

Examiner Gup Grading Guide

Prerequisites:

Examiner must have all of the following or the examiner Tiles will not be visible:

- An active Examiner credential
- Been selected by the club as examiner for the grading
- At least one person who has bought a ticket for the grading
(nb will not update immediately – the system currently has 6 hourly refresh)

Before the grading

1. JustGo Examiner Access

Log in and locate the three Examiner tiles in the Administration area:

NB these tiles will only show if there is at least 1 person in the grading list and will not show once the results have been entered.

There are 3 tiles available to examiners:



Bookings: You can see each person booked in the grading and requested rank . If several clubs are attending the grading, but each managing their own bookings, there will be multiple gradings displayed . A requested double grading will only show once and at the current rank.

Reports: This is where you can download the grading lists in Excel. You will need to format the data so that it can be used to write the results on.

Credentials – to enter the results after the grading

This is done in two stages:

1. Every student must have either a Pass or a Fail recorded in their record.
2. Details of the type of pass (A or Minus) are added afterwards

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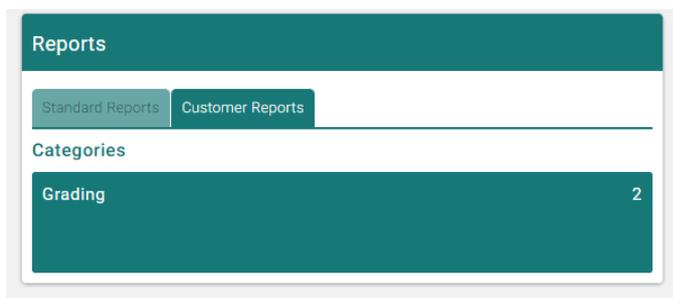
2. Creating the grading result sheets:

Important things to note:

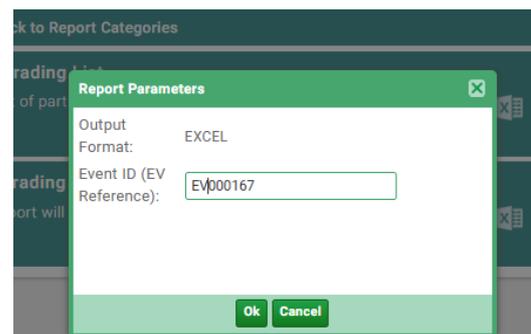
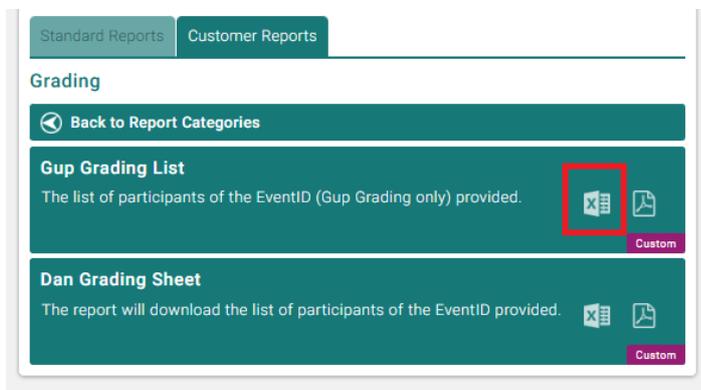
- Clubs cannot print out the grading sheets – the examiner needs to take them to the grading themselves.
- Examiners cannot add last minute entries nor delete any no shows - club admin has to do that.

Downloading the grading list(s):

Click on reports tile, then customer reports, and the grading tile.



