



Institute of Brewing & Distilling

EXAMINATION REGULATIONS

AND

GENERAL INFORMATION

EFFECTIVE FROM

1ST JANUARY 2006

Examinations Department
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1. General Information

- 1.1 These regulations apply to The Institute of Brewing & Distilling (IBD) Examinations held from January 2006 onwards.
- 1.2 The IBD retains full rights of interpretation of these regulations.
- 1.3 Amendments to these regulations will be made as the need arises, and will be reported in the Brewer International and on the IBD web site (www.ibd.org.uk).

2. Data Protection Act

- 2.1 Personal data such as names, addresses and dates of birth, provided either by candidates, their companies or examination centres, on application forms or by any other means, will be processed in accordance with the provisions of the Data Protection Act.
- 2.2 The data collected for each candidate will be used for the purposes of examining and awarding qualifications and may be used to organise certificates by the City & Guilds.
- 2.3 It is a requirement of the Data Protection Act 1998 that each candidate is informed of the purposes for which their personal data may be used. Further information about the Data Protection Act can be found online at <http://www.dataprotection.gov.uk>.
- 2.4 Individual candidates who wish to obtain access to the data held by the IBD should apply in writing to the Office Manager at the IBD (address on the front of this booklet). Individuals should not expect information to be released to them before the normal publication of results. Please note that a fee of £10.00 will be charged in respect of any application made.

3. IBD Examinations

- 3.1 There are six IBD Examinations:
 - (a) The Master Brewer (M.Brew)
 - (b) The Diploma in Brewing (Dipl. Brew)
 - (c) The Diploma in Distilling (Dipl. Distil)
 - (d) The General Certificate in Brewing (GCB)
 - (e) The General Certificate in Beer Packaging (GCP)
 - (f) The General Certificate in Distilling (GCD)
- 3.2 The Diploma and M.Brew Examinations will be held annually during the first two weeks of June.
- 3.3 The GCD Examinations will be held annually during the second week in May.
- 3.4 The GCB and GCP examinations will be held annually during the third weeks in May and November. As of January 2007 larger centres will be able to arrange 'on-demand' examinations with the IBD Examinations Administrator.
- 3.5 Examinations will be held at pre-arranged centres around the world.

4. Preliminary Qualifications

- 4.1 No prior educational qualifications are required for applicants to sit the Examinations. In their own interests, candidates for the Diploma Examinations will need to have a basic grounding in science and mathematics. **Candidates for the Master Brewer Examination must hold a pass in the Diploma in Brewing** and be able to demonstrate broadly based, practical experience to the Examiners.

5. Exemption from the Diploma Examinations

- 5.1 Candidates may apply for exemption from the Diploma Examinations upon the provision of evidence of the following:
 - Heriot-Watt University BSc Brewing and Distilling
 - Heriot-Watt University Post Graduate Diploma in Brewing and Distilling
 - Heriot-Watt University MSc Brewing and Distilling
 - Heriot-Watt University Distance Learning MSc/Diploma in Malting and Brewing
 - Heriot-Watt University Masters Degree in Chemical Engineering with Brewing and Distilling TechnologyThe Board of Examiners may, in exceptional circumstances, permit exemption on other grounds.

6. Examination Format

- 6.1 The Diploma and Master Brewer Examinations are modular in format and candidates may choose to sit any number of modules at each annual Examination. There is no limit to the number of times a candidate may sit a module, nor to the period of time taken to pass all modules relevant to either Examination.
- 6.2 The GCD Examination comprises of two separate papers, which must be taken on the same day.
- 6.3 The GCB and GCP Examinations are multiple choice exams taken on-line. They each comprise of two separate papers, which must be taken on the same day. **Note: The GCB and GCP may not be taken at the same time.** The IBD recommends a minimum of three months between one examination and the other.

