



# Examination Regulations 2026

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	Section 5 – Deferrals – updated to match new policy. Formatting changes made	CIBD Exam Board	n/a	n/a	6 <sup>th</sup> December 2024
7	Examination Regulations – 2024-2025	CIBD Exam Board	Chair of Board of Examiners and Council		30th May 2024

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## **1 General Information**

These regulations apply to all the Chartered Institute of Brewing & Distilling (CIBD) examinations from 1<sup>st</sup> January 2026 and replace all previous versions of this document.

The CIBD 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 CIBD website ([www.cibd.org.uk](http://www.cibd.org.uk)).

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

## **2 CIBD Examination Board**

- 2.1.1 The CIBD Examination Board publish all syllabi on the CIBD website [www.cibd.org.uk](http://www.cibd.org.uk).
- 2.1.2 Setting, marking, and moderation of the CIBD Examinations follows Policies, Processes and Procedures that have been developed by the CIBD Board of Examiners and approved by the Chair of the Board of Examiners.
- 2.1.3 All Foundation, General Certificate, Diploma and original Master CIBD Examinations are online assessments which are invigilated in real-time over the internet. For the revised Master Qualification candidates will be assessed through a combination of controlled assessments, examinations, and a portfolio of evidence with a 'viva'.
- 2.1.4 All online Examinations are conducted through an assessment platform called TestReach. For more information regarding this online platform please refer to [Frequently Asked Questions for Exam Candidates | TestReach](#).
- 2.1.5 Any candidates requiring an exception to sit their examination offline<sup>1</sup> must apply in writing to ([examinationboard@cibd.org.uk](mailto:examinationboard@cibd.org.uk)) for consideration and approval by the Chair of Board of Examiners.
- 2.1.6 Applications for an exception must have been received before the final closing date for candidate registrations.
- 2.1.7 Any examinations approved to be taken offline must be sat in an CIBD approved, independent Examination Centre. This will be confirmed to the candidate by email at least one month in advance of their examination.
- 2.1.8 The CIBD reserves the right to update its examination formats and protocols as required.
- 2.1.9 Candidates sitting a Diploma or Master 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 CIBD Diploma and (original) Master Examination Modules**

- 3.1.1 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.
- 3.1.2 There is no limit to the number of times a candidate may sit a module.
- 3.1.3 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.

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

- 3.1.4 Any candidate taking the original Master modules must complete within the published transition period. Failure to complete the qualification within the transition period will result in candidate's being required to book and pay for start the new Masters from the beginning.
- 3.1.5 All (original) Master 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.
- 3.1.6 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.
- 3.1.7 Candidates must have completed a full qualification for an exemption to be considered in a secondary qualification. Candidates must follow the exemption process published on the CIBD website [[Qualifying Exemptions](#)].

#### **4 Examination – Preliminary Qualifications and Criteria**

- 4.1.1 From 29th October 2025, to study for the CIBD Diploma, you must be a member of CIBD, the professional body that sets the technical education standards for the brewing, distilling and allied profession. CIBD membership provides access to many benefits that are important as you prepare and sit for your exam, particularly at Diploma level, including range of free or low cost CPD information from conference presentations and section events, networking opportunities, latest news and analysis in the BDI magazine and more. In addition, our online student membership provides a low cost way to become a member during qualification studying. CIBD members are required to abide by the Institute's Code of Professional Conduct and undertake continuing professional development to ensure the highest levels of professional standards. For more information about Diploma and membership please refer to the FAQs on the website: [Diploma and original Master FAQs](#).
- 4.1.2 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 CIBD General Certificate Examination and/or have studied Chemistry, Biology and Mathematics, ideally to a minimum of A-level or equivalent standard.
- 4.1.3 Candidates for the Master level Examination must meet all the following criteria:
- Hold a pass in an CIBD Diploma Qualification **OR** hold one of the recognized qualifications on this list [Qualifying Exemptions](#).
  - 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.
  - Be a member of the CIBD.
- 4.1.4 Candidates who do not meet the above criteria (see section **4.1.3** above) will not be permitted to continue with their application to study the Master qualification. Candidates will be notified of this in writing and advised to reapply once they have successfully met the application criteria. Any fees paid will be refunded to the original payment method, net of any standard administration fees.
- 4.1.5 The CIBD 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**

- 5.1.1 Deferral requests will be accepted up until the examination day. Please see the deferral policy on the CIBD website [Exam Policies \(cibd.org.uk\)](#) for full information on stipulations and applicable fees.

5.1.2 Deferrals are always limited to one time only and for the next available Examination date for the same exam.

## **6 Adjustments**

6.1.1 The CIBD is committed to complying with all current, relevant regulation and legislation in the development and delivery of our qualifications. The CIBD'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 CIBD website [Exam Policies \(cibd.org.uk\)](http://cibd.org.uk).

## **7 Examination Notices**

7.1.1 Notices, giving up-to-date details regarding Examinations, and other important information, are regularly updated on the CIBD website. Candidates will also be informed by email of examination scheduling and other material notices specific to their registered exam.

7.1.2 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 CIBD' online portal: [MyCIBD](http://MyCIBD). Examination candidate changes or substitutions are not permitted for any booking once the registration process is completed.

## **8 Sitting an CIBD Examination**

### **8.1 Personal Identification**

8.1.1 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.

8.1.2 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 CIBD.

