

Grading

Oct 5, 2014

<http://>

Project managers:

Dates:

Dec 25, 2013 - May 13, 2014

Complete:

0%

Tasks:

77

People:

10

Tasks

Name	Begin date	End date
1.0 ED Exam preparation	12/25/13	12/26/13
1.1 ED prepares files for exam local site The ED prepares the files for the site. That includes inserting the exam code into the appropriate places. Preparing PDF versions of all the files.	12/25/13	12/25/13
1.2 ED emails files to local admin The whole packet of files is emailed to the local exam administrator a week to 10 days before the exam date.	12/26/13	12/26/13
1.3 ED emails graders & AD to inform of grading The ED email the assigned graders and AD informing them of the estimated date the exam will arrive in their mailbox. Typically they see exams 15 days after the exam date though foreign exam site or foreign graders can cause the time to be extended.	12/26/13	12/26/13
1.4 ED emails the AHA Support staff notice of exam The folder for the exam code needs to be created in the shared storage space by this time.	12/26/13	12/26/13
2.0 Local admin pre-exam activities	12/25/13	12/31/13
2.1 Local admin works with ED on proctors, beers/meads For the Beer Judging Exam and the Mead Exam proctors are required. Pre-approved proctor lists are available on bjcp.org but other proctors must have advance approval from the ED. The local admin works with the ED to determine the beers or meads to use for the exam.	12/25/13	12/29/13
2.2 Local admin receives exam files The local admin receives the files from the ED.	12/27/13	12/26/13
2.3 Local admin makes copies of files for exam The exam administration letter tells the local administrator how many copies of each form are required for the site.	12/27/13	12/31/13
2.4 For tasting/mead exams, local admin prepares beverage descriptions For Beer Judging Exams and Mead Exams the local administrator prepares a description of the exam beers/meads. This description is used by the graders understand what was presented to the examinee. This information goes on a form provided by the ED in the exam packet.	12/30/13	12/30/13
2.5 Complete data capture spreadsheets	12/27/13	12/27/13
2.6 Complete the electronic description of the exam beverages Produces either <exam code>-BEERS.doc or <exam code>-MEADS.doc	12/31/13	12/31/13
3.0 Local admin gives the exam	1/1/14	12/31/13
Exam day. Local administrator follows the instructions received from the ED with the exam packet.		
4.0 Local exam admin post exam activities	1/1/14	1/25/14
4.1 Local admin makes a copy of the completed exams The local administrator needs to make a copy of all the exam papers before sending the originals to the ED. This copy is both a backup in case the copy sent to the ED is lost in transit and also is used to disperse a copy of each examinee's pages to them later.	1/1/14	1/2/14

Tasks

Name	Begin date	End date
4.2 Local admin emails capture spreadsheets and beer/mead descriptions to ED The capture spreadsheets contain the IDs of all the exam takers and the admin staff. The beer/mead description are needed for exams that include tastings. The email should also include a count of how many people took the exam.	1/1/14	1/1/14
4.3 Local admin pays BJCP via PayPal Using the exam ID code, the local administrator pays the BJCP for the exams via PayPal.	1/1/14	1/1/14
4.4 Local admin sends original exams to AHA The originals are mail to the AHA via USPS Priority Mail. Alternatively, if the ED agrees, a high quality scan of the pages may be emailed directly to the ED. Duration is based on recent exam data showing the ED received the exams 10-11 days after the exam date.	1/3/14	1/12/14
4.5 Local admin provides copy to examinees Once the ED acknowledges receipt of the exam the local admin provides a copy of each examinee's exam pages to them. They should not receive copies of any other page. They should not receive copies of the proctors' scoresheets for exams that include tasting.	1/21/14	1/25/14
5.0 BJCP Treasurer activities	1/2/14	1/2/14
5.1 BJCP Treasurer notifies ED & AED that exam has been paid for The treasurer notifies the AED and ED that the exam was paid for. Exam results are not released if the exams are not paid for.	1/2/14	1/2/14
6.0 ED post exam processing	12/27/13	1/22/14
6.1 ED receives email acknowledging receipt from AHA	1/15/14	1/14/14
6.2 ED emails local Admin to notify of receipt The ED emails the local admin acknowledging receipt of the exams. If anything was missing asks for it ASAP.	1/21/14	1/21/14
6.4 ED updates grader forms for exam Includes customising the RTP with; site location and exam date, exam code, and graders', AD and ED names. For Beer Judging or Mead Exams include customizing with the beer/mead styles. Includes entering the data into the EGF including the graders' names, the site, and the date. Entering the scores for the Beer Judging Exam and the Mead Exam or the true/false answers for the Beer Written Proficiency exam and the Mead Exam.	12/27/13	12/27/13
6.5 ED validates examinees eligible for exam Validates Beer Judging Exam takers have passed the Entrance Exam or have BJCP credentials from prior exams. For the Written Proficiency exam makes sure the examinees have appropriate tasting score and experience points. Notify inelligible examinees that they will not be receiving an exam score.	1/15/14	1/15/14
6.6 ED sends exams & forms to graders and AD Send the exams to the graders and AD. Forms include EGF, customized RTP, and cover letter. The files are communicated electronically. The scanned files are passed as a link to the read-only shared storage. The other files are attached to an email.	1/21/14	1/21/14
6.7 ED updates exam staff capture spreadsheet	1/2/14	1/2/14

