



MASTER IACOBUCCI'S MUDO ACADEMY

MUDO ACADEMY

VOLUME 2

PROMOTION TEST GUIDE

For Students & Parents

Expert Instruction. Personal Attention. Proven Experience.

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Training Since 1986 | Teaching Since 1988

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MEMBERSHIP AGREEMENT GUIDE

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1. PROMOTION TESTING PROCESS

MuDo Academy determines when a student is ready to be considered for promotion testing.

When the Academy posts the roster of students who are ready to test, parents and students should review the information carefully.

Being listed on the roster means the student has been identified as eligible to test, based on the number of classes completed and the necessary time between promotion tests. It does **not** mean that the student is automatically approved for testing or promoted.

Once the Testing Roster Is Posted

- Review the roster.
- Confirm that their child's information is correct.
- Make their best effort to have their child available for the scheduled test.
- Respond to the Academy's communication confirming attendance by the required deadline.
- Advise MuDo Academy **by email** if their child is unavailable.

Parents should not wait until the registration deadline to advise the Academy that their child cannot attend.

The testing roster is used to organize the test, determine testing groups, prepare required materials, and establish testing times.

Please respect the Academy's decision regarding student readiness and make every reasonable effort to have your child available once they have been placed on the testing roster.



2. WHAT THE PROMOTION TEST EVALUATES

The promotion test evaluates the student's ability to perform the Taekwondo curriculum required for their current rank.

The five primary testing areas are:

2.1 HAND MOTIONS

Students demonstrate the hand motions and techniques required for their rank.

These may include blocks, strikes, punches, and other required hand techniques.

Students are evaluated on proper technique, positioning, accuracy, control, and execution.

2.2 PATTERNS

Students perform the required patterns for their current rank.

- Correct sequence
- Technique
- Stances
- Balance
- Focus
- Execution

2.3 KICKING TECHNIQUES

Students demonstrate the kicking techniques required for their rank.

- Proper form
- Balance
- Accuracy
- Control
- Technique
- Execution

2.4 SPARRING

Sparring is included in the promotion test only for students who meet the applicable **age, rank, and program requirements** established by MuDo Academy.

Recreational Taekwondo students will not participate in sparring as part of their promotion test.

Students participating in sparring are evaluated on their ability to apply Taekwondo techniques in a controlled environment.

Evaluation includes technique, movement, timing, control, awareness, and appropriate conduct toward their partner.

2.5 BOARD BREAKING

Students demonstrate the designated board-breaking techniques required for their rank.

Evaluation includes technique, accuracy, power, focus, commitment, and control.

THE FIVE TESTING AREAS

Hand Motions • Patterns • Kicking Techniques • Sparring • Board Breaking



3. REGISTRATION & PAYMENT DEADLINES

Promotion test registration and payment deadlines are established for each test.

These deadlines must be observed.

Early registration allows MuDo Academy to determine the number of participants and properly organize the testing groups.

This allows us to:

- Keep testing groups manageable.
- Avoid unnecessarily long testing sessions.
- Provide adequate space for students.
- Provide appropriate viewing space for families.
- Prepare certificates and belts.
- Prepare boards and other required equipment.

REGULAR REGISTRATION DEADLINE

Applications and payment submitted by the regular deadline are processed without a late-registration fee.

LATE REGISTRATION

Registration may be accepted after the regular registration/payment deadline **only if it is submitted before the final cutoff and space remains available.**

A **\$25.00 late-registration fee + HST** applies to all registrations submitted after the regular deadline.

The late fee is automatically due with the late registration. Payment of the regular promotion testing fee alone does not constitute complete registration and does not waive the late fee.

If the late fee is not included with the payment, the registration remains incomplete and the outstanding late fee must be paid before the student's registration can be finalized.

We encourage families to register on time so that additional fees can be avoided and the Academy has sufficient time to prepare.

FINAL REGISTRATION CUTOFF

There is an absolute final cutoff for every promotion test.

The final cutoff is seven days before the promotion test, or another date specifically posted by MuDo Academy.

After the final cutoff:

No registrations will be accepted.

NO DAY-OF-TESTING REGISTRATION

Registration is **not permitted on the day of the promotion test.**

Students who were not registered by the final cutoff cannot be added to the testing roster on test day.



4. PREPARING FOR PROMOTION TEST DAY

Students should attend **as many of their scheduled classes as possible** leading up to the promotion test.

Regular classes are where students review and develop the curriculum required for their upcoming test.

As testing approaches, students may experience increased focus and intensity during classes, including:

- Timed kicking drills
- Faster-paced pattern performances
- Board-breaking preparation
- Increased sparring-related training
- Other promotion-test preparation

Students should pay close attention to instructor direction during these classes.

WHAT TO BRING

Students must arrive with:

- Complete Taekwondo uniform
- Current belt
- **Full MuDo Academy purchased and approved sparring gear**, when required

Sparring gear is mandatory for all students who are required to spar as part of their promotion test.

BOARD BREAKING

One board is included in the promotion testing fee.

Additional boards are **\$6.00 each + HST**.



