



Beer Judge Certification Program

5115 Excelsior Blvd, #326
St. Louis Park, MN 55416

www.bjcp.org

EDname
EDstreet
EDcity
EDemail

AdminFullName
Adminemail

MonthDayYear

Dear AdminFirstName:

Thank you for agreeing to administer the **BJCP Beer Judging Examination** in **ExamCityState** on **ExamDateYear**.

There have been many changes to the BJCP Exam Administration process in the past few years, even if you have administer a BJCP exam in the past, please carefully review the exam procedures and the additional instructions in this cover letter. One of these recent changes is the transition to an electronic Participant Information Form (PIF) into which you will need to electronically record the contact information and exam IDs of each person taking the exam. We need this information before we can begin grading the exams to ensure that everyone is eligible.

Note that any person taking the Beer Judging exam must meet at least one of the following criteria:

- a) Passed the online BJCP Entrance Exam,
- b) Be a Recognized or higher judge,
- c) Be an Apprentice judge who has passed the written portion of the BJCP Legacy Exam.

For the BJCP Beer Judging Examination, we are requiring the use of a minimum of two independent proctors and are clarifying who can be a proctor for the exam. The idea is to ensure unbiased benchmarks from which to base the taste evaluation. We have also expanded the description on selecting examination beers.

Note that there should NOT be a break during the BJCP Beer Judging Examination, all six beers must be judged in an uninterrupted 90 minute session.

Please note the following change.

If a scheduled exam does not meet the requirement of having a minimum of six eligible participants, then our preference is that it be rescheduled for a date when there is sufficient demand. Exams cannot be rescheduled without the Exam Director's



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permission. In cases where the exam is given to fewer than six participants without the prior written approval of the Exam Director, then

- 1) The Exam Administrator BJCP experience points may be reduced
 - a) For 1 or 2 examinees; no credit
 - b) For 3 to 5 examinees; half credit
 - c) For 6 or more; full credit
- 2) The start of grading of the exam is deferred for three to six months until it can be merged with another set of exams.

The rest of the exam procedures are pretty much unchanged, but we have bolstered the instructions in the Exam Procedures. The following table outlines the documents needed for the exam and will help you understand how many copies you will need of each item.

BJCP Beer Judging Examination	
Item	Quantity Needed
Exam instruction sheet	1 per participant
Proctor Instruction sheet	1 per proctor
Proctor consensus score sheet	1
Proctor beer score sheet	6 per proctor
Examinee beer score sheet	6 per participant

The code for your exam is **ExamCode**. Please label each of the Beer Scoresheets, and Exam Cover Sheet with this exam code, starting with 01 as in ExamCode-01, ExamCode-02, etc. **The exam codes must be consistent with the information in the electronic PI Form.**

The attached Exam Procedures document has some guidelines to assist in exam beer preparation, but I'd be happy to discuss your plans for exam beer preparation either over the phone or via e-mail. Also, note that since the proctors are allowed to use the style guidelines you should bring a copy to the exam for their use.

You need to make a copy of the exams before mailing the originals to the AHA for processing. Do not include copies of the examinee data capture and exam staff data spreadsheets in the package sent to the AHA, email them directly to me. The cost of making this copy should come out of the 30% portion exam fees the BJCP provides to the exam administrator. Once you hear from me that the originals have been received, you should provide a copy of each examinee's exam to them. **In no circumstances should the examinees be given copies of the proctors' scoresheets.**



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To ensure that the exams can be graded and reviewed in no more than fourteen weeks, please promptly mail the originals of the exams to the Brewers Association as soon as possible after the exam date, but no later than one week after the test. The shipping address differs between the postal service and private shipping companies that cannot ship to a post office box (UPS, FedEx, DHL, etc.):

Postal service	Private shipping service
Brewers Association	Brewers Association
PO Box 1679	1327 Spruce Street
Boulder, CO 80306	Boulder, CO 80306
Attn: John Moorhead	Attn: John Moorhead

Priority Mail is recommended, delivery confirmation can just delay the deliver so if you want confirmation just email me and I can let you know if we have received the exams. I hope everything goes smoothly, and again, please get in touch with me if you have any questions.

Best Regards,
EDsignature

EDname
EDemail