

<u>Best Practice Title:</u>	Testing Activities
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Objective:

The intention of this document is to specify activities required to prepare for and to conduct Test Night to ensure consistent operation of these activities in the future.

Background:

Test Night is the formal process the Club uses to evaluate a student's progress in the art form. In the past, the testing and promotion process has been mostly a "formality". The Chief Instructor was able to track each student's progress and combine this knowledge with what was exhibited on test night to re-evaluate their level. Today, with several primary instructors, a format where the Chief Instructor utilizes Black Belts to judge has been part of the tradition of the Club.

Best Practice:

Activities that should be Performed at Least Two Weeks Prior to Test Night

Students:

- Students are responsible for reviewing and ensuring they meet the minimum requirements to test per the following:
 - Club Policy HMKTKD-P6 entitled "Club Testing and Promotion"
 - Chief Instructor Directive HMKTKD-D1 entitled "Additional Testing and Promotion Requirements".
- Complete the proper blank test form (including belt size and current ranking) and turn it in to the Secretary/Treasurer. The name on the test form should be the name the student wants on the certificate.
- Ensure any outstanding monies are turned in

Coaches (including Chief Instructor):

- Ensure that members within your group who intend to test have completed their pre-test activities and meet all requirements.

Chief Instructor:

- Determine which black belts meet the minimum requirements to judge and send e-mail out to determine their availability
- Brief students (e.g., in class, via e-mail, etc.) on formal test night activities and expectations, including information in Appendix A

Club President:

- Verify there are adequate supplies for testing (e.g., 8"x12"x1" pine boards, etc)
- Plan for alternate work out area on Advanced Testing Night for Intermediates if resources are available

Vice President:

- Determine location and make arrangements for awards dinner with restaurant

Secretary/Treasurer:

- Notify students of any outstanding monies owed the Club and collect them
- Verify test dates have been added to the Club calendar
 - Typically, there are two test nights scheduled. First night is typically for the Beginner's Class followed by the Intermediates Class (Green, Blue, and Brown Belts). The second night is typically for the Advanced Class (Interim Black and Black Belts)
- E-mail general announcement of test dates (refer to Club calendar)
- E-mail announcement of awards dinner details [when, where (with map), additional cost for each guest, etc.]
- Ensure binder is filled with adequate amount of blank test forms for all ranks
- Evaluate test forms, and if incomplete or invalid they are returned to the student
- Ensure blank tapes for video camera are available and the video camera is in working condition.

Set-Up Activities to be Performed Test Night Prior to Start of Testing by the Officers

- Set up banner and Mr. Kim's photograph
- Set up tables and put out the ranking sheets
- Sharpen pencils
- Set up video camera
- Have current and prior test forms available for the judges

Formal Test Night**Judges:**

- Judges should be punctual and ready when testing starts
 - If judges cannot make it at the start of the testing, they should enter the dojang when there is a break in the testing.
- Judges will be dressed in professional attire
- Two judges per student (Chief Instructor may test alone)
- Judges will limit bringing any items in that can cause a disruption (such as a large amount of snacks, etc)
- Prior to start of a test group, judges should quickly review the prior test sheet of the student that they are about to judge
- During the test, when judges confer with each other they should do so with a reasonable volume so that the video camera nor the students can hear it

- During the test, when judges write comments on the test form they should do so quickly and within a reasonable amount of time
- After all basics and hyung are performed, judges note a suggested rank on the test sheet
 - Primary and Secondary objectives are then noted on the back of the test sheet
- Sparring is judged (Intermediates and Advanced Students only)
 - Chief Instructor reminds judges of the expectations
 - Four judges; two per student
 - Judges add to the objectives lists if required
- Once all testing is over for the night, the scores are finalized
 - Scores on test sheets are reviewed and finalized by the Chief Instructor
- Once all scores are finalized, Most Improved is selected
 - Judges Chief Instructor and Black Belts) pick most improved student

Formal Test Night

Students:

