



EXAMINATION REGULATIONS

**EFFECTIVE FROM
July 2019**

Examinations Department
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1. General Information

1.1 These regulations apply to The Institute of Brewing & Distilling (IBD) Examinations held November 2019 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 & Distiller International and on the IBD website (www.ibd.org.uk).

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

2. Data privacy

2.1 Purpose

When you register for an examination with the IBD, we will process some or all of the following personal data so that we can provide the exam, content and certification to you:

- Name and contact details
- Payment details
- Date of birth
- Work experience
- Membership / candidate number
- Results

If you are applying for an exam on behalf of someone else, it is your duty to make them aware that you are providing their personal data to us.

2.2 Lawful basis

Our lawful basis for processing this data is that it is 'necessary for the performance of a contract, or to take steps to enter into a contract', as set out in the Data Protection Act 2018.

If you have a medical condition which means you may require alterations to the conditions under which your exam will take place, please let us know. Any data concerning medical conditions or health is considered to be special category data under the Data Protection Act 2018 and we will require your consent to process this data. On receipt of any such data, which may include medical certificates, we will make a decision on the conditions required for the exam and communicate this to the third-party exam centre. We will not communicate the nature of any medical condition to the third party. Once a decision has been made on adjustments needed to exam conditions, the health data will be destroyed.

2.3 Third parties

We use third party solutions for some of our processes:

- Your payment will be processed through a third party payment gateway, “Worldpay” (<https://www.worldpay.com/uk/worldpay-privacy-notice>);
- You may be auto-enrolled onto our Learning Management System (LMS) so that we can provide you with access to the learning resources you have paid for, which is hosted by Moodle/E-learn design (<https://www.e-learndesign.co.uk/about/oss-and-ethics-policy/>);
- You may be auto-enrolled onto our Online Assessment Portal, so that we can provide you with an online assessment, which is hosted by Questionmark (<https://www.questionmark.com/en-gb/privacy>);
- Your examination paper may be uploaded on an online marking system, so that we can provide the IBD Board of Examiners with an E Assessment Solution, which is hosted by Calibrand. You can find out more their data privacy at (<http://www.calibrand.com/terms.html>)

2.3.1 Some of your data may also be shared with the following third parties, depending on the exam you have signed up to:

- A third-party exam centre who is hosting the exam (these centres are operating as data processors on our behalf and we have data processing agreements in place which clearly set out our expectations in relation to data security and privacy);
- The examiner who will mark your exam (these contractors are provided with your membership number only).

2.4 Results and awards

Your results may be shared with your employer, if they paid for your examination. We need to do this because it forms part of our contract with the employer and you.

Successful completion of some examinations may lead to:

- Your name being shared with your regional IBD section so that they can present you with an award at a regional event
- Your name being given to an engraver so that an award can be personalised
- Your name and contact details being shared with an award sponsor so that an award prize can be issued
- Your name being published in our flagship journal as a recipient of an award

We will rely on the lawful basis of Legitimate Interest to do this, but please let us know if you would rather not have your name published or shared in this way.

We will also use the lawful basis of Legitimate Interest to contact you about similar exams in the future, but please let us know if you do not wish us to do this.

2.5 Retention

- We do not store your payment details after payment has been processed.
- We will destroy any medical information you give us immediately after a decision has been made about the exam conditions required.
- We will retain the rest of your personal data provided for exams for 50 years after the date of the exam – we are keeping these details so that we can validate or provide you with proof of qualification if required in the future. You have the right to be forgotten earlier if you require.
- Any personal data which is published

For information about your rights under GDPR, please refer to our privacy policy: <https://www.ibd.org.uk/privacy/> or contact us by email: dataprivacy@ibd.org.uk

3. IBD Examinations and Qualifications

3.1 There are twelve IBD Examinations:

The Foundations of Brewing & Packaging Beer (FBPB)
The Foundations of Distilling (FD)

The General Certificate in Brewing (GCB)
The General Certificate in Packaging of Beer (GCP)
The General Certificate in Packaging of Spirits (GCPS)
The General Certificate in Distilling (GCD)
The General Certificate in Malting (GCM)

The Diploma in Brewing (Dipl. Brew)
The Diploma in Distilling (Dipl. Distil)
The Diploma in Packaging (Dipl. Pack)

The Master Brewer Examination (M.Brew)
The Master Distiller Examination (M.Dist)

3.2 Examinations and qualifications may be accredited by national or international Qualification Authorities recognised by IBD.

3.3 Setting, marking and moderation of examinations will follow procedures that have been developed by the Board of Examiners in line with national and international standards.