Click on the Excel button, enter the Event # and download the required “Gup Grading List” report(s). Open in Excel or Google Sheets. If there are several ‘events’ on at the same time, you need to download each one separately



Printing and formatting the report into grading forms:

Option 1:

A	B	C	D	E	F	G
Current Gup and no	MID	Full Name	Age	Previous Grading Exam	Previous Booking Status	Event Start Date
10th Gup	033323	Hailey Jeong	14			09-04-2025
9th Gup	032555	Jack Liu	11	01-04-2025	C	09-04-2025
10th Gup	032693	Bren Steven Hendren	9			09-04-2025
10th Gup	032765	Alexander Gibney	12			09-04-2025
10th Gup	032766	Jessica Gibney	9			09-04-2025
10th Gup	032824	Elodie Harper	9			09-04-2025
10th Gup	032825	Hudson Harper	11			09-04-2025
10th Gup	033323	Hailey Jeong	14			09-04-2025
10th Gup	033324	Jerome Jeong	11			09-04-2025

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Format the form to a suitable layout to use at the grading.

Remember to note any requested doubles. These will be students listed twice – once for each grade, but because the list has current gup rank the entries will look identical.

Or Option 2:

Copy the rank, MID and Full Name and Age fields into our previous format using the Microsoft Word template provided. [Grading Result forms.rtf](#)



Grading Result Form

Branch: Miramar Instructor: Nick Lourantou Total at this grading from this branch: 13
 Grading: EV000133 Host/location: Miramar Grading Date: 20/03/2025 Examiner: Master Darren Ward

Current gup & no.	Name	Basics	Patterns	Step Sparring	Free Sparring	Self Defence	Destruction	Theory	Result
6th Gup 032515	Nabil Adam 35	pow tec spc	pow spc tec spc	dis spc spc	spc spc	tec spc	tec spc		
6th Gup 032581	Khalid Adam 23	pow tec spc	pow spc tec spc	dis spc spc	spc spc	tec spc	tec spc		
6th Gup 032659	Emily Tonge-Chappell 11	pow tec spc	pow spc tec spc	dis spc spc	spc spc	tec spc	tec spc		
6th Gup 032660	Isla Tonge-Chappell 11	pow tec spc	pow spc tec spc	dis spc spc	spc spc	tec spc	tec spc		

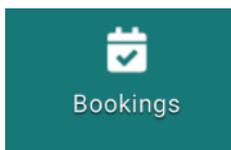
NB 1 At present theory marks and previous grading result are not available in the report. The instructors should provide you with a list of theory marks for their students.

NB 2 Instructors are unable to order students themselves, so it is advised that you send them the complete list well in advance of the grading, for the instructor to check and amend the order as required so that step sparring partners etc are together.

NB 3: You will need to scan a copy of the completed forms at the conclusion of the grading as they need to be uploaded into the system before you can be paid for your examining.

Entering the Results

Go into the Bookings tile:



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You'll see something like this:

BOOKINGS

Search... Select a View Select a State

Booking ID	Booking Date	Member ID	First Name	Surname	Quantity	Course ID	Course Name	Course Date	Status
CB000266	01/04/2025	028877	Grace	Koziarski	1.00	EV000165	Grading to 9th Gup	02/04/2025	Passed
CB000265	01/04/2025	032603	Wardah	Abdiraheem M...	1.00	EV000165	Grading to 8th Gup	02/04/2025	Passed
CB000264	01/04/2025	032602	Jessie	Ounei	1.00	EV000165	Grading to 7th Gup	02/04/2025	Passed
CB000263	01/04/2025	032601	Sana	Ounei - Nuh	1.00	EV000165	Grading to 7th Gup	02/04/2025	Passed
CB000262	01/04/2025	029830	Serena	Daley	1.00	EV000165	Grading to 7th Gup	02/04/2025	Booked
CB000261	01/04/2025	030711	Aurelia	Garbutt	1.00	EV000165	Grading to 6th Gup	02/04/2025	Booked
CB000260	01/04/2025	030713	Salma	Mackay	1.00	EV000165	Grading to 5th Gup	02/04/2025	Booked
CB000259	01/04/2025	030818	Hui Hui	Chong	1.00	EV000165	Grading to 3th Gup	02/04/2025	Booked
CB000258	01/04/2025	024697	Kate Tui	Koziarski	1.00	EV000165	Grading to 2nd Gup	02/04/2025	Booked
CB000257	01/04/2025	025666	Lily	Koziarski	1.00	EV000165	Grading to 1st Gup	02/04/2025	Cancelled
CB000253	01/04/2025	028507	Michael	Ren	1.00	EV000165	Grading to 3th Gup	02/04/2025	Booked
CB000252	01/04/2025	029260	James	Mercier	1.00	EV000165	Grading to 6th Gup	02/04/2025	Booked
CB000251	01/04/2025	029261	Paige	Mercier	1.00	EV000165	Grading to 7th Gup	02/04/2025	Booked
CB000250	01/04/2025	032973	Lauren	Daquis	1.00	EV000165	Grading to 7th Gup	02/04/2025	Booked
CB000249	01/04/2025	032131	Jamie	Deihl	1.00	EV000165	Grading to 7th Gup	02/04/2025	Booked

