# EDname

# EDstreet

# EDcity

# EDemail

 MonthDayYear

|  |  |  |
| --- | --- | --- |
| Grader 1 | **Grader 2** | **Associate Director** |
| G1name | G2name | ADname |
| G1telephone | G2telephone | ADtelephone |
| G1email | G2email | ADemail |

Dear G1first and G2first,

Thank you for volunteering to grade the \_\_ BJCP Beer Written Proficiency exams administered by **AdminName** in ExamCity, ExamState on ExamDate. The Associate Director (AD) for this exam set is **ADname,** and I am the Exam Director (ED).

**G1first** – you will be lead grader on the set and will have overall responsible for writing the RTPs, but **G2first** – you are encouraged to send specific comments and suggestions (even if it’s your first set). Second graders, other than apprentice graders, are expected to take on an advanced role by writing some of the RTPs – typically writing two by their third grading assignment and four by their fourth grading assignment.

Please follow the guidelines in the Exam Scoring Guide (see <http://www.bjcp.org/docs/Scoring_Guide.pdf>) when scoring the exams. When you are finished scoring the exams, get in touch with each other by phone or email and work out the consensus scores. If you are unable to arrive at a consensus or if you feel a further detailed check of the scoring of a particular exam is required, you can request that the AD re-score the exam to provide a third score or guidance on where the final score should fall relative to the judging levels.

After that is done, both graders should email a copy of their completed EGF and a cover letter clearly indicating the consensus scores to both the **AD** and the **ED.**

Once a consensus is reached, the lead grader should begin completing the RTPs. Please follow the guidelines in the Exam Scoring Guide when composing comments on the RTP forms. I have included the latest RTP template customized for this exam to both of you as we are standardizing the forms being used. As in judging, try to give constructive feedback while pointing out significant errors and bright spots in each exam. The EGF will automatically generate the tables that you can then cut-and-pasted into the RTPs.

Finally, the lead grader should email a copy of the completed RTPs, without the score sections filled in, again to both the **AD** and the **ED.** Electronic transmission of the documents is essential. Often changes to the RTPs are required during the review process, the **AD** and then the **ED** will both edit the RTPs with Microsoft Word’s track changes option enabled. When the **AD** is finished with the first review of the exams, he or she will email his revised RTPs and final scores to both the graders and to the ED. In turn, after the final review by the ED, the ED will email you the final version of the RTPs (with scores filled in), and you will be able to easily see the changes that were made to the RTPs.

Based on the exams being emailed to you on **MM/DD/YY** below are the target dates for grading this set. The BJCP Exam Grading Process (see <http://www.bjcp.org/docs/ExamGradingProcess.pdf>) discusses possible exceptions to the target dates.



When the exam set is available for download I will email you a link to the online images. The online folder will contain:

* This letter
* The examinees’ answers, one file per examinee
* The Exam Grading Form (EGF) with the T/F answers filled in, the proper essay question selected.
* The Response To Participants (RTP) template customized for this set

You should download a copy of the files from the provided link to your own computer. You will not be able to modify the online copy. You will not be able to upload files into the online folder.

If you do have expenses related to grading this set, keep track of them and submit a request for your actual expense reimbursement annually (by December 15) to the BJCP Treasurer (treasurer@bjcp.org). The form to use is available at http://www.bjcp.org/docs/BJCPReimbursementWorksheet.xls.

Thanks again for helping the BJCP, and as always, if there any questions or you cannot complete the scoring and generation of the RTPs by the date shown in the schedule above – please get in touch ASAP.

Best Regards,

EDsignature

# EDname

# EDemail