



EXAMINATION REGULATIONS 2022

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1. General Information

These regulations apply to all the Institute of Brewing & Distilling (IBD) examinations from 1st October 2021 and replace all previous versions of this document.

The IBD retains full rights of interpretation of these regulations.

Any updates to these regulations will be provided to registered examination candidates by email, as well as publication on the IBD website (www.ibd.org.uk).

These regulations apply to all stakeholders including Board of Examiners, Candidates, Sponsoring Employers and Companies and IBD Sections.

2. IBD Examination Board

- 2.1 The IBD Examination Board publish all syllabi on the IBD website www.ibd.org.uk
- 2.2 Setting, marking, and moderation of the IBD Examinations follows Policies, Processes and Procedures that have been developed by the IBD Board of Examiners and approved by the Chair of the Board of Examiners
- 2.3 All General Certificate, Diploma and Master IBD Examinations are online assessments which are invigilated in real-time over the internet.
- 2.4 Any candidates requiring an exception to sit their examination offline¹ must apply in writing to (customer.support@ibd.org.uk) for consideration and approval by the Chair of Board of Examiners.
- 2.5 Applications for an exception must have been received before the final closing date for candidate registrations.
- 2.6 Any examinations approved to be taken offline must be sat in an IBD approved independent examination centre. This will be confirmed to the candidate on email at least one month in advance of their examination.
- 2.7 The IBD reserves the right to update its examination formats and protocols as required.

¹ Offline is a typed format on a computer as the IBD no longer supports paper examination formats

3. IBD Diploma and Master Examination Modules

- 3.1 The Diploma and Master Qualifications are modular in format (<https://www.ibd.org.uk/ibdqualifications>) and candidates may choose to sit any number of modules at each sitting, ensuring they take careful note of the level of work required to complete each module successfully.
- 3.2 There is no limit to the number of times a candidate may sit a module.
- 3.3 There is no limit to the period a candidate can take to pass all relevant modules, however it is strongly recommended that candidates complete their qualification within 10 years to ensure the material studied remains valid.
- 3.4 All Masters modules (with the exception of Module 5) have 2 papers; Paper 1 and Paper 2. Candidates must complete both papers in the same examination cycle to pass the Module. Paper 1 and Paper 2 cannot be taken separately.
- 3.5 Candidates who have passed Module Three in the Diploma in Brewing or Packaging or Distilling (from 2018 examinations onwards) are exempt from sitting the Module Three examination in the other disciplines. The exemption will be automatically granted and there will only be one examination fee applicable to the Module Three Examination.

4. Diploma and Master Examination – Preliminary Qualifications and Criteria

- 4.1 No prior educational qualifications are required for applicants to sit the Foundation, General Certificate and Diploma Examinations however it is **strongly recommended** that candidates for the Diploma qualifications should have successfully completed the relevant IBD General Certificate Examination and/or have studied Chemistry, Biology and Mathematics, ideally to a minimum of A-level or equivalent² standard.
- 4.2 Candidates for the Master level Examination must meet **both** of the following criteria.
 - a) Hold a pass in an IBD Diploma Qualification **OR** hold one of the recognised qualifications on this list <https://www.ibd.org.uk/ibd-qualifications/qualifying-exemptions/>
 - b) Be a member of the IBD at the time of their application.
- 4.3 The IBD Examination Board **strongly recommend** that in advance of sitting the Master Examinations, candidates should have a minimum of at least three years relevant work experience across a number of functional areas within Brewing and/or Distilling before

² *Equivalents include (but are not limited to) International Baccalaureate, European Baccalaureate, USA AP's, Australian ATAR*

they commence their first examination. This experience should also be at least at mid to senior operational management level

5. Adjustments

- 5.1 The IBD is committed to complying with all current, relevant regulation and legislation in the development and delivery of our qualifications. The IBD's aim is to facilitate open access for all examination candidates who are eligible for reasonable adjustments in the examinations, whilst ensuring the assessment remains valid and fit for purpose. Details on how to apply for a reasonable adjustment can be found on the IBD website <https://www.ibd.org.uk/ibd-qualifications/exam-policies/>

6. Examination Notices

- 6.1 Notices, giving up-to-date details regarding Examinations, and other important information, are regularly updated on the IBD website. Candidates will also be informed by email of any material notices.
- 6.2 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/>

7. Sitting an IBD Examination

If the candidate does not have the following items available at the time of the sitting of their examination, it may jeopardise their ability to take the Examination.

7.1 Personal Identification

All candidates are required to be in possession of up-to-date and current photographic identification when attending an examination. Valid examples would be:

- Passport
- National Identity Card
- International Driving licence or other official government ID.

If 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.

8. Reading Time

Candidates sitting all IBD Examinations should note that sufficient reading time has been incorporated into the Examination paper and no additional reading time is necessary.

