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# EXAMINATION REGULATIONS

The Institute of Brewing & Distilling  
44A Curlew St  
London  
SE1 2ND

Tel: +44 (0) 20 7499 8144  
E-mail: [customer.support@ibd.org.uk](mailto:customer.support@ibd.org.uk)  
Web: [www.ibd.org.uk](http://www.ibd.org.uk)

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## 1. General Information

1.1 These regulations apply to all of The Institute of Brewing & Distilling (IBD) Examinations held from 19 May 2021 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, with updates provided to registered examination candidates by email as well as on the IBD website ([www.ibd.org.uk](http://www.ibd.org.uk)).

1.4 These regulations address the requirements of all stakeholders including Board of Examiners, Candidates, Sponsoring Employers and Companies and IBD Sections

## 2. IBD Examinations

2.1 All of the IBD Examinations are covered by these regulations.

2.2 Setting, marking, and moderating these examinations follows procedures that have been developed by the IBD Board of Examiners.

## 3. Preliminary Qualifications

3.1 No prior educational qualifications are required for applicants to sit the Foundation, General Certificate and Diploma level Examinations.

3.2 Candidates for the Master level Examination must meet **all** of the following criteria.

- a) Hold a pass in an IBD Diploma Qualification **OR** hold a recognised qualification on the current IBD exemption list\* <https://www.ibd.org.uk/ibd-qualifications/qualifying-exemptions/>
- b) Be able to demonstrate a sufficient level of relevant work experience across a number of functional areas within Brewing and/or Distilling.
- c) Be a member of the IBD at the time of their application.

\* An exemption may also be granted in exceptional circumstances following a review of the qualifications and experience of the candidate.

## 4. Exemptions

4.1 Diploma Examinations:

4.1.1 Exemption from the Diploma Examinations allows candidates to enter the Master examinations but does not award the Diploma to the candidate. Candidates that have attained exemption may not use the Diploma post nominals nor claim that they have the qualification. They may state that they are exempted from the Diploma examinations once in possession of their exemption confirmation from the IBD.

4.1.2 Degrees (Bachelors or Masters) may be recognised for the purposes of exemption from the Diploma in Brewing/Distilling by the IBD upon application from teaching establishments. The IBD will review applications and may audit applications through site visits if deemed to be necessary. Teaching establishments will be required to renew their exemption status every five years. A list of recognised degrees, by provider, will be held by the IBD and will be publicly available on the IBD website [www.ibd.org.uk](http://www.ibd.org.uk).

4.2 Diploma Module Three Examination:

4.2.1 Candidates who have passed Module 3 in either the Diploma in Brewing, Packaging or Distilling are exempt from sitting the Module 3 examination in the other disciplines. The exemption will be automatically granted and there will only be one examination fee applicable to the Module 3 Examination.

## **5. Examination Modules**

5.1 The Diploma and Master Examinations are modular in format and candidates may choose to sit any number of modules at each sitting. There is no limit to the number of times a candidate may sit a module, or to the period taken to pass all relevant modules.

## **6. Examination Syllabus**

6.1 The IBD publish all syllabi on the IBD website [www.ibd.org.uk](http://www.ibd.org.uk)

## **7. Applications to sit the IBD Examinations.**

7.1 Application must reach the IBD by the deadline advertised on the website. Submission will confer agreement to the Examination Regulations.

## **8. Reasonable Adjustments**

8.1 The IBD is committed to complying with all current and relevant regulation and legislation to the development and delivery of our qualifications. Our aim is to facilitate open access for all examination candidates who are eligible for reasonable adjustments in examinations, whilst

ensuring the assessment of understanding, knowledge, skills, and competence is not compromised in any way for all of the protected characteristics within the United Kingdom Equality Act 2010.

[https://www.ibd.org.uk/media/w1pasfk2/ibd\\_reasonable\\_adjustments\\_policy.pdf](https://www.ibd.org.uk/media/w1pasfk2/ibd_reasonable_adjustments_policy.pdf)

8.2 Candidates must notify the IBD Central Services team [customer.support@ibd.org.uk](mailto:customer.support@ibd.org.uk) in writing when applying to sit an Examination, or as they are diagnosed, enclosing supported an assessment report &/or medical documents evidencing the need for the adjustment to support their case.

