



# EXAMINATION REGULATIONS 2023

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## Contents

1. General Information .....	2
2. IBD Examination Board.....	2
3. IBD Diploma and Master Examination Modules .....	3
4. Examination – Preliminary Qualifications and Criteria .....	3
5. Deferrals.....	4
6. Adjustments.....	4
7. Examination Notices .....	4
8. Sitting an IBD Examination .....	4
9. Reading Time .....	5
10. Use of Materials and Devices during the Examination .....	5
11. Examination Day .....	6
12. Comfort breaks during your exam .....	7
13. Inability to Complete Examination .....	7
14. Examination Scripts .....	8
15. Publication and Certification of Results .....	8
16. Appealing Against an Examination Result .....	9
17. Malpractice/Breach of Regulations .....	9

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

# 1. General Information

These regulations apply to all the Institute of Brewing & Distilling (IBD) examinations from 1<sup>st</sup> April 2023 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](http://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](http://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 Foundation, General Certificate, Diploma and Master IBD Examinations are online assessments which are invigilated in real-time over the internet.
- 2.4 All online Examinations are conducted through TestReach, for more information on this online application please refer to [Frequently Asked Questions for Exam Candidates | TestReach](#).
- 2.5 Any candidates requiring an exception to sit their examination offline<sup>1</sup> must apply in writing to ([examinationboard@ibd.org.uk](mailto:examinationboard@ibd.org.uk)) for consideration and approval by the Chair of Board of Examiners.
- 2.6 Applications for an exception must have been received before the final closing date for candidate registrations.
- 2.7 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.
- 2.8 The IBD reserves the right to update its examination formats and protocols as required.
- 2.9 Candidates sitting a Diploma or Master's examination can sit multiple modules at any one time. However, candidates that are sitting the Foundation or General certificate will only be able to sit one exam at a time. This is to ensure that the candidate can dedicate enough preparation time to study the learning materials for one qualification and provide focus in succeeding in each examination as they increase their experience in the industry.

### 3. IBD Diploma and Master Examination Modules

- 3.1 The Diploma and Master Qualifications are modular in format 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 number of times a candidate may take the examinations in order to pass all relevant modules, however there is a requirement to successfully 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 ; 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. 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 equivalent<sup>2</sup> standard.
- 4.2 Candidates for the Master level Examination must meet **all** of the following criteria.
  - a) Hold a pass in an IBD Diploma Qualification **OR** hold one of the recognized qualifications on this list <https://www.ibd.org.uk/ibd-qualifications/qualifying-exemptions/>
  - b) Must be sponsored by their employing organization, with a senior person nominated as the candidate's sponsor. The role of the sponsor is to support the candidate with resources and opportunities to carry out the full qualification programme, including the project - Module 5.
  - c) 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, successful candidates should have at least five years of experience working at a senior management level with responsibility for running departments within their manufacturing facility.

## 5. Deferrals

- 5.1 Deferrals will be accepted up until the registration closing date for a fee of £100. You will also be informed of the final date by which we accept registrations and applications for deferrals.
- 5.2 Deferrals are always limited to one time only and for the next available Examination date for the same Module.
- 5.3 Beyond the final date of registrations, you may only apply to defer your Examination for any serious illness. You will be required to provide medical proof which we may verify further with the health specialist providing the statement of proof. More information on this can be found in our <https://www.ibd.org.uk/exams-support/exam-policies/>
- 5.4 Deferrals are subject to the stipulations laid out in our [Terms and Conditions \(ibd.org.uk\)](https://www.ibd.org.uk/terms-conditions/)

## 6. Adjustments

- 6.1 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/>

## 7. Examination Notices

- 7.1 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 examination scheduling and other material notices specific to their registered exam.
- 7.2 It is a candidate's responsibility to ensure that 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/> Pl. Examination candidate changes or substitutions are not permitted for any booking once the registration process is completed.

## 8. 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 jeopardize their ability to take the Examination.

### 8.1 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 license 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.

