

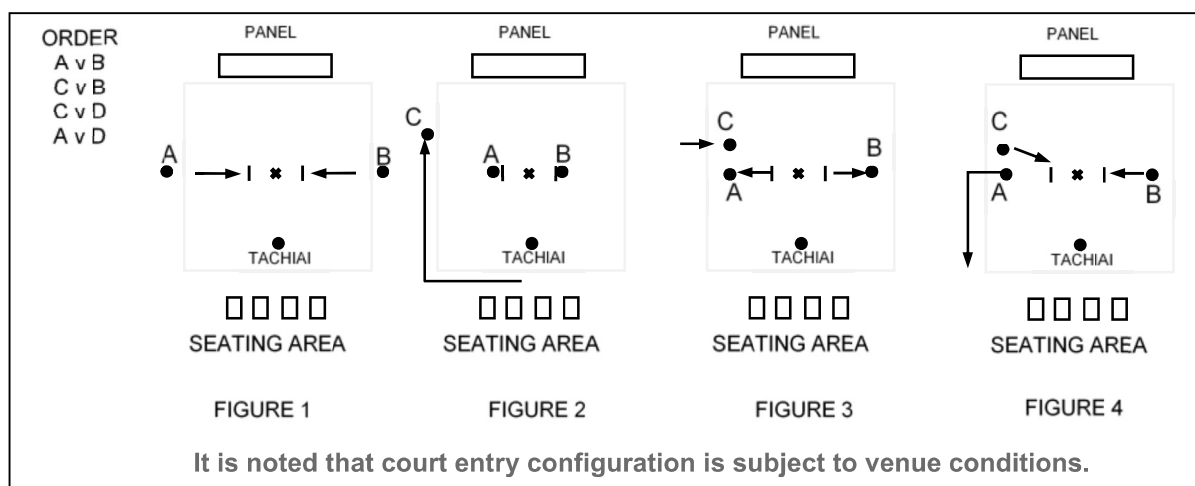
APPENDIX 2: TYPICAL GRADING EXAMINATION SYNOPSIS FOR GRADING CANDIDATES

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.



Standard Procedural Guidelines Dan Grading Examinations

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.
- 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.

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. Regualification for grading is conditional and subject to the discretion of the Kendo Board.