions by the Kendo Board. Non-compliance may result in administrative actions by the Kendo Board. <p><u>On examination day, if a grading panel member is found to be discriminating against, or assisting or attempting to assist particular candidates in any form at the venue of examination, such panel member will be instantly removed from the panel. A grading panel member, who is found to be discriminating against, or assisting or attempting 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. Requalification as a grading panel member is conditional and subject to the discretion of the Kendo Board.</u></p>

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 1.5.3.).*

In the AKR Kendo Dan Grading Examination, examination elements include:

- Jitsugi;
- Nippon Kendo Kata; and
- Written Examination.

It should be stressed that AKR Standard 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.”

The results announced are final and not subject to reassessment or deliberation under any circumstances.

4. REGISTRATION

The following rules are applied to grading registrations:

- On arrival at the venue, 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;
- A candidate briefing must be held before the examination begins;
- AKR does not provide candidates with any equipment. Candidates must be responsible for their own equipment;
- Registered candidates wait for instructions in a designated waiting area; and
- Registered candidates having medical or physical issues must contact dojo stewards⁸ during the registration. Those having difficulty in conducting a sonkyo are not required to report to the Grading Manager. 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 by the Kendo Board. The 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.

⁸ 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 two letters (e.g. 5D for 5 Dan examination) is the grading level to be examined; and
- The second two letters comprise:
 - The group that each candidate is assigned to; and
 - The jitsugi order for the candidate (e.g. A, B, C or D).

Table 2 provides an explanation of the numbering system in a tabulated form.

Table 2: An Explanation of the Numbering System

Example: 5D-2A		
5D	1	A
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**.

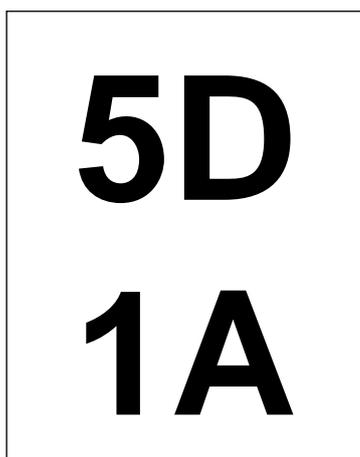


Figure 1: A Typical Candidate Tag

The Grading Manager must prepare a tabulated summary of candidate details and provide this summary for the Administrator. **Table 3** shows a typical summary of candidates.

Table 3: A Typical Tabulated Summary of Candidate Details for Administration Purposes

Label			Family Name	Given Name	Gender (M/F)	Age at exam date
1D	1	A				
1D	1	A	AA	EEE	F	18
1D	1	B	BB	FFF	F	22
1D	1	C	CC	GGG	M	23
1D	1	D	DD	HHH	M	25

6. JITSUGI

6.1. General

- A jitsugi order list (e.g. A, B, C and D) must be displayed near 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:
 - *AKR Manual of Documents, Section 2, Kendo Board*; and
 - *AKR Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.3.)*.
- 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 some instances, a group of three or five candidates (A, B and C; or A, B, C, D and E) may be required.

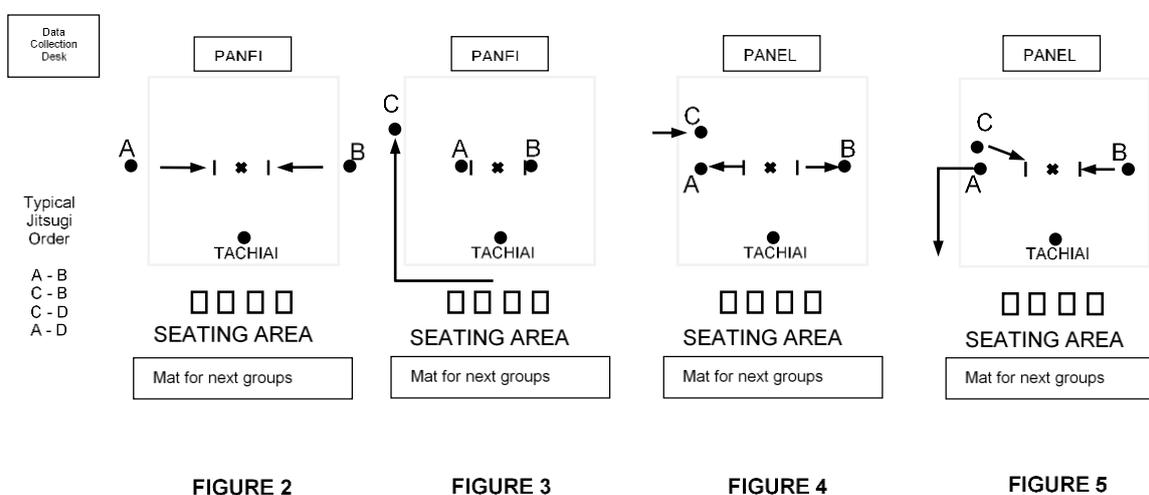
The Administrator presents the jitsugi order behind the panel table (**Appendix 3**). **Figures 2 to 5** show a typical court setting (subject to venue conditions).

