



Beer Judge Certification Program

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www.bjcp.org

BJCP Exam Proctor Instructions

Your purpose as proctor for the BJCP exam is to be the eyes, nose, and palate of the exam graders who will be grading the examinees using your perception of the exam beers. While you should always strive to generate proper and complete score sheets it is especially important when you are a proctor for an exam since the graders will not be able to evaluate the beer you and the examinees are writing score sheets for.

There are only two cases where the BJCP officially sees score sheets you generate; the first is when you take the exam and the second is when you volunteer to help proctor a BJCP exam. In return for judging the exam beers you receive experience points, in return the BJCP expects a very complete score sheet. The BJCP reserves the right to withhold some or all of the experience points if you do not provide an adequate set of score sheets.

The procedure for producing score sheets when proctoring the exam is slightly different than in a normal competition setting.

- First, you should NOT communicate with the other proctor(s) in any manner while producing your score sheet.
- Second, you should NOT attempt to reconcile your scores when you are finished judging the beer.
- Third, after you and the other proctor(s) have finished your score sheet you should generate a consensus score for the beer – to help the graders you should provide a consensus for each of the subsections on the score sheet. The consensus scores go on a separate form similar to the cover sheet used in some competitions.

You as a proctor are allowed to use the style guidelines while the examinees are not. Use the style guidelines to make sure you are describing the beer versus the current guidelines not versus your perhaps faulty recollection of the style. With exception of using the style guidelines, you are to judge the beers with the same information the examinees have – just the beer style and subcategory names. Try not to make comments or non-verbal expressions while judging the beer that would influence the other proctor(s).

You will notice that the proctor score sheet has even more space available for your comments than a normal competition score sheet. You are expected to comment on every minor aspect of the beer. Use the fine print under each subsection heading to guide you in your comments. Comment on the presence or absence of each characteristic appropriate for the subsection. You need to provide information that will allow the exam graders to virtually perceive the beer via your descriptions. For example, you need to mention the presence or absence of hop aroma and if present try to describe the type of hop aroma – e.g., spicy, floral, resinous, etc. It is not important that you provide feedback to the brewer on how to improve the beer, the graders will be able to determine what the examinees should suggest from the description of the beer.