7. Examination Syllabus

- 7.1 All candidates are advised to purchase a copy of the relevant Examination Syllabus from the IBD. Detailed advice concerning the Examinations is included in each syllabus. Each syllabus sets out the knowledge (GCB/ GCP/ GCD), comprehension (Diploma) and competence (Master Brewer) a candidate should gain before attempting the Examination. The syllabus also provides a record of such knowledge and experience, which candidates should gain as their study progresses.
- 7.2 Potential Examination candidates should apply for their syllabus as soon as possible, to assist early preparation. An appropriate charge will be made to all applicants requesting a syllabus. Application forms are available from the Examinations Department or via the IBD web-store www.ibdstore.org

- 7.3 The GCB content is confirmed in the Exam Syllabus and covers:

- ◆ Overview of brewing practices
- ◆ Wort Production:
 - Raw materials
 - Plant
 - Boiling
- ◆ Wort Clarification
- ◆ Basic Principles of fermentation and yeast husbandry
- ◆ Beer quality:
 - Process control
 - Flavour
 - Microbiology
 - Quality management
- ◆ Plant Cleaning:
 - Materials
 - Systems
- ◆ Engineering maintenance
- ◆ Utilities – water, effluent & gases

Plus one from the following two elective sections:

- ◆ Beer maturation for chilled and filtered beers, plus bright beer preparation
- ◆ Beer maturation and racking for cask beer

- 7.4 The GCP content is confirmed in the Exam Syllabus and covers:

- ◆ Overview of beer packaging
- ◆ Bright beer production and storage
- ◆ Pasteurisation and sterile filtration
- ◆ Container inspection and online checks
- ◆ Packaging performance
- ◆ Engineering maintenance
- ◆ Warehousing
- ◆ Beer Quality
 - Process control
 - Flavour
 - Importance of dissolved oxygen
 - Microbiology
 - Quality management
- ◆ Plant cleaning
 - Materials
 - Systems
- ◆ Utilities – water, effluent and gases

Plus two from the following four elective sections specific to materials and packaging line:

- ◆ Cans
- ◆ Non-returnable bottles (NRB)
- ◆ Returnable bottles (RB)
- ◆ Kegs

7.5 The GCD content is confirmed in the Exam Syllabus, subdivided into eight sections.

1. General Introduction and Overview
2. Raw Materials and their Processing
3. Fundamentals of Distillation and Production of Co-products
4. Aspects of Quality and of Contamination in the Manufacture of Grain Based Spirits
5. Cleaning and Maintenance of Distillery and Co-products Plant
6. Water, Effluent and Utilities
7. Scotch Whisky Maturation, Blending and Packaging
8. Gin and Vodka

7.6 The Diploma in Brewing Examination consists of three modules, the third module is split into two sections:

- Module 1: Materials and Wort
- Module 2: Yeast and Beer
- Module 3A: Packaging Technology
- Module 3B: Process Technology

7.7 The Diploma in Distilling Examination consists of three modules:

- Module 1: Materials and Wort
- Module 2: Fermentation, Distillation and Maturation
- Module 3: Process Technology

7.8 The Master Brewer Examination consists of five modules:

- Module 1: Materials and Wort Production
- Module 2: Fermentation and Beer Processing
- Module 3: Packaging and Beer Dispense
- Module 4: Central Functions
- Module 5: Case Study

The M.Brew Examination includes a **Case Study Module**, in the form of a paper requiring candidates to demonstrate knowledge and experience outlined in the other four modules.

The Case Study was made a stand-alone Module in June 2001 and candidates are therefore no longer required to sit the Case Study as the final module of the M.Brew; candidates may take the Case Study Module either on its own, or in combination with any other module, whether going for completion of the M.Brew or not.

Candidates are reminded that they are **no longer permitted to take any notes or publications into the M.Brew Module 5 Examination.**

8. Applications to Sit the IBD Examinations

- 8.1 Application forms for Examinations being held in May or June must reach the IBD by 1st December in the year preceding the Examination.
- 8.2 All application forms must be on the correct form and require a signature. The forms should be sent with the appropriate entry fees, as set by the IBD for that registration period.
- 8.3 Candidates for the Diploma must be fully paid up Members of the IBD before sitting the Examination.
- 8.4 Master Brewer Examination candidates must be fully paid up Members of the IBD and also have passed the Diploma in Brewing, before sitting the Examination.
- 8.5 Membership of the IBD is NOT a prerequisite for sitting the GCB/GCP/GCD. Non-IBD members applying for the GCD Examination will receive The Brewer International, which will contain Examination information and training articles, as part of their Examination fee. Existing members already receive The Brewer International as part of their membership subscription.