5. Test-Day Attendance, Preparation & Roll Call

The club opens 30 minutes before the scheduled start of the Promotion Test. Students are expected to be at the club 30 minutes before the scheduled start time and must be in the room, in full uniform, and ready for testing preparations.

This time is used to complete required testing-day preparations, including student check-in, roster verification, belt and testing information, board-breaking arrangements, and other testing-day organization.

Students must remain available and ready for roll call. Roll call will take place as part of the testing-day preparation process at a time determined by MuDo Academy.

Missing roll call means the student is not permitted to participate in that Promotion Test. The student must be approved for a future Promotion Test and register for that test.

The applicable Promotion Testing Fee will normally be required again. However, depending on the circumstances surrounding the missed test, Master Iacobucci may, at his discretion, waive the additional testing fee. Parents or students may discuss the circumstances with Master Iacobucci for consideration.

A fee waiver is not automatic and is not an entitlement. The circumstances of each missed test may be considered individually, recognizing the preparation, organization, and resources required to conduct a Promotion Test.

ILLNESS OR FAMILY EMERGENCY

If a student becomes sick on the morning of the promotion test or a genuine family emergency prevents the student from attending, the parent/guardian must notify MuDo Academy **by email at least 60 minutes before the scheduled start of the promotion test.**

The student should not attend the Academy if they are sick.

MuDo Academy will review the circumstances and determine the appropriate next step, including whether the student may be considered for a future promotion test.

This procedure applies to **genuine illness or family emergencies**. It does not replace the requirement to meet registration deadlines or provide advance notice when a family already knows that the student will be unavailable.

REMAIN FOR THE FULL TEST

Students are expected to remain for the **full duration of the promotion test.**

Families should make arrangements accordingly.

Students should not plan to leave after completing only their individual portion of the test.

DURING TESTING

Students are expected to:

- Listen carefully.
- Follow instructor directions.
- Remain focused.
- Demonstrate the required techniques.
- Maintain appropriate control.
- Demonstrate proper conduct.
- Give their best effort.



6. PARENT & FAMILY ATTENDANCE

Parents and family members are **strongly encouraged to attend** the promotion test.

Families are welcome to watch their children perform and to observe higher-ranking material.

Because promotion testing requires concentration, parents and family members must follow the procedures below.

REMAIN IN THE BUILDING

Parents should remain in the building for the **full duration of the promotion test**.

Please plan accordingly.

DO NOT INTERRUPT THE TEST

Parents and family members must not:

- Call out to students.
- Coach or instruct students.
- Signal to students.
- Approach students during testing.
- Interrupt the instructor.
- Enter the testing area unless directed to do so.

Please allow the instructors to conduct the test without interruption.

CELL PHONES

Cell phones must be silenced during the promotion test.

Parents and family members should **not make or take phone calls during the test**.

If a phone call must be taken, please leave the testing area before doing so.

YOUNG CHILDREN & BABIES

Parents are asked not to bring babies or young children who are unable to remain seated and reasonably quiet for the duration of the promotion test.

A child who cannot remain appropriately quiet can distract students who are testing.

Where necessary, please make alternative childcare arrangements.

These expectations allow parents to enjoy watching the promotion test while providing students with the concentration they need to perform.



7. EVALUATION, RESULTS & PROMOTION

PROMOTION IS NOT AUTOMATIC

Registering for or participating in a promotion test does not guarantee promotion.

The instructor makes the final determination regarding whether the student has demonstrated the required proficiency and is ready for advancement.

SUCCESSFUL PROMOTION

Students who successfully meet the requirements will be promoted in accordance with MuDo Academy procedures.

Certificates and belts will be prepared according to the Academy's promotion procedures.

IF A STUDENT IS NOT PROMOTED

If a student does not meet the requirements for promotion, the student will not be promoted at that testing.

The student will need to continue training and be **approved for a future promotion test**.

Once approved to test again, the student must **register for the new promotion test and pay the applicable testing fee again**.

The instructor will determine when the student is ready to be approved for another promotion test.



8. COMMUNICATION & IMPORTANT DATES

Official promotion test information is communicated by MuDo Academy through:

- **Email**
- **MuDo Academy Event Calendar**

Parents/guardians and adult students are responsible for reviewing these communications.

Important information may include:

- Testing roster
- Attendance confirmation deadline
- Registration deadline
- Late-registration period
- Final registration cutoff
- Testing date
- Testing time
- Testing requirements
- Fees
- Other instructions

EMAIL CONFIRMATIONS

When MuDo Academy requests attendance confirmation, parents must respond **by email within the specified timeline**.

If their student is unavailable, they must advise the Academy **by email within that same timeline**.

Do not rely on verbal communication, informal conversations at the Academy, or messages to individual staff members when an official email response has been requested.

TESTING TIMES

The testing roster is finalized before testing times are assigned.

Once a student's testing time has been communicated, families should make every effort to be available for that assigned time.

9. CLOSING

Please review all promotion test communications carefully and observe the deadlines provided.

Our procedures are designed to allow MuDo Academy to organize an efficient promotion test while providing students with the space, preparation, and time they need to perform their best.

Thank you for your cooperation and for helping us make promotion testing a positive experience for our students and families.

Master Dean Iacobucci

Chief Instructor

MuDo Academy