



## Beer Judge Certification Program

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

[www.bjcp.org](http://www.bjcp.org)

Steve Piatz  
3631 Woodland Trail  
Eagan, MN 55123-2400  
(651) 452-2444

first last  
street  
city, state, zip

month day, 2010

Dear first:

Thank you for agreeing to administer a BJCP exam in **city, state** on **month date**, 2010. Please note that some changes have been made to the exam administration guidelines. Specifically, we are now requiring the use of two independent proctors for the taste section and clarifying who can be a proctor for the exam. Ideally, the proctors are to fill out the scoresheets with only the same limited knowledge about the exam beers that is given to the examinees. The idea is to ensure unbiased benchmarks from which to base the taste evaluation. The rest of the exam procedures are pretty much unchanged, but we have bolstered the instructions in the Exam Procedures, so please read those over carefully. You will have to make sufficient copies of all the forms (PIFs, scoresheets, etc.) and exams to have one for each examinee/proctor.

When recruiting/selecting proctors we are being clearer on who is eligible to proctor. The proctors need to be able to produce scoresheets of the National judge level of quality or better. The proctors should be drawn from the "active" members shown on the BJCP web site in the pages at <http://www.bjcp.org/apps/reports/national.php> or <http://www.bjcp.org/apps/reports/master.php>; these pages are dynamically generated when the BJCP database of judge exam scores and experience points is updated. If the administrator for an exam site is not able to obtain proctors from these two lists they **MUST** contact the relevant BJCP Exam Director to get advance approval to use alternative proctors.

The following papers are enclosed:

- Exam Procedures
- Proctor Instructions
- Proctor's Consensus Score Sheet
- Beer Score Sheet for the Proctor (**one beer per page**)
- Participant Information Form



## Beer Judge Certification Program

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

[www.bjcp.org](http://www.bjcp.org)

- Exam Instructions/preamble (for examinees)
- The BJCP Exam (a total of five pages)
  - Section 1, part 1 on the BJCP
  - Section 1, part 2 on judging process and ethics
  - Section 2, the essay questions, numbers 1 through 9.
- Beer Score Sheet for Examinees (**one beer per page**)

On the Participant Information Forms, Exam, and Exam Instructions, designate each exam code as follows: **10xx-SSSS-numbers** starting with 01 and ask the participants to write these numbers (without the **10xx-SSSS-** part) on the top right hand corner of each answer sheet.

Two points we have been having some trouble with in recent exams: 1) try to get true 8.5"x11" paper – it makes auto-feeding the copy machine easier than the slightly smaller 8"x10.5" stuff; and 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.**

Please prepare the four test beers carefully, selecting a balanced array of mainstream styles and quality. Commercial beers are acceptable, as are blends and doctored beers. Please choose a range of colors and strengths, and make sure that at least one of the beers has a very noticeable fault. It would also be very helpful to the graders if you provide a brief description of the source/brand of the exam beers as well as any other pertinent information. If you wish, I'd be happy to discuss your plans for exam beer preparation either over the phone or via e-mail. I may be reached during the daytime (Monday through Thursday) at 651-605-9049; my evening number is 651-452-2444. Again, the Exam Procedures document enclosed has more specific instructions to assist in exam beer preparation.

Since the proctors are allowed to use the style guidelines you should bring a copy to the exam for their use.

You need to make a copy of the exams before sending the originals 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 I have received the originals you should provide a copy of each examinees exam to them. Returning the exams is a provisional policy, if it results in significantly increased exam result protests we will revoke it in the future.



## Beer Judge Certification Program

---

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

[www.bjcp.org](http://www.bjcp.org)

To ensure that the exams can be graded and reviewed in sixteen weeks, please promptly mail the originals of the exams to:

Steve Piatz  
3631 Woodland Trail  
Eagan, MN 55123-2400

within one week of the exam date. **Flat Rate 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 I have received the exams.** I hope everything goes smoothly, and again, please get in touch with me if you have any questions.

Best Regards,

Steve Piatz  
BJCP Exam Director  
[sjpiatz@gmail.com](mailto:sjpiatz@gmail.com)