The flow of candidates during the jitsugi is as follows:

1. The first group stand-by 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 are present near the seating area. Subsequent groups are standing by behind in a designated waiting area;
2. A tachiai enters the court 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;
3. The tachiai monitors the jitsugi for 60 seconds, starting from ritsurei 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 and/or unfair action;
4. Candidates A and B move to the designated standing position outside the court and wait for instructions. When these candidates are the first candidates of the day, they are stepping into the court and wait for instructions from the tachiai. It is not necessary to bow to the panel. The tachiai waits for the Grading Manager to declare 'Shinsa Kaishi'. The tachiai then prompts the candidates to proceed to the kaishisen;
5. The standing candidates proceeds to their stand-by position outside the court from the side (refer to Candidate C in **Figure 2**), waiting for their turn;
6. Each candidate performs the jitsugi twice;
7. Each jitsugi is undertaken as per the tachiai's instructions. The tachiai provides the following vocal and physical commands:
 - a. 'Hajime' to commence or resume (no hand signal);
 - b. 'Yame' to stop or suspend (raise the right arm straight up); and
 - c. 'Soremade' to end the jitsugi (extend the right arm straight forward at shoulder height).

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8. 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;
9. Subsequent Candidates follow the steps mentioned above;
10. 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; and
11. All candidates remain in the grading venue after they complete the jitsugi examination.



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:
 - *AKR Manual of Documents, Section 2, Kendo Board; and*
 - *AKR, Standard Rules for Dan and Kyu Examinations (Manual of Documents, Section 1, Clause 1.5.3).*
- Candidates who have succeeded in the jitsugi examination are required to perform a kata examination after results for jitsugi examinations are announced;
- The kata examination is undertaken on a group basis. Each candidate forms a pair with another candidate (or with a dummy candidate if the number of candidates is odd). In principle up to four pairs will be examined simultaneously. Their roles (Uchitachi and Shitachi) will be confirmed prior to commencement;
- Candidates for kata examinations are escorted to designated positions by kakariins.
 - Shodan to 3 Dan candidates:
 Each candidate performs either Uchitachi or Shitachi as per verbal instructions by a tachiai. When all pairs have completed the required stages, they will be escorted by the kakariins to a designated waiting area.
 - 4 Dan and 5 Dan candidates:

When candidates take positions after court entry, those on the shitachi side are requested to take steps back and leave the kodachi on the floor, and then return to the original position. After candidates bow to the shomen as instructed by the tachiai, they will perform the Kata until all the requirements are completed. No instructions or interruptions will be provided during the examination. All candidates remain in position until the tachiai requests them to bow mutually and towards the shomen and towards the shomen. Candidates on the shitachi side collect the kodachi afterwards. They will then be escorted by the kakariins to a designated waiting area.

8. WRITTEN EXAMINATION

- The Kendo Board prepares examination questions. The Kendo Board will 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;
- The Administrator provides grading panel members with written examination papers and assessment forms. A typical assessment form is presented in **Figure 7**;
- Grading panel members assess 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. Each answer must be assessed satisfactory to grasp the intention of the question. The overall assessment must be PASS or FAIL. If the members cannot reach a consensus on the overall assessment, this must be resolved as follows:
 - Contact the Grading Manager and explain relevant circumstances;
 - Discuss points of disagreement between them in an objective manner. It is noted that this discussion is not subject to Obligations of Examination Panel Members in the AKR Standard Rules for Dan and Kyu Examinations; and
 - If a consensus cannot be reached, the Grading Manager must request one of the attending panel members to assess the paper in the capacity of the third assessor to determine the overall assessment.

Written Examination Acknowledgement of Receipt

Affix one Acknowledgement of Receipt to each written examination essay.

To be completed by the candidate:

SAMPLE

Candidate number: _____ **Signature:** _____ **Time/ Date** _____

To be completed by the Administrator:

Name: _____ **Signature:** _____ **Time/ Date** _____

Figure 6 – A Typical Receipt Form

Kendo Board Written Examination Assessment Form

SAMPLE

Candidate number: _____

Candidate essays must be assessed by a minimum of two panel members. In the event of a tie, a third grading panel must assess the essay upon discussion with the Grading Manager.

Grading panel members must have English literacy competencies appropriate to the assessment of written examinations, or abstain from assessment.

Essay 1 assessment result:

PASS / FAIL _____
(circle one) (Grading panel member name) (Grading panel member signature) (Time | Date)

PASS / FAIL _____
(circle one) (Grading panel member name) (Grading panel member signature) (Time | Date)

In the event of a tie, a third Grading Panel Member should assess the essay

PASS / FAIL _____
(circle one) (Grading panel member name) (Grading panel member signature) (Time | Date)

Essay 2 assessment result:

PASS / FAIL _____
(circle one) (Grading panel member name) (Grading panel member signature) (Time | Date)

PASS / FAIL _____
(circle one) (Grading panel member name) (Grading panel member signature) (Time | Date)

In the event of a tie, a third Grading Panel Member should assess the essay

PASS / FAIL _____
(circle one) (Grading panel member name) (Grading panel member signature) (Time | Date)

Overall written examination assessment result:

*For the written examination to be passed, **all** essays must have received a passing grade.*

PASS / FAIL _____
(circle one) (Grading panel member name) (Grading panel member signature) (Time | Date)

Figure 7 – A Typical Form for Written Examination Assessment

9. CERTIFICATES

The National Executive prepares grading certificates for all registered candidates by pre-printing and delivering them to the Grading Manager at the venue on the day of examination.