- Students are to arrive early to stretch, warm up, and prepare
 - Students should be punctual and need to be ready when their name is called
 - Students who are sparring should ensure they have all necessary equipment/gear at hand
- Students should ensure their uniform and gear are in the appropriate condition per the Club Policy HMKTKD-P8 entitled “Club Uniform Policy”
- Students will bow in together, lined up based on rank with the judges standing in front of the judges table
- Students will typically be tested 2-4 at a time depending on the number of judges available
- Students can raise their hand any time they have a question or need clarification regarding the test itself
 - Any questions regarding techniques should be asked prior to the start of the test
- Students are judged and scored on each technique
 - During the test, judges will confer with each other, and write comments on the test form
 - Students should review these comments with their judges at a later time
- The primary instructor for each class calls the techniques
- Beginner’s Class (White Belts)
 - Each basic technique will be called one at a time except High Kick. Students will finish after each technique. See Appendix B for a description of the techniques and how they are typically called
 - Once all the basic techniques are finished, the students will perform one Hyung from the Kibon series. See Appendix B for a description of how the form is typically called
 - Once the hyung are finished, the students may be asked to demonstrate self-defense techniques.
 - Once all testing groups from the Beginner’s Class are completed, the judges will stand in front of the judging tables, and the entire class will perform Kibon Hyung at class pace

- The class will then Bow out and be dismissed for the evening

- Intermediate Class (Green, Blue, and Brown Belts)
 - Each basic technique will be called except High Kick. See Appendix C for a description of the techniques and how they are typically called
 - Once all the basic techniques are finished, the students will perform one Hyung from the Kibon series, one from the Pyung Ahn series, and Shipsu will also be performed by Brown Belts. See Appendix C for a description of how the form is typically called
 - Once the hyung are finished, the students may be asked to demonstrate self-defense techniques.
 - Once all testing groups from the Intermediates Class complete the basics and forms, sparring is conducted.
 - Students should put on their sparring gear as soon as possible following their testing as long as it is not disruptive to the rest of the testing
 - Students should be prepared to assist with unfolding of the mat as soon as the Chief Instructor indicates it is time
 - Chief Instructor reminds judges of the expectations
 - Four judges; two per student
 - Once sparring is complete and judges complete their notes, all students should remove their sparring gear
 - Students will then be asked to line up as they did at the start of the Test as a Class
 - The judges will stand in front of the judging tables, and the entire class will perform Kibon Hyung at class pace
 - The class will then Bow out and be dismissed for the evening
- Advanced Class (Interim Black and Black Belts)
 - Interim Black Belts
 - Each basic technique will be called except High Kick. See Appendix D for a description of the techniques and how they are typically called
 - Once all the basic techniques are finished, the students will perform one Hyung from the Kibon series, one from the Pyung Ahn series, Shipsu and No Pe Hyung. See Appendix D for a description of how the form is typically called.
 - Once the hyung are finished, the students will demonstrate self-defense techniques.
 - First Degree Black Belts
 - Each basic technique will be called except all static kicks. See Appendix E for a description of the techniques and how they are typically called
 - Once all the basic techniques are finished, the students will perform one Hyung from the Kibon series, one from the Pyung Ahn series, Shipsu, and No Pe Hyung. See Appendix E for a description of how the form is typically called.
 - Once the hyung are finished, the students will demonstrate self-defense techniques.

- Second Degree Black Belts
 - Each basic technique will be called except all static kicks. See Appendix F for a description of the techniques and how they are typically called
 - Once all the basic techniques are finished, the students will perform one Hyung from the Kibon series, one from the Pyung Ahn series, No Pe Hyung, and one from the Mepojan series. See Appendix F for a description of how the form is typically called.
 - Once the hyung are finished, the students will demonstrate self-defense techniques.
- Once all testing groups from the Advanced Class complete the basics and forms, sparring is conducted.
 - Students should put on their sparring gear as soon as possible following their testing as long as it is not disruptive to the rest of the testing
 - Students should be prepared to assist with unfolding of the mat as soon as the Chief Instructor indicates it is time
 - Chief Instructor reminds judges of the expectations
 - Four judges; two per student
- Once sparring is complete and judges complete their notes, all students should remove their sparring gear
- Once sparring is completed, all students should remove their sparring gear and line up as they did at the start of the Test as a Class
 - The judges will stand in front of the judging tables, and the entire class will perform Kibon Hyung at class pace
 - The class will then Bow out and be dismissed for the evening
- For Advanced Students, once techniques per the official test form is completed, it is the Chief Instructors' prerogative to ask students to demonstrate or discuss other aspects of the art form.

