



Policy 11: Examinations and Grading Policy

11.0 Grading Regulations and Examinations Policy

The remit of the association is to maintain and develop the technical competence of the membership including coaches. To regulate the grading system and to provide assessment and training to grading examiners. The national association approved syllabus will be used to standardise and assess standards for juniors, Youth, Cadets and Adults. This will be undertaken by competent and trained examiners who will provide grading assessments through examinations on behalf of the Association.

11.1 General

11.1.1 The responsibility for the training and certification of examiners will be an Executive Committee responsibility to maintain consistency across the Association.

11.1.2 The coordination of gradings, examination rules and regulations are delegated to the BAA Technical Committee, who have development, maintenance and regulatory responsibility.

11.1.3 The BAA Development Officer for Training, Standards and Qualifications (QSO) is responsible for maintaining records of all gradings and making amendments to the central database related to gradings.

11.1.4 All grading examiners will be current members of the BAA, will have qualified as examiners of the Association at the appropriate level, and will appear on the Association's list of examiners.

11.1.5 The QSO will maintain and publish a list of qualified examiners which is to be published on the website.

11.1.6 Results of all grades are to be recorded on form "Examination Results" and forwarded by the senior examiner of the panel to the QSO with 1 month of the date of the grading with a copy to the Chair.

11.1.7 The QSO on receipt of the Examination Result will issue a BAA Menjo which will be sent to the members registered club within 1 month of receipt.

11.1.8 All examination results forms will be recognised as archives of the Association and will be retained by the General Secretary in perpetuity.

11.1.9 All candidates taking part in a grading are to be current BAA members and will produce a current BAA licence or, if the licence is not available, produce a letter of explanation from the club secretary or instructor. Late renewal of membership is not an admissible excuse. Continuous membership is required for time commitment between grades to be valid and if there is a gap of more than 2 years fee arrears are to be paid to the association.

11.1.10 Gradings of any nature carried out contrary to the Associations Examination and Gradings Policy of the BAA will not be recognised by the Association and will not be entered in BAA Record Books.



11.1.11 By attending a grading and/or completing a registration form for certification, all candidates automatically give their approval to data about them being stored on computer. All candidates have the right to view and question data stored about them.

11.1.12 Examination fees are:

- Organising grading centres have the discretion to set administration charges for Kyu gradings. There are no centralised association fees for Kyu gradings.
- Dan grading registration fees are reviewed on an annual basis and are to be passed to the BAA Finance Officer, the fee is due by all candidates whether pass or referred the examination and is due on the candidate's registration for a grading.

11.1.13 The current approved BAA syllabus is the only syllabus that may be used at grading examinations.

11.2.0 BAA Examinations Panel Composition

11.2.1 **Level 1 Club Gradings** may be organised by and held within BAA clubs. Grades may be awarded up to and including 2nd Dan Senior by a minimum of two Level 1 examiners. At least one of the examiners must hold the rank of 3rd Dan (4th Dan if grading to 2nd Dan). Two month's prior notice needs to be given to the QSO with copy to Chair.

11.2.2 **Level 2 Community Gradings** may be organised by BAA clubs as appropriate. Grades may be awarded up to and including 3rd Dan Senior by a minimum of three examiners, one of which needs to be 4th Dan (5th Dan if grading to 3rd Dan). At least one examiner must be of Level 2. Information relating to the grading must be supplied to the QSO at least two month before the date of the event with a copy to Chair.

11.2.3 **Level 3 National Gradings** will be organised centrally by the association as appropriate in consultation with the QSO or at the request of the EC. Grades may be awarded from 4th Dan upward by a minimum of three examiners, one of who must hold certification of at least Level 3 and all examiners must be 5th Dan or above.

11.2.4 Information relating to all gradings must be supplied by the QSO at least two months before the date of the event with a copy to Chair.

11.2.5 Notices to members, via BAA clubs, will be agreed with the QSO and will be distributed centrally by the General Secretary at least one month prior to the event.

11.2.6 The association via the QSO will appoint the examiners for all gradings at Level 3. All Dan Gradings have to be advertised and are open to all association members.