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

## **9 Reading Time**

Candidates sitting all CIBD 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 Device / System Requirements**

10.1.1 Candidates must have access to a laptop or a computer to complete their examination. Minimum system requirements for remotely invigilated examinations are:

- 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.
- A Windows v7.0+ or Mac10.10+ operating system, and MacOS BigSur users need to upgrade to 11.3+.
- Intel Core i3 (or equivalent).
- A working webcam that can be used to scan the room, microphone and speakers.
- Minimum (consistent / maintainable) candidate internet speed of 2 Mbps.

- Recommended screen size of at least 13" and a resolution of 1024 x 768.
- Candidates using a work laptop / computer must ensure there are no security updates / firewall restrictions that could prevent their device from successfully running the TestReach application. Candidates should request whitelist instructions from CIBD prior to the examination taking place.

- 10.1.2 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.
- 10.1.3 Candidates will be permitted to use their own non-programmable calculators during examinations. Candidates are permitted to use the on-screen calculator, available where applicable, during the exam.
- 10.1.4 Diploma and Master examination candidates will be permitted to use TWO (2) 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.
- 10.1.5 Candidates may also bring into the examination 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 the candidate)
  - Mobile devices/personal electronic equipment including smartwatches
  - Dual screens
  - Headphones / ear buds
- 10.1.6 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.
- 10.1.7 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.
- 10.1.8 In the event that a mobile device is required for internet purposes, the candidate **must** obtain **prior** written permission from the CIBD. The online proctor will check this device for appropriateness at the start of the exam.
- 10.1.9 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: [Exam Policies \(cibd.org.uk\)](https://www.cibd.org.uk/exam-policies).

## **11 Examination Day**

- 11.1.1 Candidates using a work laptop / computer must ensure there are no security updates / firewall restrictions that could prevent their device from successfully running the TestReach application. Candidates should request whitelist instructions from CIBD prior to the examination taking place.
- 11.1.2 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.
- 11.1.3 Candidates should log into their exam 15 minutes before the start time, complete all the system checks and wait for the remote invigilator.
- 11.1.4 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 CIBD.

11.1.5 Candidates who arrive to their exam late will forfeit the exam and are subject to any subsequent re-booking fees.

## **12 Comfort breaks during the Examination**

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

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

12.1.3 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.
- 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, by using the chat function again to let the invigilator know the candidate has returned.
- For all candidates the invigilator has the right to verify the candidate's ID once they return.

## **13 Inability to complete the Examination**

13.1.1 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.

13.1.2 Candidates must submit a Mitigating Circumstances request to the CIBD 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 [Exam Policies \(cibd.org.uk\)](http://cibd.org.uk).

13.1.3 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**

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

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

14.1.3 Past paper / Examination scripts remain the classified intellectual property of the CIBD and consequently are not available for review.

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

15.1.1 Notification of availability of examination results will be released to candidates by email only, with candidates' results shown on their personal record within the MyCIBD section of the CIBD website.

15.1.2 Examination results will be issued to candidates in a format as determined by the CIBD Board of Examiners regarding their assessment outcome standard setting.

15.1.3 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.

- 15.1.4 A certificate is and always remains, the property of the CIBD, and the CIBD reserves the right to request it from any candidate at any time.
- 15.1.5 The names of successful candidates may be published in the annual Examiners Report, available on the CIBD website.
- 15.1.6 The names of the top performing candidates may be shared with companies awarding prizes for said candidates.
- 15.1.7 Where companies have purchased the courses for candidates the candidates' results may be shared with the relevant companies in accordance with our [Privacy Policy \(CIBD.org.uk\)](https://www.cibd.org.uk/privacy-policy)

## **16 Appeals**

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 CIBD appeals procedure, which is available on our website. [Exam Policies \(cibd.org.uk\)](https://www.cibd.org.uk/exam-policies)

## **17 Malpractice / Breach of Regulations**

- 17.1.1 '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 CIBD qualification or the validity of a result and/or damages the authority, reputation, or credibility of CIBD examinations
- 17.1.2 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 as malpractice.
- 17.1.3 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.
- 17.1.4 All incidents of malpractice or suspected malpractice will be investigated by the CIBD 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 CIBD also reserves the right to bar the candidate from future CIBD Examinations for any period.
- 17.1.5 Evidence will be considered on the balance of probabilities to protect the integrity of qualifications for the majority.
- 17.1.6 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 CIBD material.
- 17.1.7 The invigilator (proctor) or their representative is empowered to cease the exam and expel a candidate from the Examination slot, but such action will only be taken if it is felt that it is essential.
- 17.1.8 Any established, suspected, or alleged collusion or misconduct discovered at any time during an Examination will be reported to the CIBD, supported by evidence provided by the invigilator (proctor) or their representative.
- 17.1.9 The CIBD has the right to disqualify any candidate who is involved in impersonation or is knowingly impersonated at an Examination.
- 17.1.10 Penalties, such as disqualification, may be imposed on candidates who are found guilty of plagiarism.

17.1.11 CIBD Members who are found to have engaged in, or support, malpractice may also be subject to disciplinary action in accordance with the CIBD Code of Professional Conduct and the procedures outlined in the CIBD Byelaws.

This policy shall be reviewed and appropriately updated on an annual basis. It shall also be reviewed and appropriately updated when there are any changes to relevant regulations on information security and/or data protection.