Post-Test Activities (Same Night)

- Put away banner and Mr. Kim's photograph
- Put away tables and binders and pencils
- Put away video camera

Activities to be Performed After Test Night and Before Awards Ceremony

Club President:

- Buy new belts
- Update and maintain private/secure database of testing dates and promotional scores

Vice President:

- Type up test results and send list of belts in the appropriate sizes as indicated on test forms to Club President
- Create Award certificates and other special certificates

Secretary/Treasurer:

- Put copies of test sheets in the Test Archives binder in the Club Library

- Put copy of new rank results in the testing binder in the Club Library (after all announcements are known)

The Club Officers and Chief Instructor may enlist the assistance of others to accomplish the above tasks or special assignments for the Club. Although the assistants may have a significant impact on the daily activities of the Club, the ultimate responsibility still falls upon the Club Officers and Chief Instructor.

Summary:

Test night is an extremely important event designed to honor the hard work and dedication of the students. Although upper-ranks may come to see it more as simply the next step in their path, they should always remember the weight it carries with newer students, providing the respect it deserves.

This document is meant to support the preservation of this event for today and for the future.

Revision History:

In Revision 1.1, call Sheet information was updated to match what is actually called. Main difference is Side Medium Block is called before Cat Stance. In addition, notes were made after hyung to remind caller to remind the students the hyung is performed at their own pace and to check with judges to ensure do not want or need to see it performed again.

Appendix A: Test Sheet Information

Test Scoring Markers and Notations:

The testing forms contain markers which are there to give the student an indication of how well they are performing each technique, respective to their current level. It is possible to have one or more entries fall below the current ranking and still do well on an exam. This is simply an indication of where more work is needed.

The notations typically tell the student where they may want to focus more attention. This is an opportunity to get direct feedback on their abilities. The instructors hope that students will see this as a gift versus a criticism. The instructors wish for the students to succeed and put a lot of heart into their comments, often setting the bar higher than students might expect just to see if they will reach it.

Energy and Mechanics:

When first starting out, students focus on the mechanics of the art form. As they progress, they start to experience power; primarily as Force. With additional training, this starts to shift away from the physical and more toward the “energy” of the techniques. This is a natural progression, and each individual embraces it differently.

Unlike the mechanical side, energy work is learned experientially (one can’t pick it up from books or videotapes). The instructors recommend that students spend as much one-on-one time as possible with higher level instructors. From this interaction, their understanding of energy work will enhance their physical techniques and allow them to excel. This will be reflected in the exams.

Test Scores:

For definitions of test scores, refer to the Club Policy HMKTKD-P6 entitled “Club Testing and Promotion”.

Primary and Secondary Objectives (back page):

For more details on the primary and secondary objectives, refer to the Chief Instructor Directive HMKTKD-D1 entitled “Additional Testing and Promotion Requirements”.

Appendix B: Beginner's Class — Test Night Call Sheet

Basics

1. Forward Punch, Ready, (1,2,3,4), Double Punch, (1,2), Switch, Continue with Double Punch, (1,2), Finish, Relax
2. Attack Punch, Ready, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
3. Low Block, Ready, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
4. Medium Block, Ready, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
5. High Block, Ready, 1,2,3), Turn, (1,2,3), Turn, Finish, Relax
6. Spear Hand, Ready, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
7. Knife Hand, Ready, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
8. Stepping forward with your right foot into Side Medium Block, Ready, (1,2,3), In Reverse, (1,2,3), Finish, Relax
9. Cat Stance Left Foot Forward, Ready, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax

Kicks

1. Front Kick, Ready, Starting with your Right Foot and Alternating (1,2,3,4), Turn 90 Degrees to the Left, Continue with Front Kick starting with your Right Foot and Alternating (1,2,3,4) Turn 90 Degrees to the Right towards the judges, Finish, Relax
2. Side Kick, Ready, (1,2,3), Switch (1,2,3), Finish, Relax
3. Turnaway Kick, Ready, (1,2,3), Switch (1,2,3), Finish, Relax

Jump Kicks

1. Cat Stance Left Foot Forward, Ready, Jump Front Kick, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
2. Cat Stance Left Foot Forward, Ready, Jump Side Kick, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
3. Cat Stance Left Foot Forward, Ready, Jump Turnaway Kick, (1,2,3,4), Turn, (1,2,3,4), Turn, Finish, Relax

Hyung

One from the Kibon series. At your own pace.

