



KARATE GRADING-DAY READINESS CHECKLIST

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Everything that has to be true before your students bow in to test. Work page 1 in the month before grading, and keep page 2 on the clipboard for the day itself.

Dojo: _____

Grading date: ____/____/____

Testing: _____ Not this time: _____

1 Four Weeks Out: Set the Ladder and the Rules

- ☐ Write down your kyu and dan ladder, with tips or stripes if you use them. Your style, your association, your colors.
- ☐ Note any student on two ladders, like karate plus kobudo, or a kids' program with its own belt colors.
- ☐ Write the requirements for each rank: classes attended, time at the current rank, and a minimum age for the next belt.
- ☐ Set the test fee for each rank, and decide now that it goes on the bill, not in an envelope.
- ☐ Point every student at the kata for their own rank, so parents know what their kid should be practicing at home.

2 Two Weeks Out: Who's Testing

- ☐ Pull the eligibility list from attendance, not from memory. Classes attended, time at rank, and age, for every student.
- ☐ Then decide who's ready. The list tells you who's eligible. You and your instructors still make the call.
- ☐ Talk to the not-this-time families first, before the invitations go out: what's missing, and the next grading date to aim for.
- ☐ Invite each tester and their parents: the date, what time to arrive, what to wear, and the test fee.

3 Two Weeks Out: Families and Paperwork

- ☐ A signed parent waiver on file for every minor testing. Chase any that are missing now, not at the door.
- ☐ One bill per family. Siblings testing together get one bill, with the sibling discount already applied.
- ☐ Test fees ready to charge to the card on file at promotion, so nobody's counting cash on Saturday morning.
- ☐ Check attendance for anyone who's dropped off. A kid who stopped coming two weeks before a grading is a family about to cancel. Call them.

4 The Week Of

- ☐ Belts and certificates ready for every rank you're promoting to, in the right colors.
- ☐ Print the tester sheet on page 2, one row per student.
- ☐ Settle anything still open: a missing waiver or a fee that won't go through. Decide now whether that student tests.

5 Grading Day

- ☐ Check in every tester at the door. Waiver and fee confirmed before they step on the floor.
- ☐ Record each result as it happens, with the grader's initials. Passes and not-yets both.

6 Before You Lock Up

- ☐ Promote the whole group in one go, and record every new rank with today's date. Time at rank starts counting again tonight.
- ☐ Test fees charged or marked paid, on each family's one bill.
- ☐ Certificates handed out or scheduled, and parents told the results.
- ☐ Share the kata for each new rank, so the practice at home moves up a belt too.
- ☐ Put the next grading date on the calendar and give it to every not-this-time family as their target.

Tester Sheet

STUDENT	RANK NOW	TESTING FOR	CLASSES	TIME AT RANK	AGE	WAIVER	FEE ON BILL	RESULT

Tick Classes, Time at rank, Age, Waiver and Fee on bill when they're met. Result: P = promoted, N = not yet (note why).

READ NEXT

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Run grading day from one record

Gymdesk sets promotion criteria for each rank, tells you who's ready to test, promotes the whole group at once, and puts the test fee on the family's one bill.

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