- 8.6 Please note that relevant and completed experience record sheets pertaining to the M.Brew Module(s) **do not** need to be returned to the IBD, but must be completed prior to sitting the M.Brew Examination. The Board of Examiners retain the right to request these sheets at any time, particularly if they are required by the Examiners as an aid to overall assessment of the quality of the Examination answers.

9. Medical Conditions

- 9.1 The Board of Examiners may grant special dispensation to candidates with proven medical conditions.
- 9.2 Candidates must notify the Board of Examiners in writing when applying to sit an Examination, or as they are diagnosed, enclosing medical documents to support their case.
- 9.3 The Board of Examiners will consider each case on an individual basis, and will notify the candidate of any dispensation.

10. Examination Fees

- 10.1 The IBD reserves the right to alter examination fees at any time. However, the examination fees will normally be set annually in July and published in The Brewer International and on the IBD web site.
- 10.2 The IBD reserves the right to withhold the results and the certificate (if applicable) in respect of any candidate for whom Examination fees (and/or Membership fees if applicable) have not been paid.

11. Examination Notices

- 11.1 Notices, giving up-to-date details regarding Examinations, applications, fees, and other important information, are constantly updated on the IBD web site. Notices also appear regularly in The Brewer International magazine. All IBD Examination candidates must ensure that they read them and take any appropriate action.

12. Personal Details – Notification of Changes

- 12.1 Candidates must keep both the Examinations Department and the Registrar informed of any errors in their personal details or changes to their home/business address.

13. Withdrawal from an Examination

- 13.1 Candidates must inform the Examinations Department of their intention to withdraw from an Examination in writing (i.e. fax, e-mail, or letter).
- 13.2 Candidates withdrawing before 1st February preceding the May/June Examinations will be refunded their examination fee, less an administrative charge of £50 per Examination. This does not apply to the GCB / GCP online examinations, for which money will **not** be refunded in case of withdrawal.
- 13.3 Candidates withdrawing after 1st February preceding the May/June Examinations will **forfeit their entire examination fee**.
- 13.4 Examination fees **cannot** be carried over or transferred to a subsequent exam date or person.
- 13.5 Candidates who are absent from their Examination(s) without having advised the IBD in writing, may be liable for an extra administration charge of £50.

14. Examination Centres

- 14.1 The IBD will organise all Examination Centres, and write to all candidates to confirm the location of their nearest Examination Centre.
- 14.2 The IBD may send an inspector to a centre to take control of the Examinations, or send a representative to a centre during the Examinations to inspect the arrangements and to see that the Examinations are being conducted in accordance with the IBD Examination regulations.

15. Malpractice/Breach of Regulations

- 15.1 Candidates are forbidden to communicate in any way with, seek assistance from, give assistance to, or interfere with, the work of other candidates or the invigilators in the Examination room or elsewhere during the period of the Examination, or indulge in any other form of unfair practice.

- 15.2 The invigilator or his/her representative is empowered to expel a candidate from the Examination room, but such action will only be taken if it is felt that it is essential, or when the continued presence of the candidate would cause disruption to other candidates.
- 15.3 Any established, suspected or alleged collusion or misconduct discovered at any time during an Examination must be reported to the IBD Examinations Department and supported by a statement signed by the invigilator or his/her representative.
- 15.4 If the IBD is satisfied that a breach of these regulations has occurred, it reserves the right to take such action as it deems appropriate in the circumstances, including disqualification of the candidate from all Examination Modules/Papers. The IBD also reserves the right to bar the candidate from future IBD Examinations for any period of time.
- 15.5 The IBD has the right to disqualify any candidate involved in impersonation or attempted impersonation at an Examination and criminal proceedings may be initiated against the candidate(s) and any other persons who were party to the deception.

16. Personal Identification

- 16.1 Candidates are advised that they must take the letter confirming their Examination Centre and candidate number with them to the Examination Centre.
- 16.2 All candidates are required to be in possession of photographic identification at their Examination Centre. Valid examples would be a passport or driving licence. In the event that a candidate fails to provide such photographic identification, or the invigilator is unsure whether the identification matches the candidate, formal procedures for verification will be followed by the Examination Centre and the IBD.

