



Step-by-step instructions for taking the GRI Professional Certification Exam

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This document will take you through the instructions for taking the GRI Professional Certification Exam. It is **essential** that you follow all the steps closely to ensure your computer and room are set up correctly, and that you avoid any rule violations.

We strongly recommend familiarizing yourself with the exam rules (as outlined in the  exam policy) to ensure a smooth certification process.

Installing the proctoring software

RPnow is a third-party software tool that records both the exam candidate and their screen. GRI uses this service provider to prevent rule violations, thus ensuring the integrity of all exam submissions.

The GRI Professional Certification Exam must only be taken after the proctoring software has been downloaded, started, and configured.

Candidates who take the Exam without the Proctoring software running will have their Exam marked as inadmissible and will have to retake the Exam (subject to the Retake terms).

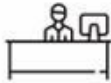
1. To ensure a smooth download of the software, ensure that your computer has the latest updates, and that you restart your system.
2. If you are downloading the software on your office computer, contact your IT department to obtain the necessary permission and support to install this software.
3. [This video](#) will take you through the downloading and installing of RPnow software, conducting the preliminary room scan, identity verification process, and taking the exam.
4. Once you have watched the video, go to the following hyperlink: [RPnow](#) to download the software. If you run into any difficulties with the download process, the website includes both knowledge articles and a support desk. **Please note, this is separate from the GRI Academy support desk.**

Be aware that the proctoring software includes a lock-down browser application that will block your access to other programs/applications on your computer. The one exception to this rule is the internet browser you will use to access the exam on the GRI Academy platform.

Setting yourself up

Now that you have installed the RPhow software, we will now outline how to prepare the room before starting the exam:

1. YOU WILL NEED:



A desk



A computer



A stable internet connection



A microphone



A webcam/in-built camera



A government issued photo ID

2. PREPARE THE ROOM BEFORE STARTING THE EXAM:



Make sure that you are in a **quiet environment** where you will not be disturbed, ideally in a closed room.



Make sure that your **computer is fully charged or connected to a charger**.



Make sure there are **no papers, notebooks, folders, (smart) phones or other electronic devices** (except your computer) on or under your desk, or in your immediate surroundings.



Prepare to sit for the full 60 minutes of the exam without a break. **You are not allowed to leave your seat once the exam has started.**



Make sure you will not be disturbed by other people for the duration of the exam, or by, for example, texts/notices from your phone or other devices. **You should be alone in the room/location where you take the exam.**



Make sure your **webcam is placed above your screen/monitor**.

If you have problems with your WIFI, we recommend using a local area network cable to ensure the stability of the internet connection.

Opening the RPnow software.

Once the room in which you are taking the exam has been set-up (as per the instructions in the previous section), you can now proceed to the following instructions:

1. Open the RPnow proctoring software that you downloaded, choose '**GRI**' for the Exam Sponsor field and select '**GRI Professional Certification Exam**' for the exam field.
2. Ensure that you close all other programs running on your computer (**with the exception of the proctoring software**). If you still have programs open on your computer, these will be automatically closed by the proctoring software.
3. Follow the steps in the proctoring software for the verification process ('interview'). You will be asked to:
 - a. **One** photo of your Identity card through your webcam.
 - b. **One** photo of yourself, in full-face view and directly facing the camera.
 - c. Scan the room with your webcam.

While scanning the room/workplace you will be required to include a full view of your desk, the floor and your surroundings. The scan should make clear that you are alone in the room, and that you do not have any prohibited materials or resources on your desk (or immediate surroundings).

Prohibited materials include:

- Headphones.
- Paper, notebooks, folders etc.
- Smart phones or other electronic devices (except your computer).

When taking photos of yourself and your identity card, please ensure both images are clear. You can retake the pictures or video if you feel the image was not clear enough.

If the pictures of your Identity card and your face are not clear enough to confirm your identity, this will lead to a delay in the certification process. If you have any doubts over this, feel free to email the team at griacademy@globalreporting.org

Once you are satisfied with the result, confirm and proceed to the next step.

