



Beer Judge Certification Program

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

www.bjcp.org

EDname
EDstreet
EDcity
EDemail

AdminFullName
Adminemail

month day, 2015

Dear AdminFirstName:

Thank you for agreeing to administer the **BJCP Mead 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 do not want a handwritten version of this information as it is too error prone. We need this information before we can begin grading the exams.

For the BJCP Mead 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 meads.

Please note the following change.

If a scheduled exam does not meet the requirement of having a minimum of six 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



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- 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 following tables show the papers enclosed for the Mead Exam and will help you understand how many copies you will need of each item.

| BJCP Mead Examination | |
|-------------------------------|-------------------|
| Item | Quantity Needed |
| Exam cover sheet | 1 per participant |
| Examinee mead score sheets | 6 per participant |
| Proctor instruction sheet | 1 per proctor |
| Proctor mead score sheets | 6 per proctor |
| Proctor consensus score sheet | 1 |

The code for your exam is **ExamCode**. Please label each of the Mead Score sheets, 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.**

Two points we have been having some trouble with in recent exams:

- 1) try to get true 8.5"x11" paper or use the exam answer sheet template – it makes auto-feeding the copy machine easier than the slightly smaller 8"x10.5" stuff
- 2) **please be sure to have the examinees write on only one side of the page. Also, writing too near the edges will result in lost information at the edges of the copies, which could adversely affect their grades.**

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 hold-back of exam fees the BJCP provides to the exam administrator, remember that in 2010 the BJCP Board of Directors increased the hold-back percentage. 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