

Belt Testing Checklist

Tick each box as you go. Fill in on screen, save, or print it out.

SCHOOL

GRADING DATE

LEAD INSTRUCTOR

8 to 10 weeks before — Lock in the date and the rules

Do by

- ☐ Date checked against school terms, holidays and local events
- ☐ Format decided: open grading or split by age and rank, in-house or federation
- ☐ Panel and floor roles confirmed
- ☐ Eligibility criteria written and shared with families
- ☐ Save-the-date sent

6 to 8 weeks before — Confirm who is testing

Do by

- ☐ Eligibility list run from attendance and time-at-rank
- ☐ Conversations held with borderline students and parents
- ☐ Belts and certificates ordered by rank and size
- ☐ Registration opened and testing fee invoiced

4 to 6 weeks before — Give families every detail

Do by

- ☐ Full grading-day brief sent to testing families only
- ☐ Mock tests and prep classes scheduled and shared
- ☐ Prospective families invited to watch

2 to 4 weeks before — Sort the logistics

Do by

- ☐ Timed running order built and call times shared
- ☐ Scoring sheets or rubrics prepared for every examiner
- ☐ Warm-up, spectator and door areas planned and staffed
- ☐ Promotion ceremony plan confirmed

Final week — Remind and rehearse

Do by

- ☐ Reminder sent with call time, venue, uniform and kit list
- ☐ Final mock test run
- ☐ Belts, certificates, sheets, running order and first aid kit ready
- ☐ Day-before message scheduled

Grading day — Run it on time

Do by

- ☐ Team on site an hour before the first group
- ☐ Staff briefed on roles
- ☐ Photos taken only of students with consent
- ☐ Running order kept to time

Within 48 hours — Follow up while families are proud

Do by

- ☐ Results shared privately with each family
- ☐ Deferrals explained in person with next steps
- ☐ New ranks recorded in student profiles
- ☐ Public congratulations posted
- ☐ Guest families followed up
- ☐ Debrief held and referral asks sent

NOTES

Run eligibility lists, reminders and testing fees from one place.See how Classcard handles grading admin for martial arts schools: classcardapp.com/solutions/martial-arts