



BRITISH KENDO ASSOCIATION

英国剣道協会

APPENDIX 4: BKA SHOGO MASTER RECORD TABLE

Check	BAK Reference	Action
☐	Renshi/Kyoshi + application ddmmyy + [incremental number] e.g. Renshi/310326/001	Date Number
☐	Applicant name:	
☐	Application received: ☐ RENSHI ☐ KYOSHI	Date:
☐	☐ KENDO ☐ IAIDO ☐ JODO	
☐	Shogo Co-ordinator :	
	Name:	
	Grade:	
	Elected Officer position (if applicable)	
☐	STAGE 1 Shogo Co-ordinator confirm date of application form received	Date
☐	STAGE 2 Shogo Co-ordinator Preliminary evaluation	Date
☐	Data checking	☐
☐	Confirms application contents are correct and meets the minimum requirements (may liaise with others to confirm grades, dates, events attended etc)	☐ Complete ☐ Incomplete
☐	STAGE 3 Shogo Co-ordinator invites Shogo Panellists	1. 2. 3. External: Invigilator:
	<i>Enter names and grades of four panellists + Invigilator (Kyoshi):</i>	
☐	STAGE 4 Distribute application forms, CVs etc. and evaluation criteria to all 4 panellists. Retrieve results from panellists. Record number of passes.	Date Number of passes
☐	STAGE 5A Shogo Co-ordinator informs candidate of result with any feedback.	Date
☐	If AJKF/FIK route: Inform Director of International Affairs (DIA) to start the process and issue application forms and details	
☐	STAGE 5B Shogo Co-ordinator agrees with panel which essay or exam to be used	Enter essay/exam reference:

☐	STAGE 6 If Kyoshi , Co-ordinator appoints Invigilator	
☐	STAGE 7 Co-ordinator informs External Bu Panellist of the role of External Examiner	
☐	STAGE 8 Renshi: Co-ordinator sends candidate the essay and the deadline.	Date of essay deadline or date of exam
☐	Kyoshi: informs candidate of the date, time, venue, nature of exam along with Invigilator	Date of essay deadline or date of exam
☐	STAGE 9 Co-ordinator receives and sends on Essay/Answer Paper to Marking Panel (Internal Bu Panellists).	Date
☐	Essay/Answer paper received	Enter date of paper received
☐	Sent onto Panellists	Enter date sent onto Panellists
☐	STAGE 10 Each panellist marks independently and sends results to Co-ordinator who records the results.	Enter date final result from Panellists
☐	STAGE 11 Shogo Co-ordinator sends collated marks, essays/answer sheet (scan) to the External Examiner who checks consistency and fairness.	Enter date sent to External Examiner
☐	External Examiner confirms all consistent and fair	
☐	STAGE 12 Pass collation	Number of passes
☐	Bucho informed of result	Date
☐	All data passed to NC Secretary	Date
☐	STAGE 13 NC approval completed and sent to: Shogo Co-ordinator, Shogo Panel and Internal Bucho	
☐	STAGE 14 Bucho informs candidate of result and any feedback	Enter date result sent to candidate
☐	STAGE 15 Shogo Co-ordinator arranges publication of successful candidates' names on the BKA website, registration on EKF database (via DIA).	
☐	STAGE 16 Shogo Co-ordinator requests: Menjo preparation (NC Secretary)	
☐	Publication on the BKA website	
☐	Registration on EKF database (via DIA)	
☐	Date & venue for presentation OR candidate preference to receive menjo by post	☐ Presentation date: ☐ By mail: