

# Shintaido of America Examination Book

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## Credits

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Assisted by Pacific Shintaido Instructors Council

Appendices A and B prepared by Shin Aoki (except Kenjutsu Form by Robert Kedoin)

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# Introduction

Examinations provide an opportunity for Shintaido practitioners to have their practice assessed by various instructors. This manual describes the roles of people involved in the examination process and what happens before, during and after the examination.

Shintaido examinations are held with the rigor and formality that is characteristic of most traditional martial arts: throughout the ceremony, strong concentration and particular attention to etiquette is requested not only from the examinees, but also from all who are present. More than anything, however, Shintaido examinees are expected to express their fullest expression and to give themselves completely to their demonstration. While technical mastery of the forms is essential for promotion, the strong commitment to active expression is an important quality that should be demonstrated at any rank.

## Examination Format:

Examinations often take place during a gasshuku or another special event. Examination may also be scheduled as a stand-alone event. An examinee has applied for a specific rank and appears before an examination jury to perform the required techniques, which are called out by the exam goreisha. The latter directs the procedure of the examination and serves as a facilitator between the examinee and the jury. The jury may ask to see the examinee demonstrate techniques that lie beyond the scope of the requested rank. Exams in several disciplines may be taken consecutively.

## Requirements to Challenge a Rank:

DISCIPLINE	RANK CHALLENGED	INTERVAL BETWEEN EXAMS	NECESSARY EXAMINERS
OPEN HAND	Instructor	1 year	Two General Instructors
	Graduate	1 year	One General Instructor OR Two Senior Instructors
	Assistant		Two Instructors
	Advanced Student		Two Instructors
KARATE	2nd-dan	1 year	Two 4th-dan holders
	1st-dan	1 year	One 4th-dan OR Two 3rd-dan holders
	1-kyu & below		Two 2nd-dan holders
BOJUTSU	2nd-dan	1 year	Two 4th-dan holders
	1st-dan	1 year	One 4th-dan OR Two 3rd-dan holders
	1-kyu & below		Two 2nd-dan holders
KENJUTSU	2nd-dan	1 year	Two 4th-dan holders
	1st-dan	1 year	One 4th-dan OR Two 3rd-dan holders

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# Exam Coordinator

The Exam Coordinator's job requires many different talents and involves work before, during and after the exam. This position may serve as an apprenticeship for exam Goreisha.

## Before the Exams

1. Obtains the list of Examinees from the Gasshuku Manager/Registration Coordinator two weeks before the examinations.
2. Produces Exam Evaluation forms for each Examinee. (Find all necessary forms are available in the **Appendix** Section at the end of this document.) Print evaluation forms so that each Examiner has a copy of the form for each Examinee. Due to late registration, additional forms may be required immediately before the exams, please bring extra forms to the exam site.
3. Collects Assistant and Graduate Recommendation Forms and Instructor Resumes, then delivers to Examiners.
4. Schedules Assistant interviews with Examiners.
5. In conjunction with the Facilities Coordinator, makes sure that indoor facilities are reserved.
6. Makes sure tables, chairs, table clothes (dark color, not white), chairs, tent covering etc. are available.
7. Oversees exam site set-up with facilities crew.
  - Set up Examiners' Table Place table in a location with best visibility. If outside, sun should be behind the exam table. If inside, do not place it near an entrance or exit. Background should be uncluttered. Examiners should be able to view the entire performance, so there needs to be enough room for the Examinee to move freely, back and forth. If exams are held inside, the table should be placed in one of the corners of the room facing the center.
  - Set up additional chairs for special Examiners. Provide additional chairs and/or cushions for Examiners who do not sit at the table. In general, place these chairs/cushions where there is the best visibility. These Examiners may be asked to ensure the safety of the Examinees. Therefore, if the exam is conducted outdoors, these place near any hazardous spots. Indoors, place near an exit or entrance.

## Exam Site Layout

Find all necessary forms and diagrams available in the **Appendix** at the end of this document.

## During the Exam

The Exam Coordinator makes sure that all physical aspects of the exam site remain stable. For example, he/she needs to notice if the table needs to be moved or audience repositioned. The Exam Coordinator is also responsible for making sure that the site remains secure (i.e., asks for quiet, prevents outside intrusion) A sample, "No Entry" sign is available in the **Appendix** at the end.

## After the Exam

Provides a list of exam results to the SOA National Technical Committee Chair. Included in this list are:

- Rank achieved
- Payment status including:
  - Exam fee
  - SOA membership
  - Diploma fee



## Exam Goreisha

The Exam Goreisha is responsible for coordinating the exam process. Like an orchestra conductor he/she must be aware of all aspects of the examination process including the physical layout, Examinees, Examiners and audience.

The Goreisha needs to create an atmosphere which gives the Examinees an opportunity to perform to the best of their abilities. Since people are naturally nervous when taking an exam, the Goreisha needs to prepare in advance and communicate clearly so there will not be any confusion during the exams.

## Before the Exams

Preparation before the examination is an essential aspect of a successful process.

The Goreisha:

1. Obtains a list of Examinees at least two weeks before the examination is held.
2. Determines structure of the examination. Selects subjects to be examined for each Examinee. If there are many examinations to be conducted, the Goreisha may have to eliminate some of the subjects and/or reduce the number of repetitions. Examinees' movements may need to be combined. For example, toitsukihon and some katas can be performed in a group, not individually.
3. Determines kumite partners.
4. Estimates length of exams and communicates this to Gasshuku Manager.
5. Checks with the Exam Coordinator to ensure he/she is informed and prepared.
6. Surveys the exam site and approves arrangement.
7. Reviews examination structure with Examiners. This should be done in advance of the Gasshuku if time permits.

## During the Examinations

The Goreisha has responsibility for conducting the examination. process. During the exams, the Goreisha should not send his/her energy to the Examinee for support. The Goreisha should remain somewhat “aloof”, and not provide too much support to the Examinees. This is a different gorei than one that is used during keiko.

During the exams, the Goreisha should be in constant “non-verbal” communication with the Examiners, looking for signals to continue a movement or cut short a performance.

The Goreisha needs to balance his/her verbal explanations with the understanding that Examinees are being tested on their ability to perform without detail instructions.

The Goreisha:

1. Checks with Examiners and obtains approval regarding exam site arrangement.
2. Explains to Examinees the sequence of examinations, seating arrangements and subjects to be examined. The order of examinations is Karate, Bo, Kenjutsu, Shintaido. (Refer to the **Appendix** at the end of the document for seating position for opening and closing bow and during examinations).
3. Lines up Examinees in seiza to begin the exam process. The sequence of Examinees is as follows. From left to right facing the Examiners:
  - Lowest ranking Karate Examinee through highest ranking Karate Examinee
  - Lowest Bo Examinee through highest ranking Bo Examinee
  - Lowest Kenjutsu Examinee through highest ranking Shintaido Examinee
  - Lowest Shintaido Examinee through highest ranking Shintaido Examinee
4. Conducts first bow and formal opening statement for the examination.
5. After formal rei, the Examinees remain in seiza until the Examiners stand up and return to the table.
6. Positions the Examinee in a way that his/her technique will be easily seen by the Examiners (i.e., not too far away or too close. Give enough room to pass back and forth in front of the table).
7. Concludes the examination with a formal bow and closing remarks. The Examinees remain in seiza until they are excused by the Examiners and/or the Examiners stand up and return to the table.

## After the Examination

The Goreisha’s job does not end after the final rei.

He/she:

1. Informs Examinees when feedback will occur.
2. Attends Examiners’ evaluation session and provides comments.

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## Examinee

Of course, the person taking an exam (Examinee) is the “featured performer” and has a specific goal to achieve a specific rank. The Examinee will be asked to perform the Subjects to be Examined described in the Shintaido Examination Criteria (A current list of current criteria can be found on the SoA website under [Curriculum](#) .)

The Examinee may also be asked to show techniques not described in the Examination Criteria but appropriate to the level of exam.

The Examinee can expect to receive clear instructions from the Exam Goreisha but will not be given specific step-by-step direction.

The Examinee’s performance is not simply an individualistic expression. An examination gives a Shintaido student the opportunity to show how he/she can act as a conduit for universal truth to shine through.

## Before the Exam

Preparation immediately before an exam is obviously helpful but “cramming” may ultimately backfire. It is important to prepare long before the day of the exam by practicing in a sincere and consistent manner.

In order to prepare in advance, the Examinee:

1. Determines when and where exams will be held in any given year. National Technical Director should be able to provide this information.
2. Fills out all required registration forms available on-line. The on-line Exam Registration Form can be accessed on the SoA website on the [Examinations](#) page.
  - ADDITIONAL forms are required for Shintaido Assistant and Graduate levels. These additional forms are available in the following Appendix or Downloadable PDFs of these forms can be found on the SoA website [Examinations](#) page.
3. Discusses his/her intention to take a particular exam with an instructor. The instructor can then supervise the Examinee’s regular keiko and make sure that the Examinee gets the necessary practice opportunities.
4. Takes time to practice the required techniques with an instructor in the form of private lessons.
5. Registers early with the Exam Coordinator/Gasshuku Registrar. This is the first official step towards starting the exam kata.
6. Practices with others who will be taking exams, if the exams are held during a gasshuku or workshop.
7. Prepares a keiko gi that is neat and clean. (a little soap and ironing works fine). This type of proper presentation is taken into account by the Examiners.

8. Brings extra clothing, water, sunblock etc. that may be needed while sitting for long periods of time.

## **During the Exam**

Examinees are not judged on past performance. So, it is important to “show your best” in the moment, at the time of the exam.

On the day of the exams, the Examinee arrives at least 30 minutes before the starting time in order to warm up. During the warm up period, take time to survey the layout of the exam dojo making sure where the Examiner’s table is located and where the exams will take place.

The Examinee pays close attention to the instructions given by the Goreisha at all times. The Goreisha will guide you through the process. There are some procedures that the Examinee will be expected to know:

1. When your name is called, answer “hai” or in English “present” .
2. Stand up and bow before entering the exam “space”.
3. Walk towards the Goreisha and bow to greet him/her.
4. Position yourself in front of (not too close) the Examiner’s table and bow to them.

## **Kihon, Kata and Kumite**

### **Kihon**

The Examinee will first perform the required kihon. In the case of upper-level exams, the Examinee may initially perform kata only or both kihon and kata.

Kihon is usually performed in a group. The Examinees should be aware of the position and rhythm of the other members of the group but should not look to each other for “correct techniques”. Examinees follow the gorei but do not assume the Goreisha will express the strong or directive type of energy provided in keiko.

It is very important for the Examinee to show his/her own energy expression and kokyu during kihon. Don’t hold back.

### **Kata**

Before performing a kata, the Examinee announces the name of the kata. The Examinee positions him/herself so the Examiners can see all dimensions of the kata.

### **Kumite**

The Goreisha determines kumite partners. In kumite where there is an attacker and defender, the attacker announces which attack will be used.

In general, the junior member (kohai) attacks the senior member (sempai) first. Sometimes the Goreisha may determine who attacks first.

## **Examiner (Jury Member)**

### **Before the Exam**

1. Exchange preferences with exam Goriesha on plans for examinees performances & kumite partner selection.
2. Review list of examinees and any forms that have been submitted in advance of the exam (i.e., Assistant's/Graduate Application)

### **During the Exam**

1. Give a brief message such as "Do your best" during the opening to exams. This is given after the exam goriesha says "to our examiners, Rei" and the examinees finish their bows
2. Give a brief message after the closing of examinations.
3. Coordinate with exam goriesha for when exam results are given and by whom. Coordinate with exam goriesha on giving technical feedback/demonstrations.
4. May ask examinee(s) to repeat a part of their performance or show additional techniques.

### **After the Exam**

1. Give initial in-person feedback in dojo to discuss and show correct techniques (optional)
2. Most senior level examiner coordinates feedback process and leads discussions with other examiners and observers who are not jury members. Typically, these would be members of National Technical Committees.
3. In some cases, asks all examiners and observers to provide their ranking decision, pass/fail ranking kyu/dan.
4. Meets with other examiners (jury members) to make final decisions.
5. Provides exam results to examinees and attendees. May provide specific and detailed feedback or only the result.



## **Other Resources**

The SoA [Examinations](#) web page has an overview and:

- the necessary examiners for each level.
- the fee structure for the exam process including exam fees and diploma fees
- on-line Exam Registration Form and PDFs of any ADDITIONAL forms that may be required

**SoA Website Addresses:**

[SoA Home](http://www.shintaido.org/) page: <http://www.shintaido.org/>

[SoA Curriculum](http://www.shintaido.org/curriculum/) web page: <http://www.shintaido.org/curriculum/>



SoA Examinations information page: <http://www.shintaido.org/curriculum/examinations/>



## **APPENDICES: Printable pages**

List of Printable pages are as follows

### **Appendix A: Printable Exam Evaluation Forms**

- Karate
- Bojutsu
- Kenjutsu
- Shintaido

### **Appendix B: Examinees List**

- Sample Examinees List

A list of examinees collected by the Exam Coordinator might look like

- Blank Examinees Sheet - an MS Word form is also available for download

### **Appendix C: Configurations and Signs**

- Configuration for Opening and Closing Bow
- Configuration During Exam Demonstration
- No Entry Sign

### **Appendix D: Additional Printable Forms**

- Application Form: Assistant Shintaido rank
- Application Form: Graduate Shintaido rank

Date: \_\_\_\_\_

# Karate

Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Kihon

Kata

Kumite

Date: \_\_\_\_\_

# Bojutsu

Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Kihon

Kata

Kumite

Date: \_\_\_\_\_

# Shintaido

Name: \_\_\_\_\_

Current Position: \_\_\_\_\_

Testing for: \_\_\_\_\_

Tenshingosho:

Eiko Sei / Dai:

Kihon:

Kumite / Kunitachi:

# Kenjutsu

Date: \_\_\_\_\_

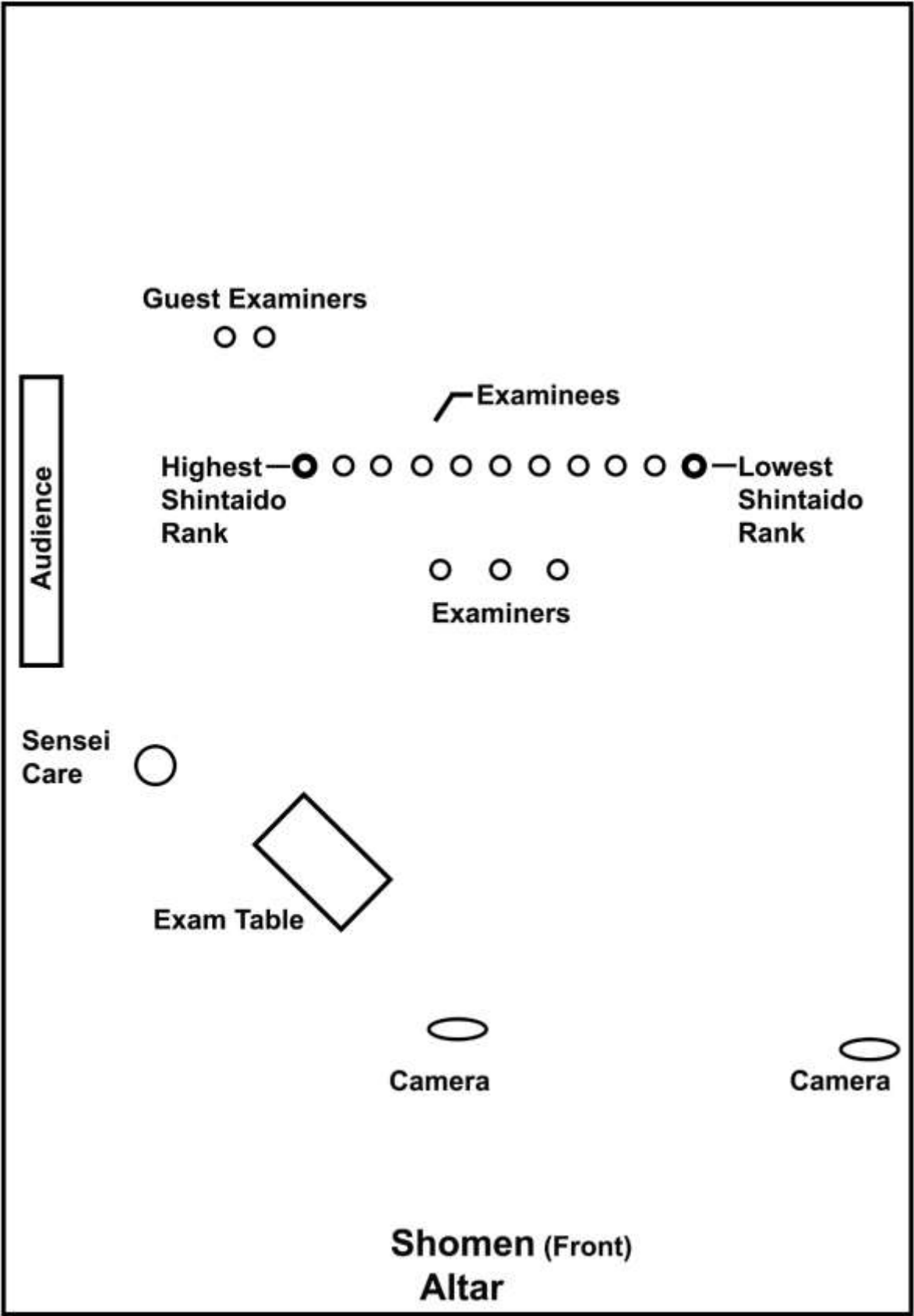
Name: \_\_\_\_\_

Current Rank: \_\_\_\_\_

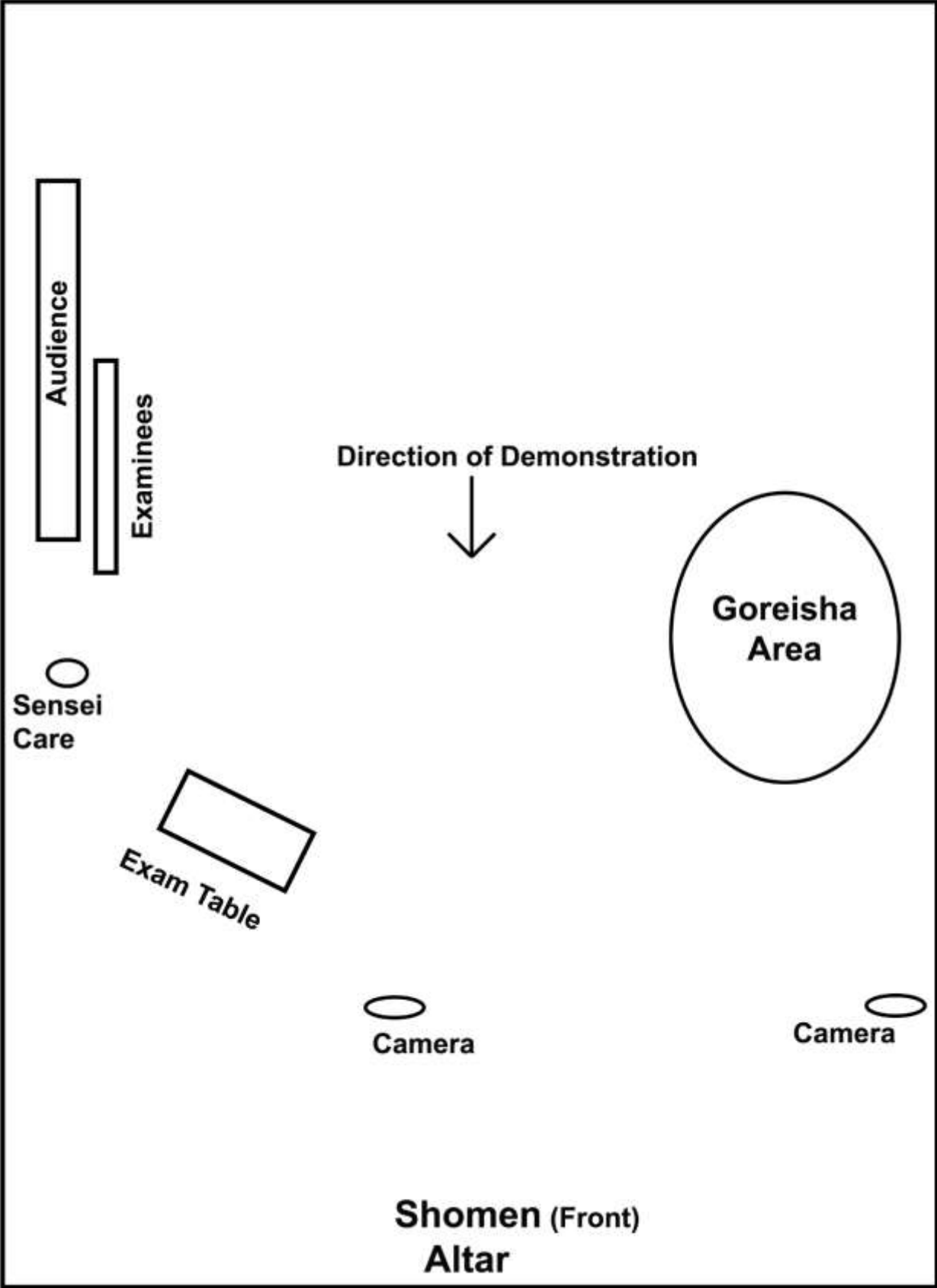
Kata:

Kumitachi:

Configuration for Opening and Closing Bow



**Configuration During Exam Demonstration**





**NO**

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**ENTIREY**

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**Examinations in Progress**

## Sample Examinees List

### KARATE

Name	Current Rank	Date Received	Testing For	Instructor
Examinee 1	none	--	--	Instructor 1
Examinee 2	6 kyu	10/2003	--	Instructor 2
Examinee 3	Shodan	9/1992	Nidan	

### BOJUTSU

Name	Current Rank	Date Received	Testing For	Instructor
Examinee 1	none	--	--	Instructor 1
Examinee 2	7 kyu	6/2003	--	Instructor 2
Examinee 3	3 kyu	1/2002	--	Instructor 1

### SHINTAIDO

Name	Current Rank	Date Received	Testing For	Instructor
Examinee 1	none	--	Advanced	Instructor 1
Examinee 2	Assistant	1/2001	Graduate	Instructor 2
Examinee 3	Assistant	1/2002	Graduate	Instructor 3

### KENJUTSU

Name	Current Rank	Date Received	Testing For	Instructor
Examinee 1	none	--		Instructor 1
Examinee 2	x kyu	6/2012		Instructor 2
Examinee 3	x dan	1/2023		Instructor 1

## Examinees List

### KARATE

Name	Current Rank	Date Received	Testing For	Instructor

### BOJUTSU

Name	Current Rank	Date Received	Testing For	Instructor

### SHINTAIDO

Name	Current Rank	Date Received	Testing For	Instructor

### KENJUTSU

Name	Current Rank	Date Received	Testing For	Instructor

## Shintaido of America Assistant Application

### **Instructor Sponsorship** (to be completed by Instructor)

Instructor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Region: \_\_\_\_\_

I hereby recommend \_\_\_\_\_ to be a Shintaido of America Assistant.

I have evaluated the applicant's progress and feel that he/she is qualified to assume the role of Assistant. I also agree to act as the applicant's advisor during the term of his/her apprenticeship.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Applicant** (to be completed by applicant)

Name: \_\_\_\_\_

Address: (Street / City / St / Zip): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years of Study: \_\_\_\_\_

Region: \_\_\_\_\_

I wish to be appointed as an Assistant of Shintaido of America. I understand that as an Assistant, I will be serving in the role of apprentice to my sponsoring Instructor for at least one year. I promise to eagerly and sincerely maintain the spirit of Shintaido.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please explain briefly why you wish to become a Shintaido Assistant: (use other side)

(Over)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

## Shintaido of America Graduate Application

### **Instructor Sponsorship** (to be completed by Instructor)

Instructor Name: \_\_\_\_\_

Title: \_\_\_\_\_

Region: \_\_\_\_\_

I hereby recommend \_\_\_\_\_ to be a Shintaido of America Graduate.

I have evaluated the applicant's progress and feel that he/she has completed the Shintaido core curriculum and should be given the title of Graduate.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Applicant** (to be completed by applicant)

Name: \_\_\_\_\_

Address: (Street / City / St / Zip): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years of Study: \_\_\_\_\_

Region: \_\_\_\_\_

I wish to be appointed as a Graduate of Shintaido of America. I understand that as a Graduate, I am eligible to attend advanced workshops and wear the white hakama. I also understand that as a Graduate, I represent the ideals and values expressed by Shintaido of America.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### **Approvals**

Regional Technical Director: \_\_\_\_\_

Chair, National Instructor's Council: \_\_\_\_\_