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Displaying 1-15 of 18

Click on each person grading and choose either pass or fail.

Further details of the passes (A passes, Unrequested Doubles or Pass Minus) are entered separately later.

Make sure you have entered a result for both ranks in a requested double.

E.g. Someone double grading from 10th to 8th gup needs a 9th gup credential and an 8th gup credential entered, with a pass or fail for each.

If you have selected the wrong record, use the X at the top right to exit the record

For “no shows” the entry needs to be ‘cancelled’. This can only be done by the event organiser or National Admin as there will need to be refunds processed for those that didn’t show up. Please advise the organiser of any records that need to be removed.

If you have entered and saved the wrong thing, contact National Admin to fix.

Member ID	First Name	Surname	Quantity	Course ID	Course Name
028877	Grace	Koziarski	1.00	EV000165	Grading to 9th Gup
032603	Wardah	Abdiraheem M...	1.00	EV000165	Grading to 8th Gup
032602	Jessie	Ounei	1.00	EV000165	Grading to 7th Gup
032601	Sana	Ounei - Nuh	1.00	EV000165	Grading to 7th Gup
029830	Serena	Daley	1.00	EV000165	Grading to 7th Gup
030711	Aurelia	Garbutt	1.00	EV000165	Grading to 6th Gup
030713	Salma	Mackay	1.00	EV000165	Grading to 5th Gup
030818	Hui Hui	Chong	1.00	EV000165	Grading to 3th Gup
024697	Kate Tui	Koziarski	1.00	EV000165	Grading to 2nd Gup
025666	Lily	Koziarski	1.00	EV000165	Grading to 1st Gup
028507	Michael	Ren	1.00	EV000165	Grading to 3th Gup
029260	James	Mercier	1.00	EV000165	Grading to 6th Gup
029261	Paige	Mercier	1.00	EV000165	Grading to 7th Gup
032973	Lauren	Daquis	1.00	EV000165	Grading to 7th Gup
032131	Jamie	Deihl	1.00	EV000165	Grading to 7th Gup

Course Booking - Booked

Course Booking Id: CB000262

Event Id: EV000165

Event Name: Grading to 7th Gup

Event Date: 02/04/2025

MID: 029830

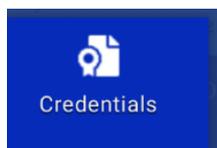
Name: Serena Daley

Email:

Passed Failed

Entering an A pass , Pass Minus or Unrequested Double

These need to be done individually in a different section of the system



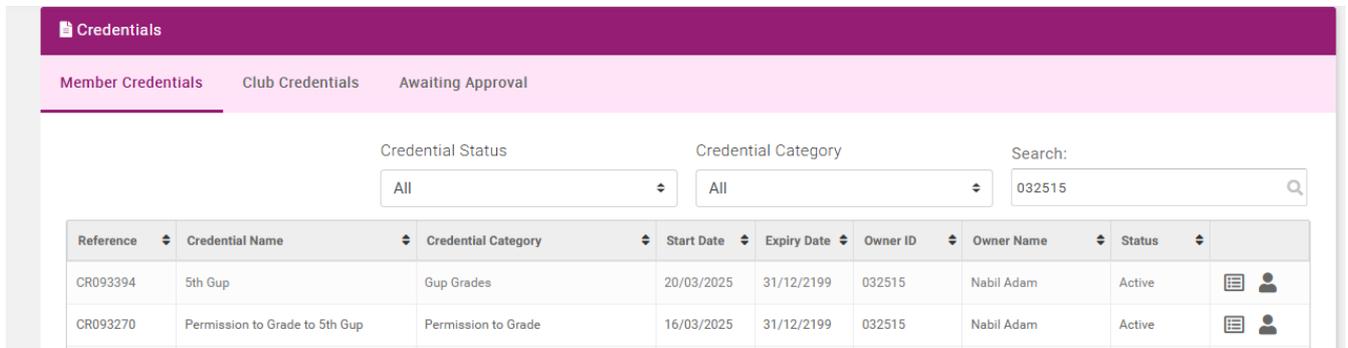
Go back to the menu and click on the Credential Tile.

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Open it into a separate browser window to make it easier to go between the bookings and awarding the credential.

Copy the member's MID number from the Bookings list

Use the MID number to search for the student's record by pasting it in the search field on the Credentials list

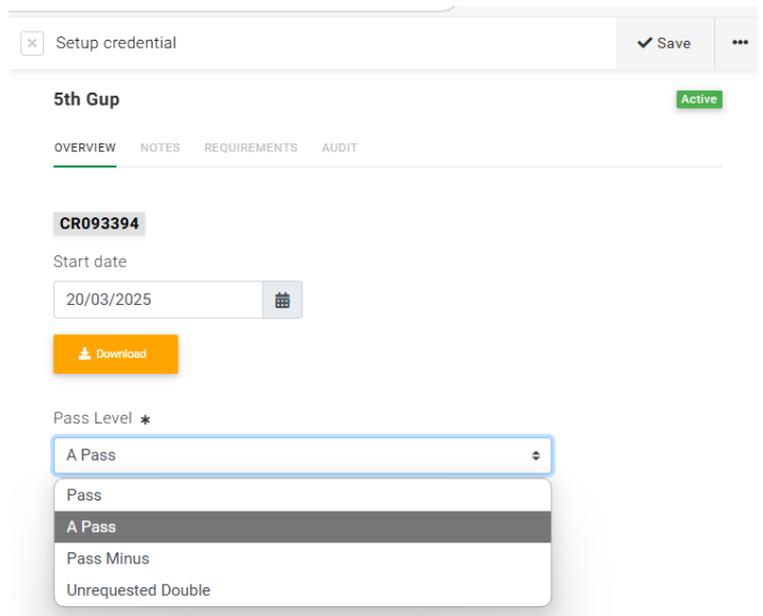


The screenshot shows the 'Credentials' management page. At the top, there are tabs for 'Member Credentials', 'Club Credentials', and 'Awaiting Approval'. Below these are filters for 'Credential Status' (set to 'All'), 'Credential Category' (set to 'All'), and a 'Search:' field containing '032515'. A table lists the following credentials:

Reference	Credential Name	Credential Category	Start Date	Expiry Date	Owner ID	Owner Name	Status	
CR093394	5th Gup	Gup Grades	20/03/2025	31/12/2199	032515	Nabil Adam	Active	
CR093270	Permission to Grade to 5th Gup	Permission to Grade	16/03/2025	31/12/2199	032515	Nabil Adam	Active	

Click on the correct credential for that person and grading date.

Click the 3 dots and then choose the pass type you want to give and then click the save button.



The 'Setup credential' modal is open for the '5th Gup' credential, which is marked as 'Active'. It shows the 'OVERVIEW' tab with the following details:

- Reference:** CR093394
- Start date:** 20/03/2025
- Download:** A yellow button with a download icon.
- Pass Level:** A dropdown menu currently showing 'A Pass'. The dropdown options are: 'Pass', 'A Pass', 'Pass Minus', and 'Unrequested Double'.

