



GRADING-DAY CHECKLIST FOR LARGE SCHOOLS

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One grading, one program, start to finish. Work page 1 in the two weeks before the test, and page 2 on the day and the week after.

Program: _____

Grading date: ____/____/____

Testers: _____ Not this cycle: _____

1 Write the Requirements Down

- ☐ **For every rank in every program, write down:** classes at the current rank or days trained, minimum time in rank, the skills and how you'll measure them, any age floor, and admin items like the testing fee.
- ☐ **Use the new-coach test:** could an assistant coach who started last month check it without asking you?
- ☐ **Write the stripe criteria too.** Stripes are where coaches are most likely to disagree.
- ☐ **Give each program its own list.** One shared template fits none of them.
- ☐ **Publish the list to students and parents.** It answers most of the "when does my kid test?" questions before they reach the front desk.

2 Pull the Eligibility List, Two Weeks Out

- ☐ **Filter to one program at a time.** Your little kids don't belong in the teen and adult view.
- ☐ **Check each requirement against data you already have:** check-ins for classes and days trained, rank dates for time in rank, coach sign-offs for skills, and the member profile for age.
- ☐ **Fill in any missing rank dates now.** Without them, nobody can check time in rank.
- ☐ **Review the list yourself or with your head instructor.** The data tells you who's eligible. You still decide who's ready.

3 Invite the Cohort

- ☐ **Set the grading date for this program** and publish it so families can plan.
- ☐ **Send each tester a personal invitation:** their name, the rank they're testing for, when, where, what to wear, and what it costs.
- ☐ **Send it about two weeks out** for kids' programs, so parents can move a soccer practice.

4 Talk to the Not-This-Cycle Students First

- ☐ **Have the conversation before the invitations go out.** Families who hear about the grading from a friend fill the gap with their own version.
- ☐ **Name what's missing, specifically:** "eight more classes at orange" or "your kata isn't there yet."
- ☐ **Give them a target:** the next grading date and what it takes to be on that list.
- ☐ **Tell the parents too.** For a kid, the parent is the one deciding whether to keep paying.

5 On Grading Day

- ☐ Record each evaluation against the student as you go. A clipboard you transcribe later is how a grading happens but can't be proven.
- ☐ Record a "didn't pass" too. It's what you'll point to when that family asks about the next grading.

6 Before Anyone Locks Up

- ☐ Every new rank recorded with today's date. Next cycle's time-in-rank count runs on it.
- ☐ Every evaluation saved to the student's record, passes and fails both.
- ☐ Testing fees charged or marked paid. Chasing them by text next week costs you a Tuesday.
- ☐ Requirements reset for the next rank. Progress toward the next belt starts counting today.
- ☐ Certificates printed or scheduled. Families notice when one shows up three weeks late.

7 The Week After

- ☐ Spot-check five students' rank history in each program you graded, or after any bulk change to ranks.
- ☐ Put the next grading date on the calendar and give it to every not-this-cycle family as their target.

Rank Requirements Worksheet

RANK	CLASSES IN RANK	DAYS IN RANK	SKILLS AND HOW YOU'LL MEASURE THEM	AGE FLOOR	ADMIN
Example: green belt	36	90	Kata passed; three blocking combinations passed		Testing fee paid

One row per rank, one sheet per program. The example row is made up.

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Gymdesk tracks promotion requirements rank by rank, shows who's eligible, and runs grading events with invitations and evaluations.

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