Kibon _____. Ready

Begin (once all students are in Ready Stance)

(Students should Relax on their own)

(Caller should check to see if judges want to see again)

Appendix C: Intermediates Class — Test Night Call Sheet

Basics

1. Forward Punch, Ready, (1,2,3,4), Double Punch, (1,2), Switch, Continue with Double Punch, (1,2), Finish
2. Attack Punch, Ready, (1,2,3), Turn, (1,2,3), Turn,
3. Low Block, (1,2,3), Turn, (1,2,3), Turn,
4. Medium Block, (1,2,3), Turn, (1,2,3), Turn,
5. High Block, (1,2,3), Turn, (1,2,3), Turn,
6. Spear Hand, (1,2,3), Turn, (1,2,3), Turn,
7. Knife Hand, (1,2,3), Turn, (1,2,3), Turn,
8. Stepping forward with your right foot into Side Medium Block, (1,2,3), In Reverse, (1,2,3),
9. Cat Stance Left Foot Forward, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax

Kicks

1. Front Kick, Ready, Starting with your Right Foot and Alternating (1,2,3,4), Turn 90 Degrees to the Left, Continue with Front Kick starting with your Right Foot and Alternating (1,2,3,4) Turn 90 Degrees to the Right towards the judges, Finish, Relax
2. Side Kick, Ready, (1,2,3), Switch (1,2,3), Finish, Relax
3. Turnaway Kick, Ready, (1,2,3), Switch (1,2,3), Finish, Relax

Jump Kicks

1. Cat Stance Left Foot Forward, Ready, Jump Front Kick, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
2. Cat Stance Left Foot Forward, Ready, Jump Side Kick, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax
3. Cat Stance Left Foot Forward, Ready, Jump Turnaway Kick, (1,2,3,4), Turn, (1,2,3,4), Turn, Finish, Relax

Hyung

1. One from the Kibon series. At your own pace.
Kibon _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
2. One from the Pyung Ahn series. At your own pace.
Pyung Ahn _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
3. Advanced Hyung: Shipsu (Brown Belts only). At your own pace.
Shipsu _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)

Appendix D: Advanced Class: Interim Black Belts — Test Night Call Sheet Basics

1. Forward Punch, Ready, (1,2,3,4), Double Punch, (1,2), Switch, Continue with Double Punch, (1,2), Finish,
2. Attack Punch, Ready, (1,2,3), Turn, (1,2,3), Turn,
3. Low Block, (1,2,3), Turn, (1,2,3), Turn,
4. Medium Block, (1,2,3), Turn, (1,2,3), Turn,
5. High Block, (1,2,3), Turn, (1,2,3), Turn,
6. Spear Hand, (1,2,3), Turn, (1,2,3), Turn,
7. Knife Hand, (1,2,3), Turn, (1,2,3), Turn,
8. Stepping forward with your right foot into Side Medium Block, (1,2,3), In Reverse, (1,2,3),
9. Cat Stance Left Foot Forward, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax

Kicks

1. Front Kick, Ready, Starting with your Right Foot and Alternating (1,2,3,4), Turn 90 Degrees to the Left, Continue with Front Kick starting with your Right Foot and Alternating (1,2,3,4) Turn 90 Degrees to the Right towards the judges, Finish,
2. Side Kick, (1,2,3), Switch (1,2,3), Switch
3. Turnaway Kick, (1,2,3), Switch (1,2,3), Finish, Relax

Jump Kicks

1. Cat Stance Left Foot Forward, Ready, Jump Front Kick, (1,2,3), Turn, (1,2,3), Turn,
2. Cat Stance Left Foot Forward, Jump Side Kick, (1,2,3), Turn, (1,2,3), Turn,
3. Cat Stance Left Foot Forward, Jump Turnaway Kick, (1,2,3,4), Turn, (1,2,3,4), Turn, Finish, Relax

