SHOGO PROCESS

BRITISH KENDO ASSOCIATION

Applicant

START

STAGE 1: ***Candidate Application Form*** received by internal BuCho and Chair. BuCho appoints Shogo Co-ordinator or takes the role themselves.

Application Form (Appx 1)

STAGE 2: Preliminary evaluation by the Shogo Co-ordinator.

Minimum Criteria (Appx 2)

Relevant Data from other officers

Satisfies criteria?

N → Referal back to applicant and internal BuCho

Y

STAGE 3: Shogo panel formation: Co-ordinator, 3 x Internal High Grades, 1 x External High Grade.

Shogo Master Record Table (Appx 4)

STAGE 4: Shogo Co-ordinator distributes Application Form, CV to panel. Panel responds independently to the Co-ordinator with **PASS/FAIL** against criteria.

Minimum Criteria (Appx 2)

Applicants Info

STAGE 5A: 4/4 pass?

N → Shogo Co-ordinator informs candidate of **FAIL** and provides feedback

Y

Shogo Co-ordinator informs BuCho who informs the DIA so the AJKF Shogo process can begin

STAGE 5B: Co-ordinator agrees with panel which essay/exam to use. Co-ordinator confirms with the panel that exam requires no modification.

STAGE 6: If for ***Kyoshi***, Co-ordinator appoints an invigilator

STAGE 7: Co-ordinator informs External Bu Panelists of the role of External Examiner.

STAGE 8:
Renshi – Coordinator sends candidate the essay and the deadline.
Kyoshi – informs candidate of the date, time, venue, nature of exam along with the invigilator.

Essay/Answer paper (Appx 2)

STAGE 9: Co-ordinator receives Essay/Answer Paper. Sends responses to Marking Panel. (internal Bu Panelists).

STAGE 10: Each panelist marks independently and sends results to Co-ordinator who records the results.

STAGE 11: Shogo Co-ordinator sends collated marks, essays/answer sheet (scan) to the External Examiner who checks consistency and fairness.

STAGE 12: Shogo Co-ordinator collates all results and checks External Examiner is satisfied with process and results. Inform BuCho if there are problems. 3/3 required pass for exam. BuCho informed of results

BuCho and NC Chair resolution if there are problems

STAGE 13: Shogo Co-ordinator collates all results and checks External Examiner is satisfied with process and results. Inform BuCho if there are problems. 3/3 required pass for exam. NC Chair, NC Sec and internal BuCho informed of the results. All documents to NC Secretary who informs the NC of the Shogo Panel decision to **PASS** and holds a token NC vote to formally approve the decision to award. Inform BuCho, Panel and co-ordinator.

STAGE 14: BuCho informs candidate of result and any feedback.

STAGE 15: Shogo co-ordinator requests menjo preparation (NC Secretary), publication on the BKA website, registration on EKF database (via DIA), date and venue for presentation ***OR*** candidate preference to receive menjo by post.

Applicant

END