11.2.7 Examiner Awards.

There are three levels of Examiner Awards

- Level 1 Award – “Facilitators Orientation Award” - mandatory for club grading examiners.
- Level 2 Award – mandatory for community grading examiners
- Level 3 Award – mandatory for National and Foreign grading examiners



11.2. 8 Awards Course Content will include: -

- Process, Procedures and administration
- Standards, standardisation and a national standard
- Examiners and candidates code of conduct
- Understanding of Regulations and Policy
- Grading criteria and criteria based assessment process including reliability, measurability
- Decision-making, objectivity and the ability to make positive and negative decisions
- Impartiality and equity
- Assessment
- Providing feedback

11.3 Meritorious Promotions

11.3.1 Grades of 1st Kyu and above may be obtained by meritorious promotion.

11.3.2 For meritorious promotion the candidate advocate must have supplied a detailed history of his/her involvement in Aikido to the QSO by 31 December each year.

11.3.3 The QSO will forward the history, annotated if applicable, to the Meritorious Awards Committee for determination as appropriate. If the Meritorious Awards Committee agrees that a promotion has been earned, it will be reported to the Executive Committee and forwarded to the

11.3.4 QSO to issue appropriate Dan grade certification.

11.3.5 The Meritorious Awards Committee on a review of data supported by the QSO will carry out consideration of candidates.

11.3.6 The Executive Committee can also sponsor such consideration.

11.4 Meritorious Awards Guidance

11.4.1 Consideration of candidates for an meritorious promotion will take place automatically each year provided the candidate has supplied to the QSO by end-January of that year a detailed history of his/her previous involvement in Aikido.

11.4.2 Decisions will be made by the Meritorious Awards sub-committee and ratified by the Executive Committee.

11.4.3 The Meritorious Awards sub-committee will comprise a minimum of five senior representatives of the Association. This number will normally include some Fellows resident in Great Britain and those nominated for the purpose by the EC.

11.4.4 Decisions and awards will be publicised and presented at each year's Annual General Meeting. Each candidate who may be proposed for meritorious promotion will be consulted prior to the AGM.

11.4.5 Candidates who may gain a meritorious promotion will have their 'technical' level fixed at the point of their last technical grading.

11.4.6 Owing to the changes in the Association's technical syllabus and the inclusion of additional Dan grade levels, it will be possible for current incumbents of an honorary promotion to transfer to a 'technical merit' promotion at the current or next level on successfully completing a normal examination held under the auspices of the BAA.

11.4.7 For a meritorious promotion to be considered the candidate must have met a number of criteria, including continuous membership of, and involvement in, the BAA. The candidate must have been seen to support the BAA publicly and have been an exemplary role model.



11.5 Honorary Awards

11.5.1 Honorary Awards are given for outstanding service to the association by the Honorary and Meritorious Committee and approved by the EC. These are deemed to be a one off award with no further progression.

11.6 Timescales and Criteria for Meritorious and Honorary awards (Guidance)

11.6.1 Timescales guidance

Grade	Time Guidance in Minimum Years			
	Grading	Technical	Meritorious	Honorary
1 st Dan to 2 nd Dan		2	2	4
2 nd Dan to 3 rd Dan		3	3	5
3 rd Dan to 4 th Dan		4	4	6
4 th Dan to 5 th Dan		5	5	7
5 th Dan to 6 th Dan		6	6	8
6 th Dan to 7 th Dan		7	7	9
7 th Dan to 8 th Dan		8	8	10

(All meritorious and honorary grades to have technical committee approval and EC ratification.)

11.6.2 General Criteria Guidance for Meritorious and Honorary promotions

	Criteria	Notes
Candidate		
A	Personal development	
1	Shows knowledge of technical syllabus at candidates level	Must have sound knowledge of Aikido
2	Attendance and participation in Aikido-associated courses and events	Please specify at which level; Regional/National
3	Holds Coaching certification	Please specify level and date of attainment
4	Holds other recognised Aikido Qualification Judge/Coach/Examiner	Please specify type, date of attainment and whether renewal
5	Attendance at coaching related courses and certificate attainment	e.g. Coaching methods, Injury prevention, Please specify type, with whom and date of attainment
B	Support to BAA	
1	Holds BAA competition judge / referee certification	Please specify whether recorder/timekeeper, judge, referee and date of attainment
2	Officiates at competitions	Please specify whether inter-club, area, national and/or international level, giving dates
3	Holds BAA examiners certification	Please specify at which level and date of attainment
4	Teaches at BAA courses/events	Please list dates and whether at Regional, area or national level
5	Years membership of BAA	Must have maintained continuous membership
C	Direct development of BAA	
1	Teaches at a BAA registered club	Which club/s
2	Opens a new BAA-registered club	Name of club and date of membership
3	Holds an EC-recognised administrative position within the BAA	Please specify position, date began, and whether at Regional or national level
4	Holds an EC-recognised BAA role	Please specify position, date began, and whether at regional or national level
5	Develops BAA initiatives	Supports a range of BAA initiatives