8.3 The Chair of the Board of Examiners or delegated authority will consider each case on an individual basis, and will notify the candidate of any dispensation.

## **9. Examination Fees**

9.1 The IBD reserves the right to alter examination fees at any time.

9.2 Fees for examinations must be paid in advance of the examination date or be under agreed payment terms with IBD for candidates being sponsored.

## **10. Examination Notices**

10.1 Notices, giving up-to-date details regarding Examinations, applications, fees, and other important information, are regularly updated on the IBD website. Candidates will also be informed by email of any material notices.

## **11. Personal Details - Notification of Changes**

11.1 It is a candidate's responsibility to ensure their personal details are up to date and accurate. Changes can be made within the 'My IBD' online portal: <https://www.ibd.org.uk/my-ibd/my-details/>

## **12. Withdrawal from an Examination**

12.1 Refunds and deferrals for examinations will only be considered under exceptional circumstances and may be subject to administration fee. Requests must be made in writing to [customer.support@ibd.org.uk](mailto:customer.support@ibd.org.uk)

### **13. Examination Centres**

13.1 Examinations will be carried out either by remote invigilation (proctoring) or at locations designated as an “Examination Centre”. If the examination is carried out at an Examination Centre the IBD will organise this and the location of exams will be confirmed to candidates at least one month in advance of their examination

### **14. Malpractice/Breach of Regulations**

14.1 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 (proctors) in the Examination location or elsewhere during the period of the Examination, or indulge in any other form of unfair practice.

14.2 The invigilator (proctor) or their representative is empowered to cease the exam if remotely invigilated or expel a candidate from the Examination room, but such action will only be taken if it is felt that it is essential.

14.3 Any established, suspected, or alleged collusion or misconduct discovered at any time during an Examination will be reported to the IBD supported by evidence provided by the invigilator (proctor) or their representative.

14.4 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.

14.5 The IBD has the right to disqualify any candidate who is involved in impersonation or is knowingly impersonated at an Examination.

14.6 Plagiarism regulations are covered in section 23.

### **15. Personal Identification**

15.1 All candidates are required to be in possession of photographic identification when attending an examination. Valid examples would be a passport, driving licence or official government ID. In the event that a candidate fails to provide such photographic identification, or the invigilator (proctor) is unsure whether the identification matches the candidate, formal procedures for verification will be followed by the Examination Invigilator (proctor) and the IBD.

15.2 Candidates are advised that they are required to have their examination confirmation and candidate number with them at the start of the examination as this information will be required.

## 16. Reading Time

16.1 Candidates taking the Diploma and Master Examinations will be allowed fifteen minutes of reading time prior to the start of the Examination. During this time, candidates will not be permitted to start typing/writing.

16.2 Candidates sitting the Foundations and General Certificate Examinations should note that sufficient reading time has been incorporated into the Examination paper and no additional reading time is necessary.

## 17. Use of Materials and Devices during the Examination

17.1. Candidates will be permitted to use their own non-programmable calculators during examinations. For candidates taking online examinations, there will be an on-screen calculator available during the exam.

17.2 Online examination candidates will be permitted to use two sheets of blank A4 paper during the exam to take notes and plan their answers. Please note that these pieces of paper will not be marked by the examiner and that these papers will need to be shown to the online invigilator (proctor) before and after the exam.

17.3 Apart from these paper sheets, a calculator and a pen and the device/answer booklet you are using to complete your examination, there should be no other items on your desk during the examination. For the avoidance of doubt the following items are not allowed during the examination.

- Any other papers, notes, or notepads (apart from the examination booklet)
- Reference books,
- Computers, tablets (apart from the device being used by online candidates)
- Mobile devices/personal electronic equipment including headphones and smartwatches.
- Dual screens

For online examinations, the invigilator (proctor) will ask you to move your webcam or laptop camera to make sure that your desk is clear.

For paper examinations the invigilator (proctor) will check your desk in person.

