Examiner Sen Dan Grading Guide Part 1

Prerequisites:

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

- An active Examiner credential
- Been selected by national Admin as examiner in the grading event
- At least one person who has bought a ticket for the grading
  (nb will not update immediately – the system currently has 6 hourly refresh)
- You will need the full event code for the grading eg EV000XXX

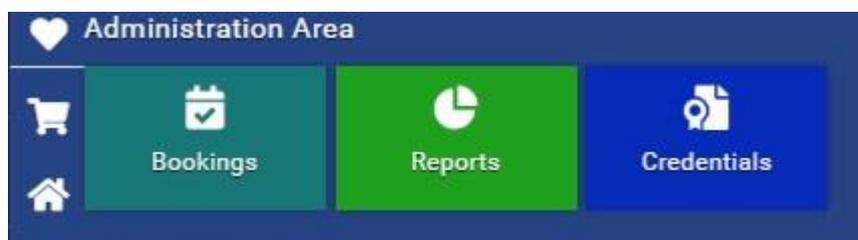Contact justgo@itkd.co.nz if you need assistance.

Before the grading

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 all the results have been entered.

There are 3 tiles available to examiners:

Bookings: Shows who has booked a ticket for a grading you are the examiner for.

Clicking on this tile will list every person booked into a grading that you are or have been an examiner for.

Enter the full event code in the search box, This will show each person booked in the grading and their requested rank .
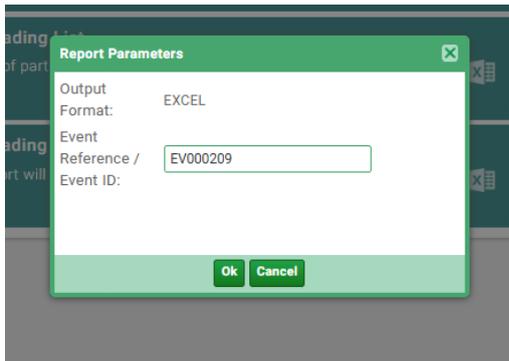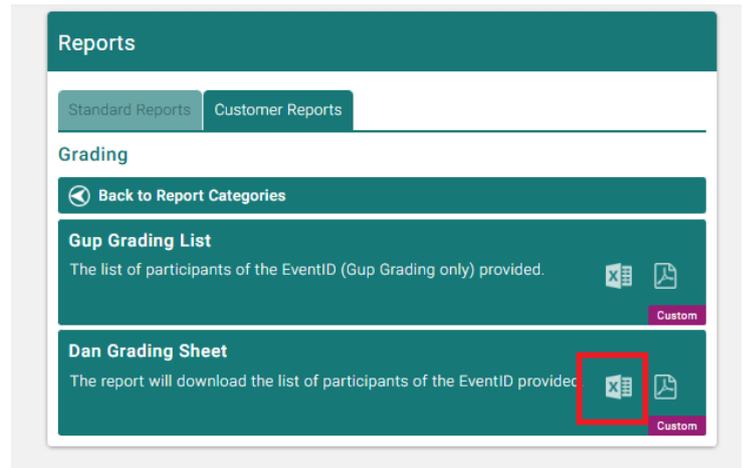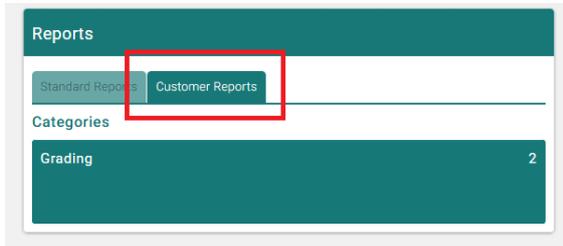

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Reports: This is where you can download the grading list in Excel format.

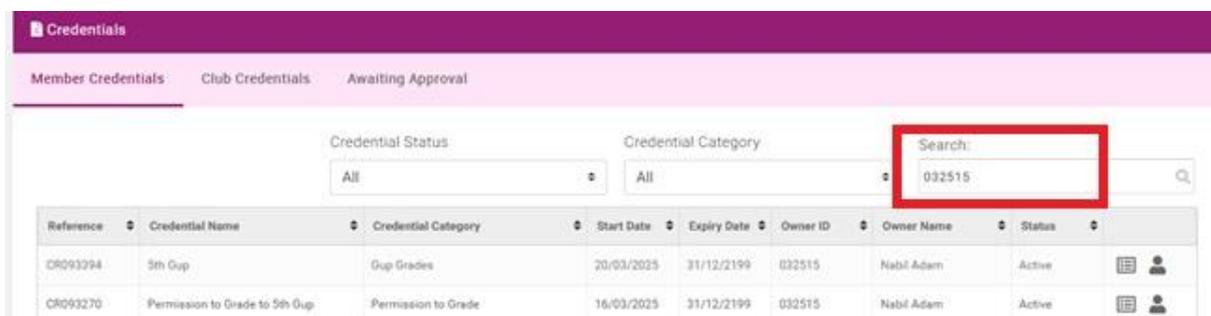Click on the Reports tile, select Customer Reports and then the excel icon on the Dan Grading sheet tile

Enter the full event code and click OK. The report will download. You can edit it for your own use as necessary.

Credentials – to see the applications in full for each candidate

Grading Application details:

Click on the Credentials Tile in your Examiner Menu section

Search each person by membership ID or name

Click on the information icon at the far right of the record

Scroll down to view :

TKD History
Additional Training Details
Medical Information.
Breaking Details
Essay/Thesis/Other Documents (for Download)