17. Reading Time

- 17.1 Candidates taking the Diploma or M.Brew Examination will be allowed fifteen minutes of reading time prior to the start of the Examination. During this time, candidates will not be permitted to write.
- 17.2 Candidates sitting the GCB/ GCP/ GCD Examinations should note that sufficient reading time has been incorporated into the Examination papers and no additional reading time is necessary.

18. Use of Electronic Calculators During the Examination

- 18.1 Candidates will be permitted to take electronic calculators into the Examination Room. Electronic organisers and PDA machines are not allowed.
- 18.2 Only calculators of the hand-held type, quiet in operation and complete with their own power supply, will be permitted.
- 18.3 Calculators must have a volatile memory and be capable of storing only numerical data.

19. Use of Dictionaries During the Examination

- 19.1 Candidates are **not** permitted to use dictionaries/thesauri or electronic spellcheckers whilst writing any IBD Examination. However, candidates who do not speak English as their first language may use language translation dictionaries subject to written approval from the Board of Examiners gained not less than one calendar month before the Examination.
- 19.2 Candidates must request permission to use a language translation dictionary on the appropriate application form. A photocopy of the front cover must also be provided.

20. Examination Scripts

- 20.1 Examination scripts are confidential between the candidate and the IBD, and may not be read or photocopied by an invigilator, his/her representative or any other person, prior to despatch for marking.
- 20.2 All marked Examination scripts remain the property of the IBD and will not be released to candidates, their employers or any other person.
- 20.3 Candidates should be aware that the IBD reserves the right to utilise extracts from Examination scripts on an anonymous basis for Examination reports or presentations, in accordance with current copyright law.

21. Publication and Certification of Results

- 21.1 All Examination results will be released to candidates by letter only. Results will not be issued by any other method.
- 21.2 Examination results will be issued in grade form only, as determined by the grade boundaries set by the Board of Examiners. Actual marks and/or percentage scores will not be made public.
- 21.3 A certificate will be issued for a pass in each Diploma/M.Brew module, with the appropriate grade indicated. GCB/ GCP/ GCD certificates will be issued jointly by the IBD and City & Guilds. The results on these certificates will not be shown in grade format, but will state pass, credit or distinction.
- 21.4 A certificate is and remains at all times, the property of the IBD, and the IBD reserves the right to request it from any candidate at any time.
- 21.5 Candidates are advised that their Examination results may be notified to their company if they have received full company support in payment of their Examination fees.
- 21.6 If requested, results may be passed to IBD Section Secretaries to organise annual awards and presentation of such awards.
- 21.7 The names of successful candidates will be published in either The Brewer International or the Journal of the Institute of Brewing and on the IBD web site.

22. Examination Awards

- 22.1 Passes with "Distinction" in the Diploma (Brewing and Distilling) will only be awarded to candidates who achieve a minimum average score of 70% overall, with a minimum score of 60% in each Module. All Modules must be passed in the same year. The "John S Ford Award" will be awarded to the candidate with the highest marks at "Distinction" level. A "Distinction", or the "John S Ford Award", may be awarded to a first re-sit candidate if all Modules have been re-sat and passed in the same year.
- 22.2 Passes with "Honours" in the M.Brew may be accumulated under the modular system, by achieving 60% or more in each Module, with an average of 65% overall. The candidate who achieves the highest "Honours" pass will be considered for the "James S Hough Award". Failure of a Module at any stage precludes the grant of "Honours" and the eligibility for the "James S Hough Award", regardless of how well a subsequent Module has been passed.
- 22.3 The Worshipful Company of Brewers Award are currently reviewing the awarding procedure for the GCB and GCP examinations.
- 22.4 The Scotch Whisky Association Award will be nominated by the Board of Examiners from candidates obtaining the highest grades in the GCD Examination.

23. Appealing Against an Examination Result

- 23.1 Candidates who wish to challenge their Examination grade, must write to the Chairman of the Board of Examiners, care of the Examinations Department, indicating the basis of the objection.
- 23.2 All appeals must be received within **one calendar month** following the official release of results.
- 23.3 A **fee of £25.00** will be charged for each Examination appeal. Fees must be submitted at the time of appeal and will be refunded to the candidate if their appeal is upheld.
- 23.4 The Chairman will review the candidate's Examination paper, in conjunction with the appropriate Examiner, and advise the candidate in writing of the outcome of the review. In all cases, the **decision of the Chairman of the Board of Examiners is final**.

