

Hosting Gup Grading Guidelines

Attire: Dobok

Arrival: 15-20mins before the grading time

Tasks	Details/Notes
Before the Grading	
Arrange venue setup	<ul style="list-style-type: none"> • Bring the chairs downstairs and arrange sufficient seating for the public. • This can be set up the night before the grading day. <ul style="list-style-type: none"> ○ 3 rows of chairs with a middle aisle for students to walk through.
Set up head table	<ul style="list-style-type: none"> • Prepare a main table at the front near the curtain opening with tablecloth. <ul style="list-style-type: none"> ○ Ask the examiner where he/she likes the table to be place. • Add 2 blue chairs only (to avoid mat damage) for the examiners.
Set up marshal seating	<ul style="list-style-type: none"> • Arrange a separate group of blue chairs to the side for the marshals.
Refreshments	<ul style="list-style-type: none"> • Provide bottled water and glasses for the examiner and instructors at the head table.
Check / prepare equipment	<ul style="list-style-type: none"> • Set up a breaking machine (if required) at the back of the dojang, behind the examiners. • Confirm with Rachel where the first-aid kits are stored. This is normally in the office near the door.
Check students	<ul style="list-style-type: none"> • Ask students to check their names on the whiteboard and confirm with Rachel if anyone is missing. • Request the students to warm-up in the dojang if it is not used. • Ensure all students are wearing correct dobok and are presentable. <ul style="list-style-type: none"> ○ Belt is worn correctly. ○ No coloured T-shirts or jewellery should be worn.
The Start of Grading	
Welcome attendees and introductions	<ul style="list-style-type: none"> • Stand close to the side of the grading group. You will be called up to introduce and welcome everyone. • As the host, introduce the examiner and instructors, formally welcomes attendees, ensures correct titles are used. • Provide housekeeping notices if required. • Refer to the “Guideline - Welcome and Introductions” to assist with what to say.

During Grading	
Remain available	<ul style="list-style-type: none"> • Stand behind audience. • Remain visible and available for questions from students or parents and assist with any issues that arise.
Monitor grading operations	<ul style="list-style-type: none"> • Keep watch for assistance needs related to equipment, first aid, or other operational matters.
Monitor public areas	<ul style="list-style-type: none"> • Ensure the foyer, toilets, and public spaces remain clean and tidy throughout the event.
After Grading	
Assist after grading concludes	<ul style="list-style-type: none"> • Be available to assist members and families as they depart following the examiner's concluding speech.
Pack down venue	<ul style="list-style-type: none"> • Pack away all equipment, chairs, tables, and other items once grading has finished.
Before leaving	<ul style="list-style-type: none"> • Check with instructors if there are any other assistance required before leaving.

Guideline - Welcome and Introductions

Introduction

- Host
- Examiner
- Assistant examiner
- Instructing team
- Marshals

Housekeeping

- Toilet upstairs on the right side.
- In the event of emergency, assemble in the car park outside.
- Parents and family members are welcome to take photos but to set the phone on silent.

Format

- Welcome to the grading
- Introduction to the host, examiner (mention the title and which TKD club), assistant examiner, instructors, marshals
- Housekeeping – toilet location, emergency assembly point, phone silent
- Best wishes to the students grading.
- End

Example

“Good evening and welcome to the first Warrior national grading for 2026.

My name is Mr Steve Roger, and I am your host for this evening, so please let me know if there is anything you need.

The examiner tonight is Grand Master Paul McPhail, our Head Instructor here at Warrior. Beside him is our Co-Instructor, Mrs Sonya Robinson, who will be calling the candidates’ names and organising members on the floor.

We also welcome other members of our instructing team - Mr Sharma, Mr Kelly, and Miss Swe Hlaing. Assisting with marshalling this evening are members of our black belt and leadership teams.

The toilets are upstairs and, in the event of an emergency, please assemble in the car park outside. Parents and family members are very welcome to take photos during the grading, but we ask that all phones are placed on silent.

Finally, all the very best to our students grading this evening. I’m sure your hard work and preparation will pay off. Thank you.”