3.4 Examinations and qualifications will be reviewed annually to keep up with industry requirements.

4. Preliminary Qualifications

4.1 No prior educational qualifications are required for applicants to sit the Foundations, General Certificate and Diploma level Examinations. Candidates for the Master level Examination must hold a pass in, or exemption from, the Diploma in Brewing or Distilling and be able to demonstrate broadly based, practical experience to the Examiners.

5. Exemption from the Diploma in Brewing/Distilling

5.1 The IBD Master examinations are open only to those that already have the IBD Diploma qualification or are exempt from taking that qualification through the possession of a recognised prior degree.

5.2 Candidates possessing a recognised degree (Bachelors or Masters Level) can apply for exemption using the appropriate application form. Applicants must be members of the IBD at the time of their application.

5.3 Exemption 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.

5.4 A list of recognised degrees, by provider, will be held by the IBD and will be publically available on the IBD website www.ibd.org.uk.

5.5 Degrees (Bachelors or Masters) will be recognised for the purposes of exemption from the Diploma in Brewing/Distilling by the IBD upon application from teaching establishments. Applying establishments will need to benchmark their degree courses against the syllabus of the IBD Diploma in Brewing. 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.

5.6 These regulations apply from September 2012. Those in a possession of an appropriate degree from a University recognised by the IBD prior to this date will be subject to the exemption regulations that applied prior to that date – these are available on the IBD website www.ibd.org.uk.

7. Examination Format

7.1 The Diploma and Master 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, or to the period of time taken to pass all modules relevant to these Examinations.

8. Examination Syllabus

8.1 All candidates are advised to download a copy of the relevant Examination Syllabi from the IBD website. Each syllabus sets out the preparation a candidate should make before attempting an Examination.

8.2 Potential Examination candidates should download the appropriate syllabi as soon as possible from the IBD website www.ibd.org.uk.

9. Applications to sit the IBD Examinations

9.1 Application must reach the IBD by the deadline advertised on the application form/website.

9.2 All applications must be made on the correct application form/online form and the examination terms and conditions must be agreed to. The forms should be sent with the appropriate entry fees, as set by the IBD for that registration period.

9.3 Master Examination candidates must be active Members of the IBD and also have passed the Diploma or been granted exemption from the Diploma.

9.4 Membership of the IBD is only a prerequisite for candidates sitting the Master Examination.

9.5 Sponsoring employers are encouraged to facilitate the preparation of candidates for examinations by the use of IBD approved trainers, institutions and learning materials.

10. Medical Conditions

10.1 The Board of Examiners may grant special dispensation to candidates with proven medical conditions.

10.2 Candidates must notify the Examinations Manager in writing when applying to sit an Examination, or as they are diagnosed, enclosing medical documents to support their case.

10.3 The Board of Examiners will consider each case on an individual basis, and will notify the candidate of any dispensation.

11. Examination Fees

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

11.2 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.

12. Examination Notices

12.1 Notices, giving up-to-date details regarding Examinations, applications, fees, and other important information, are constantly updated on the IBD website. Notices may also appear in The Brewer & Distiller International magazine.

13. Personal Details - Notification of Changes

13.1 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.

14. Withdrawal from an Examination

14.1 The IBD does not offer examination fee refunds.

14.2 Deferrals for non-medical reasons will only be accepted up until the examination deadline. This will incur a deferral fee of £75 per module.

14.3 Deferral of fees will be granted on medical grounds on receipt of a medical certificate or doctor's note.

14.4 Fees may only be deferred once and requests must be made in writing.

15. Examination Centres

15.1 The IBD will organise all Examination Centres, and write to all candidates to confirm the location of their allocated Examination Centre.

16. Malpractice/Breach of Regulations

16.1 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.

16.2 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.

16.3 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.

16.4 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.

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

16.6 Plagiarism guidelines are covered in section 25.

17. Personal Identification

17.1 Candidates are advised that they should take the letter confirming their Examination Centre and candidate number with them to the Examination Centre.

17.2 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.

18. Reading Time

18.1 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 write.

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

19. Use of Electronic Calculators during the Examination

19.1 Candidates will be permitted to take electronic calculators into the Examination Room. Mobile devices are not allowed.

19.2 Only calculators of the hand-held type, quiet in operation and complete with their own power supply, will be permitted.

19.3 Calculators must have a volatile memory and be capable of storing only numerical data.

20. Use of Dictionaries during the Examination

20.1 Candidates are not permitted to use dictionaries/thesauri or electronic spellcheckers whilst writing any IBD Examination. However, candidates whose first language is not English may use language translation dictionaries subject to written approval from the Board of Examiners gained not less than one calendar month before the Examination.

21. Examination Scripts

21.1 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 dispatch for marking.

