



Revision policy and process (Draft)

Date: 22/1/2018

Purpose:

A student may fail from time to time. It is important to support the student through the understanding of a 'Revision' process.

The number one priority is to develop students through training days, pre-assessment day and state grading.

To ensure students receive guidance and mentoring a system will be given to all instructors as a direction of the revision process.

The revision statement on the grading form means the student has not attained the rank **attempted** on the grading day. "Revision" means a student did not **complete** the grading requirements, **to the standard required during the grading** and have been advised to review the **attempt to grade** and proceed **to** the following year grading.

It is important to clearly indicate roles and responsibilities with the grading process for BJMA.

"Grade Level Coordinator" – Role of the coordinator is to chant and conduct the grading for his/her grade level group. Coordinators are to assist and guide the potential student to attempt and achieve their next rank. The Coordinators role is not to supersede the instructor's role.

Role and responsibility:

- Review CTP points of eligibility for grading for all students.
- Provide communication for any questions from instructors or student.
- Request any assistance from the VLT for guidance or set up on the day.
- Provide a positive attitude towards student and instructor.
- Use the assessment form to provide feedback to the student.
- Be creative in the way they provide grading guidelines.

"Club Instructor"- Role of the instructor is to ensure students are preparing for grading outside of the training days and review overall progress of the student.

Roles and responsibility:

- Provide instructions on grading requirements to students. Which include grade forms.
- Ensuring students have prepared for training days and grading.
- Ask questions on behalf of students to the VLT and/or coordinator.

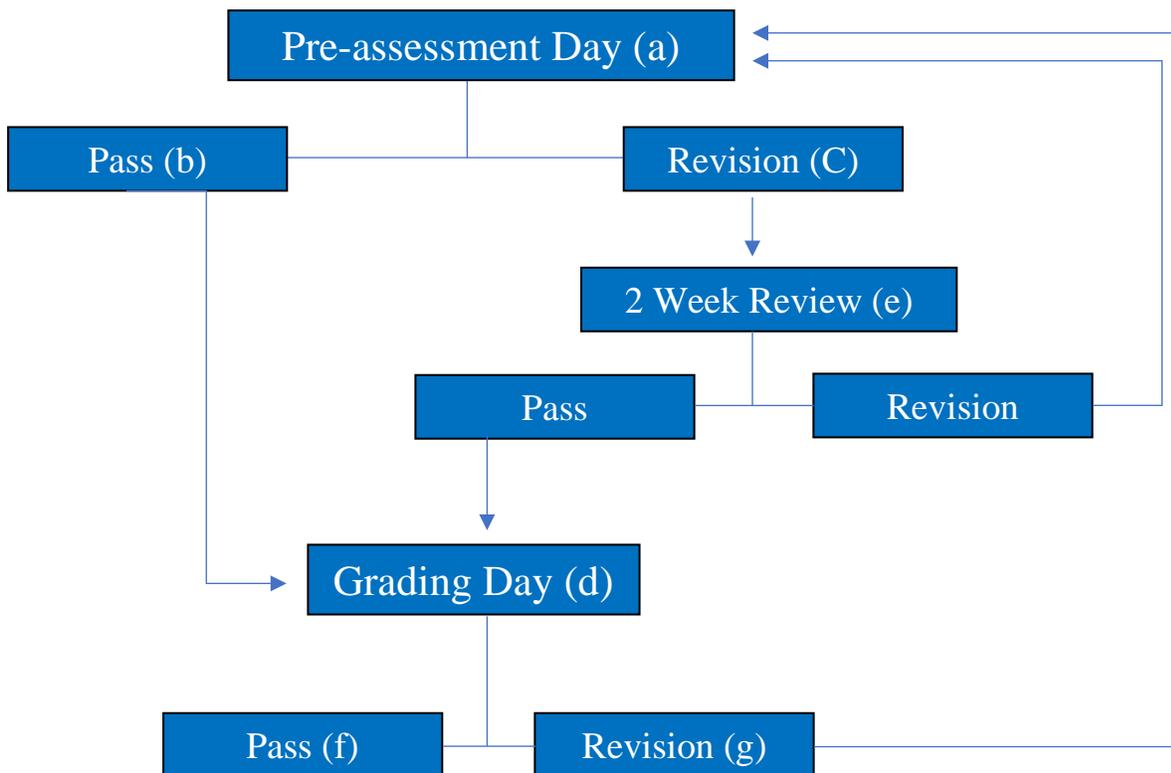
- Attend training days and pre-assessment days as much as possible.
- Review students CTP and encourage any further development.