Taking the Professional Certification Exam

1. Once you have completed the identity verification from the previous step, **keep the proctoring software running** – It will be recording your exam attempt in the background.

If you accidentally close the Proctoring software, you will have to begin the process again. **Prematurely closing the proctoring software will end the recording and render your exam attempt invalid.**

2. Open an internet browser window (Google Chrome, for example).
3. Navigate to the [GRI Academy Website](#), and sign in into your account with your username and password.

When logging in, **please do not make your password visible** as this will prevent your video from being released by the Proctoring Company on the grounds of data protection.

4. Once logged in, click on the “**GRI Professional Certification Exam**” tile on your user dashboard, click on the ‘**Content**’ tab, and select the “**GRI Professional Certification Exam 2.0 (based on the Universal Standards 2021)**”:

My Courses



5. Once you are ready to take the exam, click on “START”.

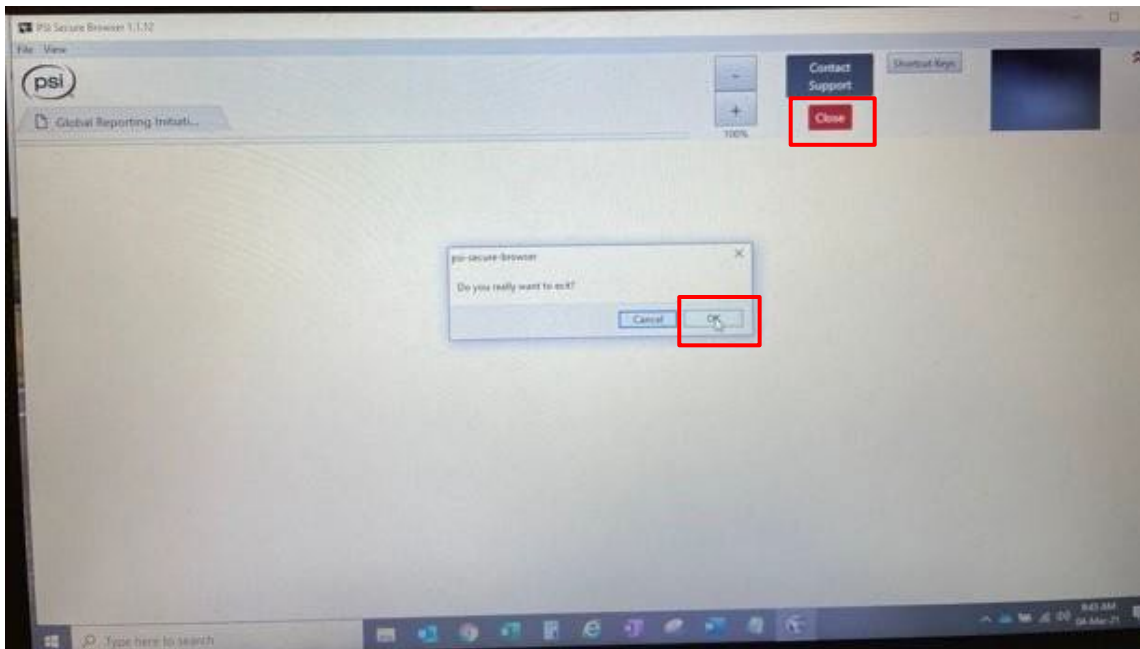
Please note, you only have **1 attempt to take the exam**. In case you click on ‘Leave Test’ before submitting your answers, you will not be able to reopen the exam.

Please Stay in full view of the camera for the full duration of the exam, ensuring that your face remains in focus. **Do not use earphones or a headset during the exam.**

6. When you are finished, click on the "SUBMIT" button. After submitting your answers, you will be able to see your score). **Please note, this score will only be validated once the proctoring review has concluded.**

Be aware that the exam will automatically stop when the time limit of 60 minutes has been reached, even if you have not answered all the questions. Your answers will be submitted, and any unanswered questions will be marked as incorrect.

