

Checklists for Local Event Organizer + Dan Test Support Person

Local Event Organizer:

- 1) Well in advance:
 - a) Review the Dan Test Application **Process** and **Flow chart** (sections in green).
 - b) Designate someone on your team to be the local **Dan Test Support Person**.
 - c) Make sure the Exam Committee Chairperson and CAF Secretary know who this is and vice versa.
- 2) When an instructor e-mails the Exam Committee to request approval for one of their students to take a Dan test at your event, you will be copied on this e-mail. This e-mail will include the candidate's profile which you will need to provide later to your designated local Dan Test Support Person so that they will be able to complete step (4) in their checklist below.
- 3) The Exam Committee Chairperson will copy you by e-mail when a candidate has been approved to take a Dan test, which is the trigger for your designated local Dan Test Support Person to begin step (4) in their checklist below.
- 4) The local Dan Test Support Person should be at the venue entrance table at the start of each day and focus on receiving the Dan grading application forms and dan testing fees, so that other table staff can focus on registration and other support matters.
- 5) Make sure the local Dan Test Support Person clearly understands their part of the process well in advance.

Local Dan Test Support Person:

- 1) Review the Dan Test Application **Process** and **Flow chart** (sections in green).
- 2) The Local Event Organizer will be copied by e-mail when an instructor requests Exam Committee approval for one of their students to take a Dan test at your event. This e-mail will include the candidate's profile which you will need later to complete step (4) below.
- 3) The Exam Committee Chairperson will copy the Local Event Organizer by e-mail when a candidate has been approved to take a Dan test, which is your trigger to begin step (4) below.
- 4) Well in advance and using the candidate's profile from step (2) above, prepare and print out test-commentary forms for the Exam Committee to use when administering the Dan tests at your event. (Fill in each candidate's details in the boxes in column B on the tab for the particular Dan grade they will be testing for.)
- 5) At the start of each day, you should be at the venue entrance table and focus on receiving the Dan grading application forms and dan testing fees, so that other table staff can focus on registration and other support matters.
- 6) Have a check-off list (with back-up) at your venue-entrance table to keep track of testing candidates and test-fee payments upon arrival.
- 7) Issue and record receipts when candidates pay their non-refundable Dan examination fee by cash, cheque or money order made out to the Canadian Aikido Federation (no credit cards will be accepted).

- 8) Pass all test-fee payments to the CAF Secretary, or to the Exam Committee Chairperson.
- 9) Prepare in advance a separate meeting room in which the Exam Committee can discuss and evaluate the Dan test performances, including stationery and water/refreshments.
- 10) At the reception table, carefully check that all Dan test application forms have been **correctly completed, signed and dated** (if necessary, have candidates correct any errors or omissions).
- 11) Pass the forms to the Exam Committee Chairperson no later than the night before the test. Also provide enough test-commentary forms for each Exam Committee member, plus a few extras.
- 12) Quickly set up enough tables, chairs, stationery and water bottles for the Exam Committee when it is time to hold the Dan tests.
- 13) Have some wide duct tape on site to attach a large number to each candidate's uniform corresponding to the grade being tested for. When only a small piece was put on the sleeve in the past, it always fell off. So it would be more secure to make a full cross or band on the sleeve and write the targeted grade number in the centre.
- 14) Place a few sets of weapons nearby in case the candidates may be required to use these during the test.
- 15) Obtain a list of successful Dan candidates from the Exam Committee Chairperson and post this conspicuously on the event bulletin board as quickly as possible, so that those candidates can pay their promotion fees to the CAF Secretary, or to the Exam Committee Chairperson, before they leave the event.
- 16) Complete the **Dan Testing Report Form** and send it to the CAF secretary via email promptly after the seminar.