

BEER JUDGE CERTIFICATION PROGRAM

Exam Director for this Set, Street Address, Phone, Email

Mailing Date

Grader 1	Grader 2	Associate Director
name	name	name
street	street	street
City, ST ZIP	City, ST ZIP	City, ST ZIP
phone	phone	phone
email	email	email

Dear Grader1 and Grader2,

Thank you for volunteering to grade the 12 BJCP Judging exams administered by **ADMIN** in City, ST on **Exam Date**. I have already entered the scores from the beer score sheets into the EGF and also entered the exam information into the RTP template. The Associate Director (AD) for this exam set is **AD**, and I am the Exam Director (ED).

Grader1 – you will be lead grader on the set and will have overall responsible for writing the RTPs, but **Grader2** – you are encouraged to send specific comments and suggestions. 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 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.

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 the 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 arriving on Mm/yy/dd = **Arrival Date** below are the target dates for grading this set. The BJCP Exam Grading Process discusses possible exceptions to the target dates.

DATE	ACTIVITY
Mm/yy/dd	Exams arrive
Mm/yy/dd + 21 days	Both graders have completed preliminary scoring of all the exams
Mm/yy/dd + 28 days	Arrived at consensus scores, consensus and both grader's EGFs emailed to both the AD and the ED.
Mm/yy/dd + 42 days	Completed RTPs emailed to both the AD and the ED.

The EGF is setup to compute the scoring accuracy automatically for you using the proctors' consensus scores.

Enclosed, you will find:

- Originals or photocopies of the exams
- The proctors' consensus scores and score sheets for tasting exams

The customized forms for this exam set will be communicated to you via email

If you do have expenses related to grading this set, keep track of them and submit a request for your actual expense reimbursement to the BJCP Treasurer.

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.

Cheers,

Exam Director
 BJCP Exam Director
 Email address