“Student” – Students are responsible for their own progress. A student should always have open discussions with their instructor and/or coordinator.

Roles and responsibility:

- Ensure all training equipment is on hand.
- Have a clear understanding of grading requirements. If clarification is required, they can speak to their instructor and/or coordinator.
- Adhere to the CTP requirements to assist in their personal progress. Attend the required training days and pre-assessment day.

The revision process



Please follow the process as set out below to have an understanding a student may have two opportunities to attempt their grading. This process will provide clear direction and guidance on how to manage a student with revision process.

- (a) Pre-assessment day is the last training day of the year. The day has been designed for potential students to showcase their grading requirements prior to the official Grading Day.
- Co-ordinators can use the assessment form to assist with students’ progress. The form is designed to review a student’s ability for eligibility to grade. The assessment form is not to replace the grading form.
 - There will be one of two outcomes for the student on the day.
Firstly, if a student passes on the pre-assessment day a student will be eligible to attend the grading day (b).
Secondly if a coordinator has any concerns on this day, there will be steps to assist the coordinator to review the students on a case by case basis. (c)
- (b) Student is eligible for grading. No further revision is required.

- (c) Revision will be undertaken. Depending on the student's competency two outcomes may occur.
- Student/instructors may be requested to go through a revision process. Either request to return in two weeks with the coordinator for a revision prior to final decision. The coordinator and instructor may come to an agreement to review a student if there if only a few improvements required. (e).
 - If a student has concerns regarding grading requirements which cannot be corrected within the two-week period, the student can be advised to return the following year to grade. This may be decided by the instructor in conjunction with the coordinator (g).
 - Reviews can be completed with support of high ranks includes Soke Billy Manne and/or supported by the VLT.
 - The review process will also include the instructor.
 - An assessment form maybe used to assist the coordinator to record actions that need to be remedied for the grading.
 - Further discussions and coaching maybe required for student.
 - Soke Billy will be the final decision maker for any students who may require revision.
- (d) The Official BJMA Grading day will be held as a standard process. Any ongoing health concerns, disability or injury must be addressed with the grading panel before grading begins. This is to give the student a fairer outcome based on said health concerns. The student is recommended to have a clear discussion with the grading panel in regards to any health issue, disability or injury that may affect their grading outcome.
- (e) A two-week review can be held at the request of the instructor and/or student due to any health, physical concerns, illness or other reasons on the pre-assessment day. This maybe requested via coordinator or Soke Billy Manne.
- A Coordinator cannot be over ruled on the final decision this will be supported by Soke Billy Manne (or his chosen replacement if absent)
 - A student may be permitted to attend the grading once approval has been granted.
 - If the student has not improved within two weeks. The student will be asked to attend the following year. Coaching and mentoring will be provided.
 - It is not a co-ordinator's responsibility to follow up a student's progress. The responsibility lies with the student (however some co-ordinators may do so.)
- (f) If a Student has passed their grading, no further action will be required.
- (g) If a student fails on the day of the grading they will be advised by the grading panel of the outcome. The following steps will be taken:
- Grading panel will speak with the instructor directly in regards to any concerns.
 - Overview and support by Soke Billy Manne and/or replacement, VLT may assist to make a decision on the day for a revision or a pass.
 - An explanation for the reason revision is required will be given. (Assessment form can be used)
 - The Grading Co-ordinator has the authority to pause the grading and request the student to step aside. A grading panel assessor and the instructor will provide constructive feedback to the student and work on the strategy to assist the student for the following year's grading.
 - If the grading has concluded the grading panel assessor and student's instructor can advise the student to take a step back (2m) from the rest of the students and be provided with constructive feedback on their grading.
 - The Grading Co-ordinator will endeavour to confirm the student has a clear understanding of the required improvements to be made prior to following year's grading.
 - A student and/or instructor may raise their concerns with VLT in writing and Soke Billy Manne.
 - A student shall not be made to feel inadequate in public.

For further questions or processes regarding the grading revision please do not hesitate to contact VLT members for clarification.