



Beer Judge Certification Program

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

www.bjcp.org

Beer Written Proficiency Examination Exam Procedures

Planning for the Exam

Planning for giving a BJCP Beer Written Proficiency Exam requires attention to a number of important details.

Requirements

In general, a minimum of six participants are required to schedule a **BJCP Written Proficiency Examination**. There will be a Written Proficiency Exam administered in conjunction with the AHA National Homebrew Conference. Additional Written Proficiency Exams may be scheduled at other US and international locations by submitting an EDAF along with confirmation that there will be at least six qualified participants. **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 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.

All participants taking the **BJCP Beer Judge Written Proficiency Examination** must have achieved a score of at least 80% on either the **BJCP Beer Judging Examination** or on the tasting portion of the **BJCP Legacy Beer Examination** and they must have amassed at least 10 BJCP judging points. If the exam administrator is uncertain about the credentials of the written exam candidate, he or she should request approval from the BJCP Exam Director (exam_director@bjcp.org). There will be no exceptions to these rules. Any exam submitted to the BJCP for grading that was written by a participant that was not eligible to take the exam on the date it was written will not be graded and the exam fee will not be refunded. As noted above, at least six participants will generally be required to schedule a **BJCP Beer Judge Written Proficiency Examination**, but exceptions will be made in special circumstances.

Exam Fees

The fee for the **BJCP Beer Judge Written Proficiency Examination** is \$25.

Thirty percent of the fee for each exam is designated for expenses related to holding the exam, and may be split between the sponsor and administrator. **If there are to be additional expenses such as room rentals or transportation, please get approval from the exam** director prior to the exam, and send receipts to the exam director for reimbursement.

The sponsor or administrator, at their discretion, may reduce individual exam fees by waiving a portion of their allotment. This is acceptable as long as the BJCP receives \$17.50 (70% of \$25) for each participant.

Examinees should pay the Exam Administrator (if using checks, make them out directly to the Exam Administrator). The Exam Administrator then submits the payment using PayPal **directly to the BJCP** for 70% of total fees. No cash or checks, please. The payment system is at http://www.bjcp.org/apps/exam_pay/exam_find.php. The PayPal system is for Exam Administrators only; do not advertise this link to examinees.

Before the Exam

Examinee Data Capture Form

Approximately one to two weeks before the exam, you will receive an email from the Exam Director assigned to your exam. If you do not receive this email at least three days prior to the exam, please send an inquiry to exam_director@bjcp.org. The email from Exam Director will include a cover letter and an Excel spreadsheet called the Examinee Data Capture Form (EDC). This spreadsheet replaces the handwritten Participant Information Forms. You will need to enter the names, addresses, email addresses and other information for all participants taking the BJCP exam into the EDC. The first column in the EDC is the Exam ID, which has the format DDDDLLL where D is a digit and L is a letter. The second column of the EDC is a two-digit identification number (typically from 1 to 12) that will be combined with the Exam ID to create a unique Participant ID for each examinee.

You are encouraged to distribute the spreadsheet to the examinees before the exam so they can enter their own information and then email it back to you. The information can then be cut-and-pasted into a master spreadsheet. Be sure to check the information for accuracy and formatting, and that the final spreadsheet has data for only those examinees who actually took the exam. It is vital that you enter the Exam ID correctly, as this is the only way an individual exam is associated with the examinee. For privacy reasons, please do not distribute the information in the EDC to anyone other than the Exam Director.

Exam Papers for All Examinations

Approximately one to two weeks before the exam, you also will be sent the exam questions and other documents that are needed for the exam. You will need to make copies of these forms for each exam taker. On the EDC, please place sequential numbers (1, 2, 3, etc.) after the four digit, four letter exam code (e.g., **1304-STCI**) to identify the examinees. This ensures anonymity throughout the grading process. **The exams will be copied before they are sent to the graders, so please use standard size (8.5 by 11) ruled paper and instruct the participants to write on only one side and to NOT write in the margins – the originals need to be photocopied for the graders and copy machines tend not to**

copy all the way to the edges of the original. The exam director will also provide a lined answer sheet template that may be used if ruled paper is not available.