Hyung

1. One from the Kibon series. At your own pace.
Kibon _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
2. One from the Pyung Ahn series. At your own pace.
Pyung Ahn _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
3. Advanced Hyung: Shipsu. At your own pace.
Shipsu _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
4. Hyung Power on Wood: No Pe Hyung. At your own pace.
(Ask students to set up their boards)
No Pe Hyung _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)

Appendix E: Advanced Class: 1st Degree Black Belts — Test Night Call Sheet Basics

1. Forward Punch, Ready, (1,2,3,4), Double Punch, (1,2), Switch, Continue with Double Punch, (1,2), Finish,
2. Attack Punch, Ready, (1,2,3), Turn, (1,2,3), Turn,
3. Low Block, (1,2,3), Turn, (1,2,3), Turn,
4. Medium Block, (1,2,3), Turn, (1,2,3), Turn,
5. High Block, (1,2,3), Turn, (1,2,3), Turn,
6. Spear Hand, (1,2,3), Turn, (1,2,3), Turn,
7. Knife Hand, (1,2,3), Turn, (1,2,3), Turn,
8. Stepping forward with your right foot into Side Medium Block, (1,2,3), In Reverse, (1,2,3),
9. Cat Stance Left Foot Forward, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax

Jump Kicks

1. Cat Stance Left Foot Forward, Ready, Jump Front Kick, (1,2,3), Turn, (1,2,3), Turn,
2. Cat Stance Left Foot Forward, Jump Side Kick, (1,2,3), Turn, (1,2,3), Turn,
3. Cat Stance Left Foot Forward, Jump Turnaway Kick, (1,2,3,4), Turn, (1,2,3,4), Turn, Finish, Relax

Hyung

1. One from the Kibon series. At your own pace.
Kibon _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
2. One from the Pyung Ahn series. At your own pace.
Pyung Ahn _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
3. Advanced Hyung: Shipsu. At your own pace.
Shipsu _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
4. Hyung Power on Wood: No Pe Hyung. At your own pace.
(Ask students to set up their boards)
No Pe Hyung _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)

Appendix F: Advanced Class: 2nd Degree Black Belts — Test Night Call Sheet

Basics

1. Forward Punch, Ready, (1,2,3,4), Double Punch, (1,2), Switch, Continue with Double Punch, (1,2), Finish,
2. Attack Punch, Ready, (1,2,3), Turn, (1,2,3), Turn,
3. Low Block, (1,2,3), Turn, (1,2,3), Turn,
4. Medium Block, (1,2,3), Turn, (1,2,3), Turn,
5. High Block, (1,2,3), Turn, (1,2,3), Turn,
6. Spear Hand, (1,2,3), Turn, (1,2,3), Turn,
7. Knife Hand, (1,2,3), Turn, (1,2,3), Turn,
8. Stepping forward with your right foot into Side Medium Block, (1,2,3), In Reverse, (1,2,3),
9. Cat Stance Left Foot Forward, (1,2,3), Turn, (1,2,3), Turn, Finish, Relax

Jump Kicks

1. Cat Stance Left Foot Forward, Ready, Jump Front Kick, (1,2,3), Turn, (1,2,3), Turn,
2. Cat Stance Left Foot Forward, Jump Side Kick, (1,2,3), Turn, (1,2,3), Turn,
3. Cat Stance Left Foot Forward, Jump Turnaway Kick, (1,2,3,4), Turn, (1,2,3,4), Turn, Finish, Relax

Hyung

1. One from the Kibon series. At your own pace.
Kibon _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
2. One from the Pyung Ahn series. At your own pace.
Pyung Ahn _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
3. Hyung Power on Wood: No Pe Hyung. At your own pace.
(Ask students to set up their boards)
No Pe Hyung _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)
4. One from the Mepojan series. At your own pace.
Mepojan _____. Ready
Begin (once all students are in Ready Stance)
(Students should Relax on their own)
(Caller should check to see if judges want to see again)