9. Use of Materials and Devices during the Examination

- 9.1** Candidates must have access to a laptop to complete their examination.
- 9.2** Candidates must have access to a webcam to complete their exam. This can be an external webcam that attaches to the laptop or integrated in the laptop.
- 9.3** 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.
- 9.4** Online examination candidates will be permitted to use two sheets of blank A4 paper during the exam to take notes and plan their answers. These pieces of paper will NOT be marked by the examiner. These pieces of paper must be shown to the online invigilator (proctor) before **and** at the end of the examination.
- 9.5** Candidates may also bring into the examination room a calculator, a pen and the device used to complete the examination. There must be no other items on the desk during the examination. For the avoidance of doubt the following items are not allowed during the examination.
- Any other papers, notes, or notepads
 - Reference books,
 - Computers, tablets (apart from the device being used by online candidates)
 - Mobile devices/personal electronic equipment including headphones and smartwatches.
 - Dual screens
- 9.6** For online examinations, the invigilator (proctor) will ask the candidate to move their webcam or laptop camera to make sure that their desk is clear.
- 9.7** For any offline examinations the invigilator (proctor) will check the candidate's desk in person.
- 9.8** 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.

- 9.9** Candidates whose first language is not English may use a paper language translation dictionary, subject to written approval from the Board of Examiners. This must have been approved in advance of the examination date and must be requested via the Reasonable Adjustments process. <https://www.ibd.org.uk/ibd-qualifications/exam-policies/>

10. Comfort breaks during your exam

10.1 Candidates are permitted to take a short bathroom break if necessary, during the exam.

10.2 Candidates must note that the exam is **NOT** paused during a comfort break and the exam timer will continue to run.

10.3 Candidates who require a comfort break must:

- Request a chat with the invigilator by either clicking the speech bubble at the top of the screen (online candidates) or putting a hand up (off-line candidates)
- Once the invigilator has connected with the candidate, the candidate must tell them that they are leaving the desk to use the bathroom. There is no need to wait for the invigilator's response before leaving the desk.
- Once the candidate has returned, the invigilator must be notified - for online candidates, by using the chat function again to let the invigilator know the candidate has returned.
- For all candidates the invigilator may wish to verify the candidate's ID once they return.

11. Inability to Complete Examination

11.1 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.

11.2 Candidates must submit a Mitigating Circumstances request to the IBD immediately following the end of the examination time if they were unable to complete the examination as intended. Details on this process can be found in the Mitigating Circumstances policy <https://www.ibd.org.uk/ibd-qualifications/exam-policies/>

12. Examination Scripts

- 12.1 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.
- 12.2 All marked Examination scripts remain the property of the IBD and will not be released to candidates, their employers, or any other person.

13. Publication and Certification of Results

- 13.1 Notification of availability of examination results will be released to candidates by email only, with candidates results shown on their personal record within the MyIBD section of the IBD website.
- 13.2 Examination results will be issued to candidates in a format as determined by the IBD Board of Examiners regarding their assessment outcome standard setting.
- 13.3 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
- 13.4 A certificate is and always remains, the property of the IBD, and the IBD reserves the right to request it from any candidate at any time.
- 13.5 The names of successful candidates may be published in the annual Examiners Report, available on the IBD website.

14. Appealing Against an Examination Result

Please refer to the IBD Appeals process (<https://www.ibd.org.uk/ibd-qualifications/exam-policies/>)

15. Malpractice/Breach of Regulations

- 15.1 'Malpractice', means any act, omission or practice which is a breach of the Regulations or which:
- Causes unfair advantage to candidates;
 - Compromises, attempts to compromise, or may compromise the process of assessment, the integrity of any IBD qualification or the validity of a result and/or

- Damages the authority, reputation, or credibility of IBD examinations
- 15.2** Examples of malpractice may include breach of security, deception, giving or gaining improper assistance, maladministration, candidate malpractice, breach of the invigilation policy. This list is non-exhaustive and any other practice which may give unfair advantage may also be considered to be malpractice.
 - 15.3** Malpractice can be deliberate or unintentional. In some cases, the aim is to give an unfair advantage in an examination; issues may also arise due to a lack of awareness of the regulations or carelessness in applying the regulations. Either case may be considered to be malpractice.
 - 15.4** All incidents of malpractice or suspected malpractice will be investigated by the IBD and if it is satisfied that a breach of these regulations has occurred it reserves the right to 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.
 - 15.5** Evidence will be considered on the balance of probabilities to protect the integrity of qualifications for the majority.
 - 15.6** 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 any location during the period of the Examination, or indulge in any other form of unfair practice including divulging confidential IBD material.
 - 15.7** 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.
 - 15.8** 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.
The IBD has the right to disqualify any candidate who is involved in impersonation or is knowingly impersonated at an Examination.
 - 15.9** Severe penalties, such as disqualification may be imposed on candidates who are found guilty of plagiarism.
 - 15.10** IBD Members who are found to have engaged in or supported malpractice may also be subject to disciplinary action in accordance with the IBD Code of Professional Conduct and the procedures outlined in the IBD Byelaws.