During the Exam

Format

The **BJCP Beer Judge Written Proficiency Examination** has a 90-minute time limit. **If there are any participants taking the BJCP Written Proficiency Exam on the same day, it must be administered first, with a 15-30 minute break before the commencement of the Beer Judging exam.** *Those participants only taking the judging exam should be respectfully quiet if they arrive while the written exam is being administered.* The scoresheets for the Beer Judging examination should not be passed out for the Beer Written Proficiency Examination. A typical schedule is:

- 9:00: Written exam begins
- 10:30: Written exam concludes, with answer sheets collected
- If a Beer Judging exam is being given it would start after a short break. The Beer Judging Exam paperwork would be distributed during the break.

Exam Checklist

1. Copies of the exam cover sheet.
2. Copies of the exam questions.
3. Mechanical Pencils.
4. Sufficient supply of standard size (8.5. by 11), ruled paper – preferably not three-hole punched loose-leaf paper, since it tends to jam in scanners and copy machines. If this is not available, the exam director can provide a lined template that can be used to generate answer sheets.

At the Start of the Exam, Please Explain that:

- The Beer Written Proficiency Exam is closed book, so the BJCP Style Guidelines and other references cannot be used.
- Most essay questions can be answered in about 1.5 to 2 pages. If the participants are writing significantly more or less, adjustments may be made. Partial credit is given for incomplete answers, so instruct the participants not to skip any questions.
- The exam requires advance payment. Offer a refund to anyone who is not prepared, but only before the exam has been distributed.
- Examinees need to ensure that he provides the exam administrator with accurate postal and email addresses since that contact information will be ported into the BJCP judge database
- Examinees must place their examinee codes on all exam papers, **write on only one side of the scoresheets** and not write comments too close to the margins.

Use of Electronic Devices

Use of the following electronic devices is **not allowed** during the BJCP examinations:

- Calculators, except for basic “four-function” models. By “four-function” we mean basic calculators that do not have the ability to store programs or data for redisplay. A smartphone cannot be used as a calculator during the exam.
- Pagers
- PDAs
- Laptop or desktop computers.

- Cell phones. In the case of an emergency, phones may be left with the Administrator with instructions for answering.
- Walkman/iPod or other listening devices.
- Headphones of any type.

Examinees with any special needs are required to contact the Exam Director to work out specific procedures a minimum of six weeks in advance of the exam date.

The Examinee Data Capture Form should be emailed to the Exam Director promptly and should include accurate contact information for the participants. It would also be helpful if you provide your BJCP ID in an email to the Exam Director, as well as the BJCP ID of anyone else requesting administrative credits for the exam.

Results: When the grading has been completed, the official results and a report to the participant will be mailed to the examinees as soon as the exam information has been entered into the BJCP database. The judging record will list the competitions in which the each participant has judged. There are often omissions, but instructions will be provided on how to bring the judging records up-to-date. In keeping with the BJCP Privacy Policy, the exam scores are not released to the Exam Administrator.

After the Exam

Copy the exams: The exam administrator is responsible for making a complete copy of the exams, every page must be copied. The exam administrator should retain the copies until the BJCP Exam Director confirms that the originals have been received. If this confirmation is not received within two weeks, contact the Exam Director to confirm – exams have been lost in the mail before. The administrator should then provide a copy of their individual exam to each of the examinees. This copy is the only copy that will be made available to the examinees. Under no circumstances will the BJCP be returning the originals or copies of the exams. The cost of making this copy is expected to be covered by the 30% of the exam fee allotted for the administration of the exam.

Examinee Data Capture Form: The exam administrator needs to tabulate the contact information and exam number for each examinee into an Excel template that is provided by the Exam Director. That spreadsheet is ported directly into the BJCP database, so please ensure that the information is accurate.

Shipping the exams: The original exams should be mailed to 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 |
| Content: BJCP Exams | Content: BJCP Exams |

Scoring and Turnaround Time: It is anticipated that the exam results will be returned within twelve weeks of the exam date. Most of this time is used by volunteer National and higher ranked judges to do the comprehensive scoring of the exams. Their scoring and feedback is then reviewed by both an

Associate Exam Director and the Exam Director before being sent to the Assistant Exam Director for processing and recording of the results.

Experience Points: You will receive Exam Administrator experience as ten GMSR points (see <http://www.bjcp.org/gmsr.php> for the details) which in turn results in two non-judging experience points. You are permitted to delegate some or all of these experience points to those who assist with the exam, but at present no additional points will be given for these supporting roles. Some or all of the administrator's points may not be awarded if it is apparent that these instructions were not followed, or the exams are not received within ten days of the exam date.