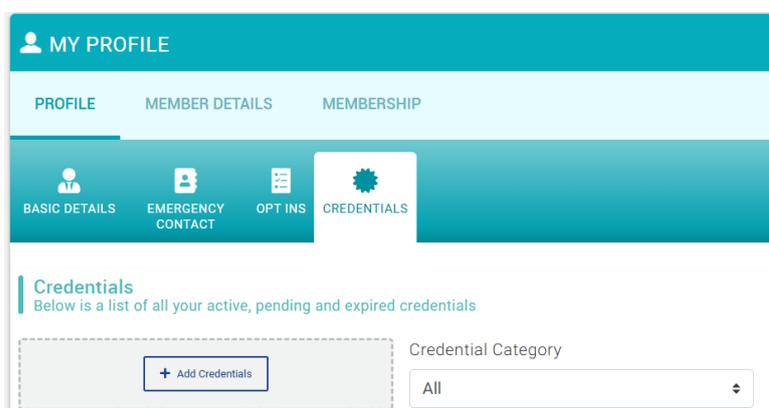
Entering an Unrequested Double

At the moment you can't add in the additional credential using the credentials screen, so update the first credential as usual, then contact a National Admin to put in the second one.

Errors

If you realise you have made an error in a grading result you will only be able to correct it before you have submitted the grading completion credential. Any discovered after that will need to be updated by a National Admin.

Grading paperwork and Payment



The 'MY PROFILE' page has tabs for 'PROFILE', 'MEMBER DETAILS', and 'MEMBERSHIP'. Below these are icons for 'BASIC DETAILS', 'EMERGENCY CONTACT', 'OPT INS', and 'CREDENTIALS'. The 'CREDENTIALS' section is active, showing the heading 'Credentials' and the text 'Below is a list of all your active, pending and expired credentials'. There is a '+ Add Credentials' button and a 'Credential Category' dropdown menu set to 'All'.

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You will need to fill in the grading completion credential to ensure you get paid for examining

Login to JustGo and go to your profile, and then go to the credentials tab

✕ Select a credential type

Credential Category

All

🔍 Type here to search

- Child Protection
- Dan Pass Incomplete application
- First Aid Certificate
- Grading Event Completion**
- Instructor Induction On-line Course

Add a Grading Completion credential to your own record:

NB make sure you have completed all results before adding this credential to your record. You will be unable to access any grading records once it has been sent.

✕ Setup credential

Grading Event Completion

OVERVIEW NOTES

Once you complete grading an event, please fill out the below results confirmation form.

Start date

30/03/2025

Grading Event ID *

✕ Setup credential

Grading Event Completion

OVERVIEW NOTES

Once you complete grading an event, please fill out the below results confirmation form.

Start date

30/03/2025

Grading Event ID *

Fill in the credential with the grading information

And then summaries of the candidate numbers:

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Number of students at the grading	Total number of Students *	<input type="text" value="0"/>
Total passes including A, or Pass -	Total Number of Pass *	<input type="text" value="0"/>
Total Fails (including partial requested double)	Total Number Unsuccessful *	<input type="text" value="0"/>
May or may not show as cancelled on the result list. Advise Host of any that need to be cancelled.	Total Number Not Shown Up *	<input type="text" value="0"/>
Total number of requested doubles	Total number of Requested Double Grading *	<input type="text" value="0"/>
Not applicable for Gup gradings	Total number of Pass Incomplete *	<input type="text" value="0"/>

Please upload grading sheets

No record found.

Drag file(s) here or click to upload

Attach a scanned copy of the grading forms to the credential. This now replaces sending Mrs Pygott the results in the mail or emailing her the scan of the forms.

Save.

Your grading completion credential will be checked and approved by National Admin and then sent to ITKD Accounts for payment.