General Guidance for GCB,GCP, GCD and M.Brew Examination Candidates

All candidates are advised to keep abreast of current literature and to read the Examiners' Reports of previous Examinations published in the IBD's magazines and Journal of the Institute of Brewing. A Reference Reading List of suggested articles and papers for Dipl. Brew and M. Brew candidates can be obtained from the IBD Examination's Department.

Candidates sitting the **General Certificate in Distilling** (GCD) will be examined against the syllabus in two written Examination papers, each of two hours and comprising questions necessitating short answers in spaces provided on the Examination papers. The GCD has Revision Workbooks and Syllabus available on CD-ROM, along with visual aids, an interactive search facility and self-assessment section. Further information can be obtained from the Examinations Department at the IBD.

Candidates sitting the **General Certificate in Brewing** (GCB) and the **General Certificate in Packaging** (GCP) will be examined against the syllabus in two multiple choice on-line examinations, each of one hour. The GCB and GCP have Revision Workbooks and Syllabus available on CD-ROM, along with visual aids, an interactive search facility and self-assessment section. These CD-ROMs are included in the examination fee and provided to all candidates who apply for exams. Further information can be obtained from the Examinations Department at the IBD.

In the case of the **Master Brewer Examination** (M.Brew), candidates will be examined on the knowledge gained from their practical experience in brewing. Candidates are strongly advised to keep notes of the experience gained while studying for the M.Brew.

The Recommended Experience required for each module is detailed in the syllabus. It is recommended that M.Brew candidates gain experience of contrasting methods of production by visiting locations where operations differ from those at their particular place of work. The "Shortfall in Experience" boxes should be used where candidates have been unable to acquire the relevant experience. Please note that relevant and completed experience record sheets pertaining to the M.Brew Module(s) registered must be completed prior to the Examinations and retained by the candidate (**not sent to the IBD**). The Board of Examiners retain the right to request these sheets at any time, particularly if they are required by the Examiners as an aid to overall assessment of the quality of the Examination answers.

Candidates sitting the **Diploma** examinations will be tested on their knowledge and understanding of the syllabus.

Guidance on Terms Used in IBD Examination Papers

Every year, the IBD publishes a report from the Board of Examiners. Regularly, the comments noted by the Examiners relate to candidates failing to answer the question put before them. It is therefore extremely important to read each question carefully, and answer the question asked.

The wording of questions that appear on IBD Examination Papers are scrutinised to ensure that the terminology utilised is uniform, and based on definitions used by City & Guilds and other international organisations. Terms and definitions that may be used are as follows:

"List/Name"	Give a list rather than sentences as the answer
"State"	Give the relevant facts briefly and to the point
"Define"	Give the exact meaning (e.g. of a term, principle or procedure)
"Describe briefly"	Give a brief but full account with examples of the procedure/term that is specified in the question
"Describe/State what is meant by"	More than just define – give a definition but also an explanation and discuss its significance and limitations
"Outline"	Briefly give all the essential points
"Explain briefly"	Give the reasons for
"Sketch"	Produce a freehand drawing

Pre-Examination Notes

The following instructions apply to, and should be followed by, all candidates sitting IBD Examinations. Candidates for the GCD Examination should note that separate answer books are not used in their Examination:

1. Read the instructions at the start of the Examination paper and on the inside cover of the answer books.
2. Read each question carefully and plan each answer before starting to write.
3. Irrelevant material will not be marked.
4. Make sure that the form of any answer is that required by the question, e.g. essay, brief notes, etc.
5. The standard of writing, legibility and structure of answers are all important. Well ordered tables supporting the text, are simple and valuable ways of clearly presenting information, and should be used wherever appropriate. Difficult concepts may often be explained by the use of drawings or sketches, which must be both neat and well labelled.
6. Abbreviations should be defined at first use.
7. Answers should be written in ball-point pen or ink (preferably blue or black).
8. Insert the numbers of the questions attempted, on the front cover of the first answer book, in the order attempted.
9. Smoking is not permitted in the Examination Room.

10. Candidates are not permitted to leave the Examination Room during any Examination.
11. The Examination Regulations must be observed.