



Beer Judge Certification Program

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

www.bjcp.org

Judging Exam - Proctor Instructions

Your purpose as proctor for the BJCP exam is to be the eyes, nose, and palate of the exam graders that will grade the examinees using your perception of the exam samples. While you should always strive to generate proper and complete score sheets, it is especially important when you are a proctor for an exam. If sheets are incomplete, or contain minimal information, graders will not be able to evaluate the exam. Doing a poor job with proctor scoresheets does a disservice to everyone sitting the exam with you.

Readability of the scoresheet is paramount. The scoresheet is the only form of communication among an examinee, a grader, and an exam reviewer. Graders cannot do their job if they cannot read your scoresheet.

→▶▶ **Procedures for producing proctor score sheets are different than in a normal competition setting.**

- You shall use the Overall Impression section of the scoresheet to explain to the graders the reasons for the score you assigned to the sample, but it is not necessary to provide brewing procedure feedback to the entrant on how to improve the beverage. For example, highlight salient characteristics or bring attention to major faults. ***Do not leave this section blank. Doing so is considered inappropriate proctor performance and will be documented accordingly.***
- You should NOT communicate with the other proctor(s) in any manner while producing your score sheet.
- You should NOT attempt to reconcile your scores when you are finished judging the beer. A consensus score is assigned, but your original values remain unchanged.

Proctors are allowed to use the style guidelines while the examinees are not. Use the style guidelines to ensure you are describing the sample versus the current guidelines not versus your perhaps faulty recollection of the style. With exception of using style guidelines, you are to judge the sample with the same information the examinees have – just the style and subcategory names. Do not make comments or non-verbal expressions while judging that would influence other proctor(s).

The proctor scoresheet has more space available for comments than a normal competition scoresheet. You are expected to comment on every aspect of the beverage. Use the fine print under each subsection heading to guide your comments. Comment on the presence or absence of each characteristic appropriate for the subsection. Just because an aspect is expected or common in the style does not mean you don't need to mention it – remember the graders won't get to taste the sample. Include not only primary characteristics but also secondary and tertiary characteristics. You need to provide quantitative levels (high, medium, low, none) when describing characteristics and information that will allow the exam graders to virtually perceive the beverage via your descriptions.



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After you and the other proctor(s) have finished your scoresheets, you shall generate a consensus score for each sample. If the proctors are seated right next to the examinees, it may be best to wait until after the exam proper is finished to generate the consensus score(s) to avoid disturbing the examinees or inadvertently disclosing details about the samples to the examinees. The consensus score is recorded on a separate form along with the individual scores from each proctor.



Post-exam conversations among proctors and examinees regarding the samples should be kept to a minimum, if done at all. Examinees can sometimes misunderstand or misconstrue proctor comments that later become obstacles for the examinee to appropriately evaluate his results and feedback. Since the grading process encompasses numerous components, informal conversation can sometimes set an expectation that isn't reflective of the entire process. It's also unrealistic to expect a proctor can accurately recollect every characteristic recorded in written form, potentially misrepresenting the beverage sample. ◆

There are only two situations in which the BJCP officially sees score sheets you generate; the first is when you take the exam and the second is when you volunteer to proctor a BJCP exam. In return for judging the exam samples you receive experience points. In return, the BJCP expects a complete score sheet. The BJCP reserves the right to withhold some or all experience points if you do not provide an adequate set of score sheets.