Tasks

Name	Begin date	End date
6.8 ED Sends capture spreadsheets to AED Send capture spreadsheet to AED. The electronic capture forms are formatted to be imported into the BJCP database.	1/16/14	1/22/14
7.0 AED post-exam processing	1/23/14	1/30/14
7.1 AED receives capture spreadsheets from ED	1/23/14	1/22/14
7.2 AED imports the capture spreadsheets into BJCP database By importing the spreadsheets the examinee names are entered into database, BJCP IDs created as necessary. Various exam fields (ED, AD, graders, etc) are completed in database in preparation for when exam is closed.	1/23/14	1/25/14
7.3 AED validates information from the capture spreadsheet The AED sends the information extracted from the examinee data capture to the examinees to validate it. This helps get the contact information for existing judges updated and makes sure the information for new judges is correct. This information is needed when the final exam results are sent out.	1/26/14	1/30/14
8.0 Initial scoring and consensus	1/22/14	3/4/14
8.1 Graders receive exams from ED	1/22/14	1/21/14
8.2 Exams graded, preliminary scores assigned	1/22/14	2/11/14
8.3 Reconciliation, consensus scores assigned The two graders reconcile their scores and arrive at the consensus scores for the exam set.	2/12/14	2/18/14
8.3.1 Requested additional grading week 1 The graders request an additional week for completing the initial grading	2/19/14	2/25/14
8.3.2 Requested additional grading week 2 The graders have requested a second extra week to complete the initial grading.	2/26/14	3/4/14
8.4 Email EGF and consensus to AD & ED Both the lead grader and the second grader should email their finalscores and consensus scores along with their EGF to both the AD and ED.	3/5/14	3/4/14
9.0 RTP generation	3/5/14	4/1/14
9.1 Lead grader completes RTPs The lead grader is responsible for writing the RTPs though it is possible that the second grader is writing some of them.	3/5/14	3/18/14
9.1.1 Requested additional RTP week 1 The lead grader has requested an additional week to complete writing the RTPs.	3/19/14	3/25/14
9.1.2 Requested additional RTP week 2 The lead grader has requested a second extra week to complete the RTPs.	3/26/14	4/1/14
9.2 Lead grader emails RTPs to AD & ED The lead grader (and the second grader if the second grader wrote some of the RTPs) emails the completed RTPs to the AD and the ED. The RTPs should not have an assigned score on them but everything else should be completed.	4/2/14	4/1/14

