



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

Grading Officer

All Levels

Duty Statement

Grading Officer *An examination for advancement to a higher rank*
A person elected or appointed to a position of authority

OBLIGATIONS Understand your responsibilities and duties in compliance with the rules, regulations, procedures, policies and guidelines of the Academy

PRIME DUTY Co-ordinate and oversee gradings.

1. Has authority to:
 - 1.1 enforce a one-week cut-off date for grading registration
 - 1.2 reject late grading submissions.
2. Notify branches of gradings.
3. Provide details of a grading to a host branch.
4. Compile list of students grading.
5. Collect grading fees.
6. Record grading results.
7. Co-ordinate grading venue.
8. Submit grading:
 - 8.1 names and results to the Registrar
 - 8.2 money collected to the Academy Treasurer.