7. Close the exam window and close the PSI Secure Browser. If you do not close the exam window, the proctoring software will continue the recording:

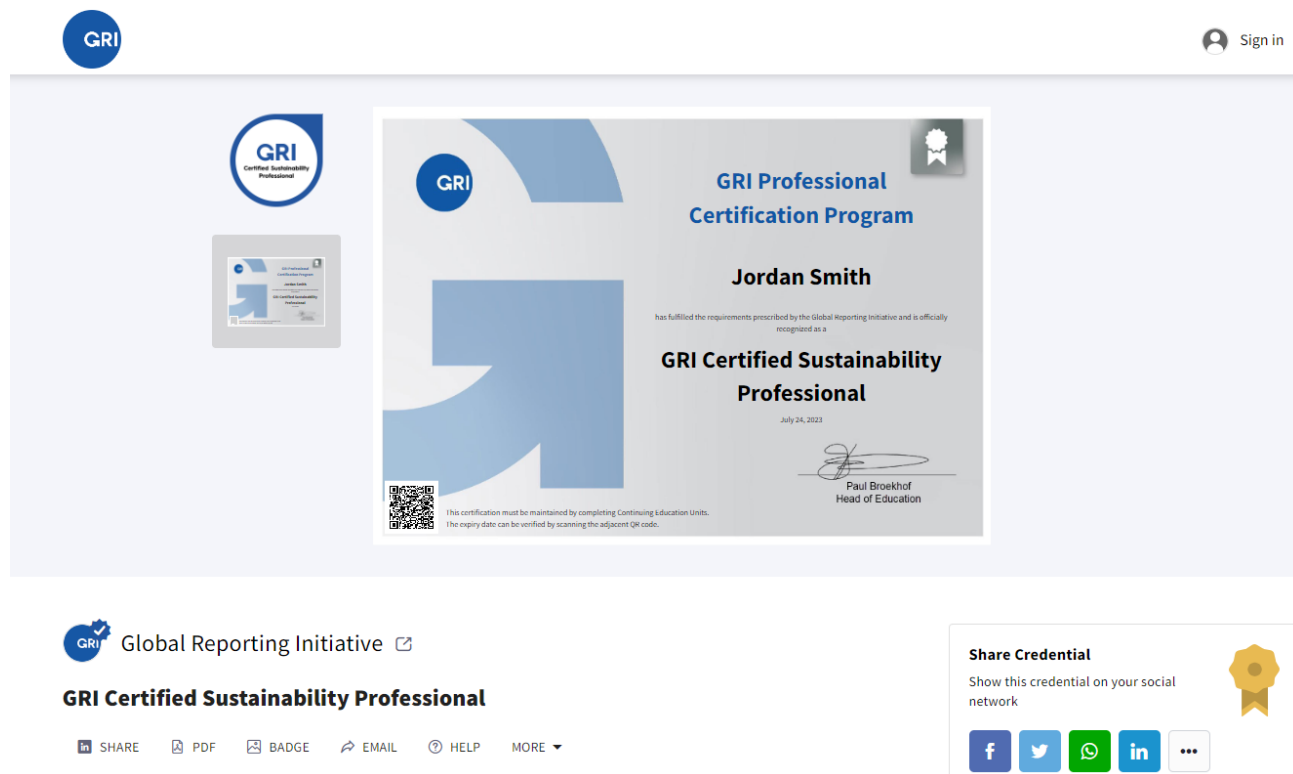


8. After your proctoring session has been reviewed, the exam results will usually be communicated to you via email within 10 working days. Please note, if there is an issue with your proctoring video, it may take up to three weeks for your results to be released.

If you do not meet the required 75%, please contact the GRI Academy team at griacademy@globalreporting.org for details about retaking. Please note, you have three (paid) exam attempts in total with a 7-day waiting period between each (failed) attempt.

Downloading your certificate

After the Proctoring video has been reviewed and cleared by GRI, you will receive an email with you're a link to your certificate page:



The certificate page will give you social sharing options and provide a certificate verification function in case you require this for current/future employment.

If you have any questions regarding the above, do not hesitate to contact the GRI Academy team at griacademy@globalreporting.org

Stay in touch

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