Tasks

Name	Begin date	End date
10.0 AD initial scoring of exams	1/22/14	2/4/14
10.1 AD receives exams from ED	1/22/14	1/21/14
10.2 AD does preliminary scoring	1/22/14	2/4/14
The AD's preliminary scoring can happen before the results from the grading team are available.		
11.0 AD review of results	3/5/14	4/23/14
11.1 AD receives EGF and consensus scores	3/5/14	3/5/14
11.2 AD notifies ES that preliminary scoring complete	3/5/14	3/5/14
AD notifies ES that preliminary scoring and consensus are complete. The ES needs this info for awarding credits to enable larger sets.		
11.3 AD reviews graders' scoring	3/6/14	3/6/14
11.4 AD receives finished RTPs	4/2/14	4/2/14
11.5 AD emails ES that RTPs are finished	4/3/14	4/3/14
The AD notifies the ES that the generation of RTPs is finished. The ES needs this information to determine if/when to award credit for enlarged exam sets.		
11.6 AD reviews/revises graders' scoring and RTPs	4/3/14	4/23/14
The AD reviews the grading team's scores and RTPs making revisions as he/she see appropriate. Changes to the RTPs should be made with "track changes" active.		
11.7 AD emails reviewed/revised scores & RTPs to ED	4/24/14	4/23/14
The AD emails the ED the revised RTPs and a final set of scores.		
12.0 ED review of results	4/24/14	5/8/14
12.1 ED reviews/revises scores & RTPs	4/24/14	5/7/14
The ED reviews and revises the scores as he/she sees appropriate. The ED reviews and revises the RTPs as he/she sees appropriate. Changes to the RTPs should be made with "track changes" active.		
12.2 ED finalizes exam scores & RTPs	5/8/14	5/8/14
12.3 ED sends final results & RTPs to graders, AD, & AED	5/8/14	5/7/14
Send revised RTPs and results to AED; may be by file sharing or email attachment. The final RTPs and scores are provided to the graders and the AD, the identification of the examinees is not provided to the graders or AD in compliance with the BJCP Privacy Policy.		
13.0 AED activities to close exam	5/8/14	5/11/14
13.1 AED enters result into database	5/8/14	5/10/14
Validates that the exam set has been paid for. If the exam set has not been paid for does nothing.		
AED enters the final scores into the database. Enters the grader, AD, and ED information for the set into the database.		

