



Beer Judge Certification Program

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

www.bjcp.org

EDname
EDstreet
EDcity
EDemail

AdminFullName
Adminemail

month day, 2014

Dear AdminFirstName:

Thank you for agreeing to administer the **BJCP Beer Written 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 need this information before we can begin grading the exams to ensure that everyone is eligible.

Note that any person taking the **BJCP Beer Written Proficiency Examination** must meet the following criteria:

- 1) previously scored at least 80% on the tasting portion of the **BJCP Legacy Beer Examination** or scored at least 80% on the **BJCP Beer Judging Examination** and
- 2) amassed at least 10 BJCP Judging points.

If unsure about the credentials of a candidate to take the exam the administrator should contact the Exam Director in advance of the exam for permission. There will be no exceptions to these rules. Exams written by ineligible examinees will not be graded and the fees will not be returned.

Please note the following change.

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



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- 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.

If your site is offering both the **BJCP Beer Judge Written Proficiency Examination** and the **BJCP Beer Judging Examination** on the same day, the procedures have changed for how the now separate exams are presented to the participants. Each exam will be treated as a separate examination with completely separate paperwork. The Beer Written Proficiency Exam is presented first but the Beer Judging Exam paperwork shall not be passed out to participants during the Beer Written Proficiency Exam. At the end of the 90-minute Beer Written Proficiency Exam all the paperwork is collected. After a brief break, the Beer Judging Exam paperwork is passed out to the examinees and the tasting exam begins. You will need to complete separate electronic Participant Identification Form for each exam as they are different and a unique code will be used for each examination type.

The exam procedures are pretty much unchanged, but we have bolstered the instructions in the Exam Procedures, so please read those over carefully.

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

BJCP Beer Judge Written Proficiency Examination	
Item	Quantity Needed
Exam Instruction Sheet	1 per participant
BJCP Written Proficiency Examination	1 per participant

The code for your exam is **ExamCode**. Please label each of the Beer 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; 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.**



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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. Returning the exams is a provisional policy, if it results in significantly increased exam result protests we will revoke it in the future.

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