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

22. Publication and Certification of Results

22.1 Examination results will be released to candidates by email only. Results will not be issued to candidates by any other method.

22.2 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 22.5 and 22.6, below).

22.3 A certificate will be issued for a pass in each module, with the appropriate grade indicated.

22.4 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.

22.5 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. Under exceptional circumstances, supporting companies may require the IBD to provide more details relating to specific candidates' results (such as actual marks and details of questions answered); this information may be relevant to specific awards of which the IBD qualifications represent the examined knowledge base. In such cases, this information will only be provided by direct application by companies to the IBD Board of Examiners; candidates so involved will also receive the same detailed information. Individual candidates cannot request this information. To ensure that candidates receive results first, then results will be sent to companies (upon request) no earlier than two weeks after results have been sent to candidates. Companies requesting results must provide a list of candidates that they have supported to ensure the privacy of candidates who have entered privately.

22.6 Examination results and grades may also be passed to IBD Section Secretaries and IBD Accredited Trainers, when requested, in order to organise Section annual awards and presentation of such awards. This information may also be used by IBD Accredited Trainers to determine examination performance at and to help identify future training requirements. Such information passed to IBD Section Secretaries and Accredited Trainers is for their use only and cannot be passed to any third parties. IBD Section Secretaries and Accredited Trainers 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 or Accredited Trainer should inform the Customer Experience Team (customer.support@ibd.org.uk), 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.

22.7 The names of successful candidates will be published in the annual Examiners Report, available on the IBD website.

23. Examination Awards

23.1 Please refer to the IBD website for full information regarding current Examination Awards.

24. Appealing Against an Examination Result

24.1 Candidates, who wish to challenge their Examination grade, must complete an *Examination Appeals Application Form* and return to the Examinations Department.

24.2 All appeals must be received within one calendar month following the official release of Examiners Report.

24.3 A fee 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.

24.4 The Board of Examiners 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.

25. Plagiarism Guidelines:

The guidelines below refer to unfair practice and how to avoid it when preparing an assignment or dissertation. It is inevitable that you will make use of other author's ideas and will sometimes want to quote them verbatim. Excessive use of quotations should be avoided and should only be used to emphasise vital concepts. Rather, than quoting verbatim, paraphrase ideas and concepts in your own words but provide relevant references.

Plagiarism is defined as "deceiving or attempting to deceive the examiners by passing off as the candidate's own written work the work of another writer", and is regarded as unfair practice. Severe penalties may be imposed on candidates who are found guilty of plagiarism; it is viewed as a form of theft and in published work is a criminal offence. When doing an individual assignment or dissertation you may discuss your work with others in your workplace or workgroup but **you must write your own assignment** and not copy that of someone else. In order to avoid inadvertently committing plagiarism the following should be observed:

The use of the **ideas** of another must be acknowledged by referring to the author, the year and page number. The reference (book, periodical etc.) must be included in a bibliography attached to your assignment. For example, the following ideas are paraphrased from Ball:

In line with the 'shrinking world' where boundaries are disappearing, there is a need for a global core curriculum and according to Ball (1996:32) some of the key domains are...

Or

There is a need for a global core curriculum (Ball, 1996:32) which has the following key domains...

Use of the **exact words** of another must be acknowledged by enclosing them in quotation marks and by indicating the author, date and page in brackets after the quote, e.g.

“This difference in quantity and quality of experience has several consequences for adult education” (Knowles, 1988:57). Adult education should thus ...

A verbatim quotation can also be given as a separate block of text indented to show that it is a quote and to make it prominent, for example the quote above from Knowles can be given as:

This difference in quantity and quality of experience has several consequences for adult education
(Knowles, 1988:57).

If you refer to two authors then you can write, for example;

Artis and Lewis (1991) argue that ...

Where you refer to more than two authors it is not necessary to indicate all the names but to use the Latin abbreviation, *et al* (and others), in the following way:

Richardson et al (1987) suggest that...

A **bibliography** must be provided at the end of an assignment where resources used are referred to. The author, date of publication, title of publication etc. are referred to as follows:

Ball, C. 1996. “Towards A Global Curriculum”, Productivity SA, May/June.

Knowles, M.S. 1980. The Modern Practise of Adult Education, From Pedagogy to Andragogy, Follet Publishing Company, Chicago.

Note: The reference to Ball comes from an article called “Towards A Global Curriculum” which is in a journal called Productivity SA.

The reference to Knowles comes from his book as indicated by the underlining.

The following are useful referencing abbreviations:

Ibid - in the same place (i.e. repeat of the reference immediately above) e.g. Ibid, p.161.

Op Cit - the work cited (i.e. repeat of a reference previously cited, but not the one immediately above) e.g. Kennedy, op. cit., p. 32.