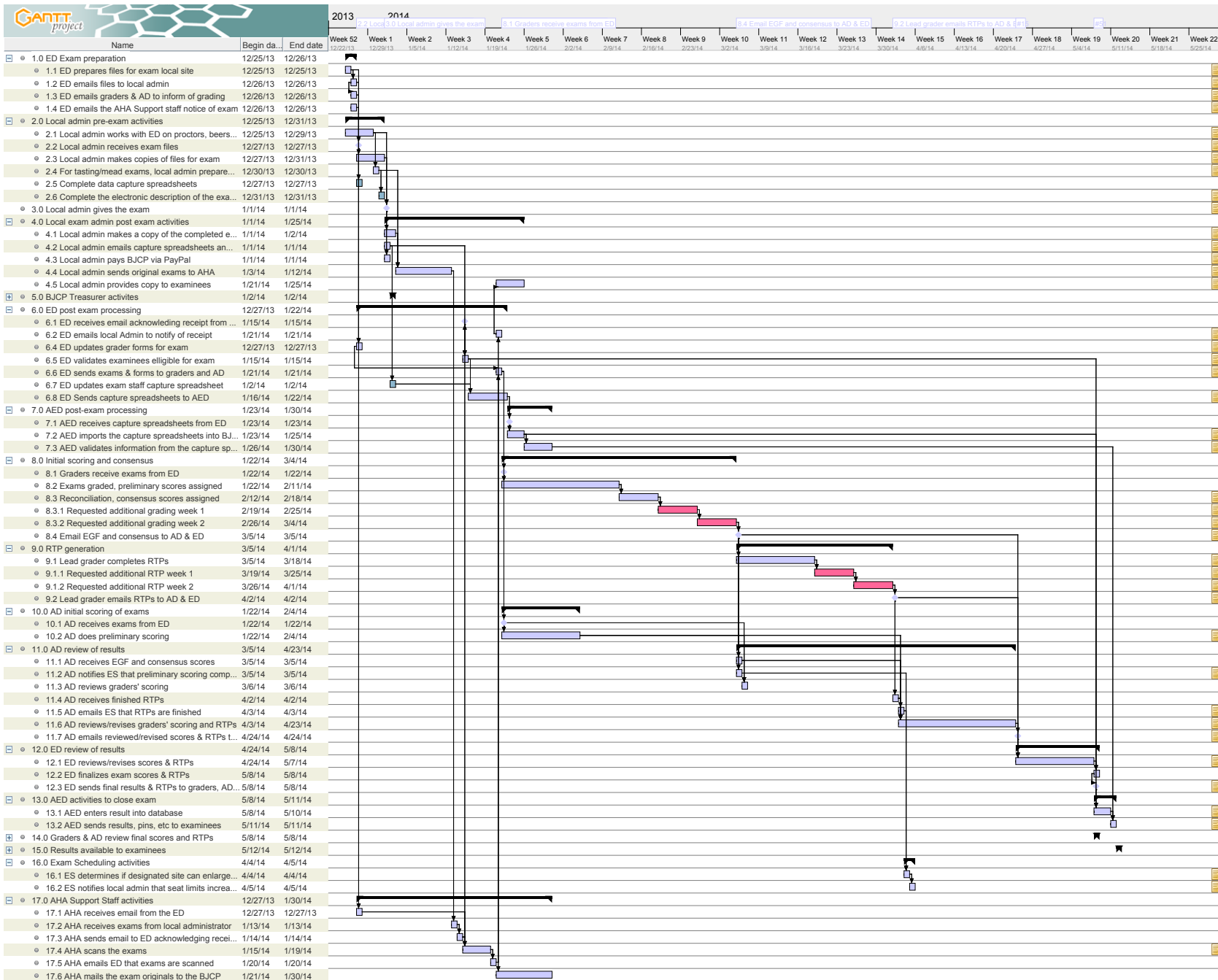
Tasks

Name	Begin date	End date
13.2 AED sends results, pins, etc to examinees Send the RTPs to examinees. If the results result in a promotion, send the appropriate credentials, certificate and pin to the judge.	5/11/14	5/11/14
14.0 Graders & AD review final scores and RTPs	5/8/14	5/8/14
14.1 Graders & AD review final scores & RTPs The graders and the AD look at the changes made to the scores and RTPs during the review process. The "track changes" view gives them a quick view of what was modified.	5/8/14	5/8/14
15.0 Results available to examinees	5/12/14	5/12/14
15.1 Examinees receive results This really means the exam set is finished.	5/12/14	5/12/14
16.0 Exam Scheduling activities	4/4/14	4/5/14
16.1 ES determines if designated site can enlarge seat limits For the designated site to have enlarged limits all the assigned graders (could each be assigned to a unique site) reach this point in time.	4/4/14	4/4/14
16.2 ES notifies local admin that seat limits increased Only if this happens before the exam date will the limit be increased. The designated exam is not shown in this Gantt chart. This would feed into the early part of this chart for the designated site - would cause a cycle in the chart generation to include it here.	4/5/14	4/5/14
17.0 AHA Support Staff activities	12/27/13	1/30/14
17.1 AHA receives email from the ED	12/27/13	12/27/13
17.2 AHA receives exams from local administrator	1/13/14	1/13/14
17.3 AHA sends email to ED acknowledging receipt of exams	1/14/14	1/14/14
17.4 AHA scans the exams Scanned exams are placed in the shared folder provided by the ED in task 17.1	1/15/14	1/19/14
17.5 AHA emails ED that exams are scanned	1/20/14	1/20/14
17.6 AHA mails the exam originals to the BJCP	1/21/14	1/30/14

Resources

Name	Default role
Lead Grader	undefined
Second Grader	undefined
Associate Director (AD)	undefined
Exam Director (ED)	undefined
Assistant Exam Director (AED)	undefined
Local exam administrator	undefined
Examinee	undefined
BJCP Treasurer	undefined
Exam Scheduler (ES) - the ED that handles exam scheduling	undefined
AHA Support	undefined

Gantt Chart



Resources Chart