17.4 All mobile devices (which must not be on the desk) must be switched off during an examination. Mobile devices are those which store/display data or connect to the internet, such as a mobile telephone, smart watches, smart glasses, or any other communications equipment.

17.5 We do however recognise that some candidates may have specific requirements and any such exceptional arrangements will be subject to written approval from the Board of Examiners [https://www.ibd.org.uk/media/w1pasfk2/ibd\\_reasonable\\_adjustments\\_policy.pdf](https://www.ibd.org.uk/media/w1pasfk2/ibd_reasonable_adjustments_policy.pdf)

17.6 Additionally, candidates whose first language is not English may use a paper language translation dictionary subject to written approval from the Board of Examiners.

## **18. Comfort breaks during your remote exam**

18.1 You can take one bathroom break of up to 5 minutes during the exam.

18.2 If you require a comfort break you should

- Request a chat with your invigilator by either clicking the speech bubble at the top of your screen (online candidates) or putting your hand up (paper candidates)
- Once the invigilator has connected with you, you should tell them that you are leaving your desk to use the bathroom. You do not need to wait for their response before leaving your desk.
- Once you have returned, for online candidates, please use the chat function again to let the invigilator know you have returned.
- For all candidates the invigilator may wish to verify your ID once you return.

The exam is not paused **during a comfort break and the exam timer will continue to run.**

## **19. Inability to Complete Examination**

19.1 In the event of the candidate not completing the examination due to technical difficulties or loss of contact with the remote invigilator, the Examination Board will review the submitted paper and determine whether it should be submitted for marking or whether a further process is required to establish the level of knowledge of the candidate.

## **20. Examination Scripts**

20.1 Examination scripts are confidential between the candidate and the IBD and may not be copied by an invigilator (proctor), his/her representative or any other person at any time unless express permission is granted.

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.

## **21. Publication and Certification of Results**

21.1 Examination results will be released to candidates by email only and shown on the candidate's personal record within the MyIBD section of the IBD website. Results will not be issued to candidates by any other method.

21.2 Examination results will be issued to candidates in grade form only, as determined by the grade boundaries set by the Board of Examiners. It is IBD policy not to make public the actual marks and/or percentage scores that candidates receive, but, in certain circumstances, such information may be requested by IBD authorised persons (as detailed in 21.5 and 21.6, below).

21.3 Successful candidates achieving a pass in Foundation, General Certificate, Diploma module and Master examinations will receive an email that will allow them access to their certificate via an online platform to download and print their certificate. Results notification will inform candidates of the date from which their certificate will be available.

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 under exceptional circumstances, general information about their Examination results may be supplied to their supporting employer/ company if they have received support in payment of their Examination fees. This general information can only be supplied on direct application by the supporting employer or company to the IBD Board of Examiners and candidates so involved will also receive the same information. Individual candidates cannot request this information. To ensure that candidates receive results first, results will be sent to companies (upon request) no earlier than two weeks after results have been sent to candidates. Supporting Employer/companies requesting results must provide a list of candidates that they have supported to ensure the privacy of candidates who have entered privately.

21.6 Examination results and grades may also be passed to IBD Section Secretaries, when requested, in order to organise IBD Section annual awards and presentation of such awards. Anonymised results may also be shared with Section Secretaries to determine examination performance in order to help identify future training requirements. Such information passed to IBD Section Secretaries is for their use only and cannot be passed to any third parties. IBD Section Secretaries are obliged to ensure that any information so obtained that might prove to be of a commercially sensitive nature is fully protected at all times. Candidates who do not wish to have the details of examination results passed to the relevant IBD Section Secretary should inform the IBD Examination team, in writing, at the time of application. To ensure that candidates receive results first, the requests for results will be dealt with two weeks after results have been sent to candidates.

21.7 The names of successful candidates may be published in the annual Examiners Report, available on the IBD website, within the Brewer & Distiller International magazine and may feature on social media unless opted out by individuals.

## **22. Appealing Against an Examination Result**

22.1 Please contact [customer.support@ibd.org.uk](mailto:customer.support@ibd.org.uk)

## **23. Plagiarism (Masters Dissertation)**

23.1 Severe penalties, such as disqualification may be imposed on candidates who are found guilty of plagiarism.