

JKA Afro Eur Asia International Grading Policy 2016

1. Students wishing to participate in a Dan grade examination must:

- Complete the Dan Grade Examination Registration form (see attached) completely (the only box which I am not so worried about is the ‘Last Academic School Attended’)
- The student must then hand this to their Club Instructor (any omission’s must be highlighted by the instructor to the student – these must be completed and returned to the instructor)

Once they have been given authorisation by their club instructor:

- Ensure they turn up on the day of the grading with their JKA Licence book (the blue one),
- Ensure their up to date licence is in their Licence book
- Have the correct examination payment in the correct currency

2. Students wishing to participate in a Dan grade examination and have to register previous non-JKA Dan grades must:

- Provide a copy of any previous JKA Dan grade certificates – these will be attached to the current examination to ensure they do not get charged for registration of that Dan grade
- Have the correct amount for payment in the correct currency for any previous non-JKA Dan grades

3. Club Instructors whose students want to undertake an examination must:

- Direct the students in completing the form accurately and correctly
- Provide the students with the relevant prices for the grading and what currency it has to be paid in
- Ensure any copies of previous JKA Dan grades are provided (specifically the Dan Certificate number)

- Submit all completed forms to me (electronically) at the very latest one week (7 days) before the grading date
- When submitting the forms the name of the students per Dan ranking must be provided (so as not to miss anyone out)
- The individual examination form must have the students name and Dan grade level as the saved file name – for example ‘Martin Cracknell – Godan’ (this will assist my administration)

If all of the above is completed accurately and promptly then any issues during registration should be kept to an absolute minimum. As you can see the onus going forward will be on the Club Instructor to ensure everything is complete prior to grading. I will shortly be confirming the costs for the grading in Edinburgh and will forward to you all.

Please can I ask that you communicate this change out to all of the clubs in your association and confirm back to me by the end of this month that this has been completed (as I am already receiving requests for Dan grade examinations). Please can you list the Club Instructors you have sent it to so I know when forms start to be returned to me. I would suggest you request confirmation from your affiliated clubs that they have read and understood the process so if someone comes to me in Edinburgh I can confirm they have had the email from you to stop any problems.

I trust you understand the need to ensure we get this correct as it is important for the development of the association and most importantly for the student who is grading. Please notify your members this is now in place and will be adhered to in Edinburgh this year.

Martin Cracknell

JKA Afro Eur Asia