11.7 Certification

11.7.1 Certificates can be presented to successful Kyu grades, the cost of which will be included in the grading fee. A template is available to clubs on the BAA website.

11.7.2 All Dan grade certificates will be issued by the QSO on behalf of the Association.

11.7.3 Certificates for meritorious and honorary Dan grades, for which no fee will be payable, will be presented at the following Annual General Meeting, dated that day, and sealed with the Association official Hanko.

11.7.4 Each certificate for Dan grades awarded for technical merit will be sealed with the Association official Hanko.

11.7.6 The Dan grade certificate for technical merit will normally be accredited from the date of the successful examination. The only exception to this would be a candidate who had attended a Level 4 grading, the date of which may be a few days prior to the minimum requirements. A successful candidate would be accredited the grade on the anniversary of their previous grade which would be the same as completion of the minimum time requirement.

11.7.7 For Dan grades awarded by the BAA to its members for technical merit, the member may apply for a certificate.

11.7.8 Applications for BAA Dan grade certificates for technical merit should be made to the QSO on form Registration for Dan grade Certificate

11.8 Examiners

11.8.1 Examiners will be required to wear the appropriate uniform as designated by the Association.

11.8.2 Examiners will not usually be allowed to examine family members.

11.8.3 All examiners will have equal voting rights.

11.8.4 It is the duty of the chief examiner to ensure that:

- The grading adheres to all current BAA procedures regulating gradings.
- All the Association Record Books of the participating candidates are duly signed and dated (including passes and referrals) recording the result of the grading.
- Candidates are informed on the day of the results of the examination and the appropriate result of pass or 'referred' is recorded in the candidate's Record Book.
- The form Examination Results, completed and signed, is forwarded to the QSO within one month of the date of the grading.
- Grading fees for Dan gradings are forwarded to the Finance Officer on registration of candidate.

11.8.5 Following referral, the minimum period before regrading is three months for Kyu grades and six months for attempting 1st Dan and above.



11.9 Candidates

11.9.1 Pre-grading – to participate candidates are to comply with the following: -

- Be a current BAA member and have maintained continuous membership from last grading.
- Give prior notification of intention to participate in a grading, if appropriate at candidate's level.
- Be knowledgeable in the current requirements at the appropriate level in the syllabus.
- The MO will be responsible for checking the membership status of all candidates and will inform the lead examiner.
- The Lead Examiner is responsible for checking the candidates are eligible for grade in terms of timescales and age.

11.9.2 Grading

- Submit their completed Record Book and insurance to the chief examiner. If unavailable, a letter explaining why from their instructor or club secretary may suffice. Late renewal of membership is not an admissible excuse.
- Have a recent photograph in their BAA Record Book
- Submit the appropriate grading fee.
- Notify the chief examiner of any relevant medical condition e.g. diabetes, asthma, etc. This information will be treated in the strictest confidence.
- Be clean and well-presented, wearing a clean Gi, Zori and no jewellery.
- Following the successful attainment of 1 Dan, the BAA member should submit to the QSO at 31 December each year an up-dated record of their history of development in Aikido.
- The BAA has the right to negotiate and amend a proposed grading date if there is a clash with other BAA events.

11.9.3 Candidates for Dan grade must be a minimum of sixteen years old. Upon a junior reaching fifteen years of age, they may take a grading to re-grade to a senior grade. After one year at senior 1 Kyu, they may try grading for a 1 Dan. Note: there is no 'junior' 1 Dan.