## 9. 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.

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

- 10.1** Candidates must have access to a laptop or a computer with a removable webcam to complete their examination. Minimum system requirements for remotely invigilated exams are:
- a) Laptop / computer with 4GB of available memory. The app **will not** work on phones, chrome books, or iPads/tablets. We cannot guarantee service on touchscreen devices as some devices might be incompatible with the TestReach app. We recommend that candidates source a non-touchscreen device for their exams.
  - b) A Windows v7.0+ or Mac10.10+ operating system, and MacOS BigSur users need to upgrade to 11.3+.
  - c) Intel Core i3 (or equivalent).
  - d) A working webcam that can be used to scan the room, microphone and speakers.
  - e) Minimum candidate internet speed of 2 Mbps.
  - f) Recommended screen size of at least 13" and a resolution of 1024 x 768.
- 10.2** Candidates must have access to a webcam to complete their exam. This can be an external webcam that attaches to the laptop or computer or integrated in the laptop.
- 10.3** 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 where applicable, during the exam.
- 10.4** Diploma and Masters 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.

**10.5** Candidates may also bring into the examination room a non-programmable 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
- Headphones

**10.6** 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.

**10.7** For any offline examinations the invigilator (proctor) will check the candidate's desk in person.

**10.8** 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.

**10.9** In the event that a mobile device is required for internet purposes, the candidate must confirm permission with their online proctor at the start of the exam.

**10.10** 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/>

## **11. Examination Day**

**11.1** Candidates will have received confirmation of their exam date and time once they have scheduled their exam in TestReach. The exam time will be shown according to the time zone their laptop or computer device is aligned to.

- 11.2** Candidates should log into their exam 15 minutes before the start time, complete all the system checks and wait for the remote invigilator.
- 11.3** The invigilator is responsible for checking your photo ID and ensuring that the exam is being taken under exam conditions. The invigilator reserves the right to deny a candidate access to the exam if the necessary requirements are not met as instructed by the IBD.
- 11.4** Candidates who arrive to their exam late will forfeit the exam and subsequent fees.
- 11.5** Candidates should click submit once they are satisfied that they have completed the exam.

## **12. Comfort breaks during your exam**

- 12.1** Candidates are permitted to take a short bathroom break if necessary, during the exam.
- 12.2** Candidates must note that the exam is **NOT** paused during a comfort break and the exam timer will continue to run.
- 12.3** 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.

## **13. Inability to Complete Examination**

- 13.1** 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 automatically 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.
- 13.2** 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/>.



- 13.3** Inability to complete the examination as the result of arriving late to the examination or as the result of misinterpreting your chosen examination time slot will NOT be considered as grounds for submitting a Mitigating circumstances request.

## **14. Examination Scripts**

- 14.1** 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.
- 14.2** All marked Examination scripts remain the property of the IBD and will not be released to candidates, their employers, or any other person.
- 14.3** Past paper/ Examination scripts remain the classified intellectual property of the IBD and consequently are not available for review.

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

- 15.1** 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.
- 15.2** Examination results will be issued to candidates in a format as determined by the IBD Board of Examiners regarding their assessment outcome standard setting.
- 15.3** Successful candidates achieving a pass in Foundation, General Certificate, Diploma and Master examinations will receive an email that will allow them access to their downloadable certificate via an online platform.
- 15.4** 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.
- 15.5** The names of successful candidates may be published in the annual Examiners Report, available on the IBD website.
- 15.6** The names of the top performing candidates may be shared with companies awarding prizes for said candidates.
- 15.7** Where companies have purchased the courses for candidates the candidates results may be shared with the relevant companies in accordance with our [Privacy Policy \(ibd.org.uk\)](https://www.ibd.org.uk/privacy-policy)

## 16. Appealing Against an Examination Result

If a candidate wishes to appeal their results for the Diploma or Master Examinations, including where a mitigating circumstances request has been made, they must refer to the IBD appeals procedure, which is available on our website. [Exam Policies \(ibd.org.uk\)](https://www.ibd.org.uk)

## 17. Malpractice/Breach of Regulations

**17.1** '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

**17.2** 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.

**17.3** 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.

**17.4** 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.

**17.5** Evidence will be considered on the balance of probabilities to protect the integrity of qualifications for the majority.

**17.6** 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.

**17.7** 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.

**17.8** 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.

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

**17.10** 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.

The information contained in this document is deemed accurate by the Chair of the Board of Examiners at the time of updating, 1<sup>st</sup> April 2023