When the Grading Manager has been satisfied with the final grading assessment, the manager provides the AKR President with certificates that are issued for successful candidates. The AKR President presents those certificates to the candidates at the closing.

The National Executive destroys certificates for unsuccessful candidates.

10. INFORMATION DISCLOSURE

Unsuccessful candidates in jitsugi or kata examinations can receive an assessment result. Please contact the Kendo Board at kendoboard@kendoaustralia.asn.au when all grading examination requirements have been completed.

One of the below responses will be provided by email in due course:

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

No specific feedback will be provided on an individual basis.

11. MANAGEMENT OF ASSESSMENT RESULT

After all grading examination requirements are completed, the Grading Manager collects all results together with all associated documents and ensures such documents are stored in adequately secure place. Under no circumstances, these documents should be accessed by anyone other than the Kendo Board.

12. 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 by email at kendoboard@kendoaustralia.asn.au should there be any questions.

13. DISCLAIMER

The Kendo Board has prepared this guideline specifically for the purpose of managing national grading 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

Standard Procedural Guidelines - Dan Grading Examinations

Appendix 1: Typical Timetable

GRADING VENUE			GRADING PANEL MEMBERS		
PERSON IN CHARGE	TASK	TIME	PERSON IN CHARGE	TASK	TIME
Administrator and Support Team	Registration opens	0900	Kendo Board	Briefing Starts	0830
	Registration closes	0930		Refer detailed tasks to Table 1 and relevant sections of this guideline	
Grading Manager	Opening	0930		Briefing Ends	0900
	Grading briefing for candidates.				
Grading Panel Members	Grading Refer detailed tasks to Table 1 and relevant sections of this guideline.	1000			Panel members assess written examination papers in a briefing room upon completion of kata examinations.
Grading Manager					
Administrator and Support Team					
Grading Manager	Closing	1400			
	Closing speech and certificate Presentation by the AKR President				

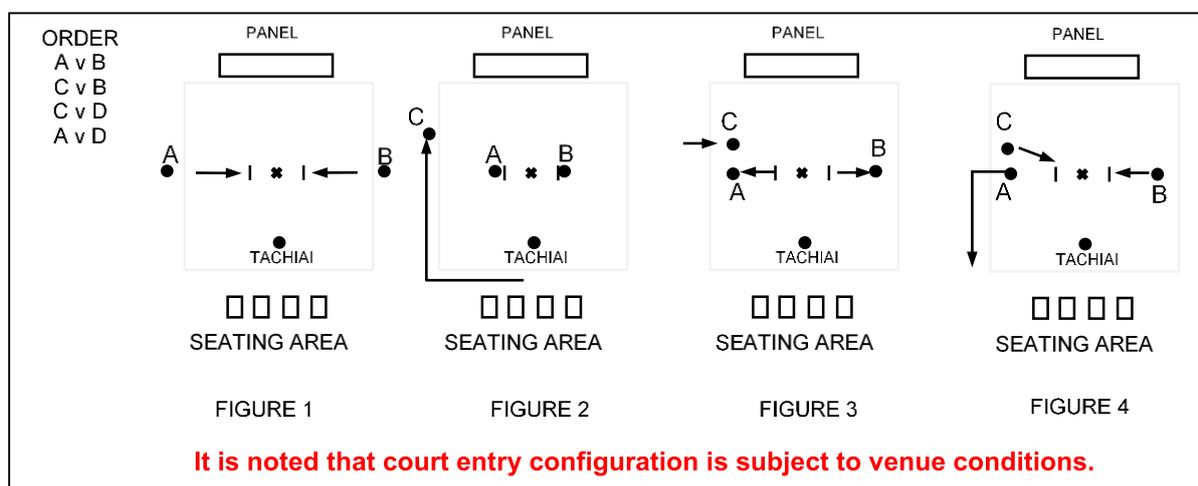
Appendix 2: Typical Grading Examination Synopsis

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 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

- 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 ± 50 words and 1.5 spaced in 12 pt font.
- Answers must be written in English only.
- Answers must grasp the intention of questions correctly.
- Each answer must meet a sufficient level of understanding clearly;
- 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:
 - Date and place of examination;
 - Applicant's registration 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);
- An assessment label provided at the reception must be affixed to the blank section mentioned above; and
- Failure to address the above standards may result in disqualification.

5. Disclosure of Assessment

Unsuccessful candidates in jitsugi or kata examinations can receive an assessment result. Please contact the Kendo Board at kendoboard@kendoaustralia.asn.au when all grading examination requirements have been completed.

One of the below responses will be provided by email in due course:

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

No specific feedback will be provided on an individual basis.

At the venue of examination, 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. The 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.

Appendix 3: A Typical Placard for Jitsugi Order

A - B

C - B

C - D

A - D