11.10 Overseas Gradings

11.10.1 BAA recognises grades gained overseas from within international recognised and constituted organisations. Those members if wishing for a BAA grade must seek the approval of the BAA Executive

11.10.2 The BAA Executive Committee has the authority to ratify technical gradings gained by BAA members overseas.

11.10.3 To enable an overseas grade to be accepted by the BAA, any member wishing to grade overseas must register with the BAA in advance via the QSO. If the application conforms to the Constitution, Bye-laws and working procedures of the BAA the member will be supplied with a letter of support, which must be handed to the overseas organisers to conform to international protocol.



11.11 Gradings outside the normal procedures with the UK

11.11.1 It is recognised by the BAA that there are occasions when Japanese Sensei visit Great Britain and there is often an opportunity for a grading outside the normal procedures.

11.11.2 BAA Level 3 Examiners may also conduct gradings outside the UK; Provision will be made through the QSO to accommodate such requests.

11.12 Grading Results.

11.12.1 All grading results including “referred “ to be entered into candidates grading book on the day of the examination.

11.12.2 The Dan Grade syllabus can be divided into sections, the various Kata required and freeplay. If a candidate is deemed to have passed any section of the syllabus it should be recorded in their grading book and on the Examination Results form. Only passed elements are to be recorded in the grading book alongside referral.

At subsequent gradings this element need not be repeated.

11.12.3 At Dan grade level, after each referral the candidate must wait a minimum of 6 months before attempting to re sit the examination.

11.13 Examiners Training and Awards Programme

11.13.1 The following criteria for recognition of competence for examiners at Junior, Youth and Senior levels are: -

- Must be a current full member of the BAA.
- Must be DBS checked and hold current PI Insurance

Following accreditation, Dan grades may represent the Association as an examiner at the following levels within the national group:

Level No.	Panel Lead minimum grade	Candidates grade	Examination type
1	1 st Dan to 3 rd Dan (At least one at 4 th Dan for 2 nd Dan Grading and at least one 5 th Dan for 3 rd Dan)	All junior levels and adult up to 1 st Kyu and to 2 nd Dan	BAA Club
2	4 th Dan (One of which will be 5 th Dan)	Up to 3 rd Dan	BAA Community
3	6 th Dan	4 th Dan and above	BAA National
3	6 th Dan	Up to two grades below that of the examiner but not exceeding 3 Dan, and with local examiner	International



11.13.2 Level 1 Examiner

- Must be 1st Dan technical and above.
- Candidates should receive both junior and senior grading regulations for familiarization.
- All candidates to be eligible for the award must have complete Level 1 Coach Award
- Thereafter to maintain the award Level 1 Examiners must attend refresher / standardisation courses every two years or progress to Level 2

11.13.3 Level 2 Examiners

- Must be a 2nd Dan technical or above
- Must have completed Level 2 Examiner course and held the award actively for at least two years having officiated on at least one grading panel.
- Award maintained thereafter by attendance one national refresher /standardisation course at least every two years or progress to Level 3

11.13.4 Level 3 Examiners

- Must be at least 4th Dan technical or above
- Must have completed a Level 3 Examiner course and held the award actively for three years having officiated on at least one grading panel
- Award maintained thereafter by attendance one national refresher / standardisation course at least every two years.

11.13.5 For all Dan gradings the minimum number of examiners are: -

- Level 1 Two Recognised Examiners
- Level 2 Three Recognised Examiners
- Level 3 Three with a maximum of five with the Lead Examiner having a casting vote.

11.14 Examiner Awards

11.14.1 The award is for both Junior and senior examiner formats

- Attend a minimum of one national course to be held each year.
- To receive accreditation candidates must demonstrate thorough understanding and knowledge of the Associations grading syllabi and will be assessed technically on its content.
- Award maintained thereafter by attendance at one grading per year to maintain competency.

11.14.2 Syllabus Generic

- Risk Assessments
- Health and safety procedures
- Emergency aid procedures
- Record keeping
- Conducting a grading and procedures
- Policies and procedures
- Specific assessment criteria
- Etiquette
- Code of conduct
- Dress code
- Role of coordinating examiner



11.14.3 Syllabus Technical

- Understanding and application of Kakarigieko and Hikitategeiko
- Understanding of Kata
- Basic principles of Aikido
- Objective observation and assessment
- Knowledge of the syllabus