

Welcome to the



## Step-by-step instructions for taking the GRI Standards Exam

This document will take you through the steps of preparing for the GRI Standards Exam, installing the proctoring software RPNOW, and taking both the practice exam and the GRI Standards Exam.

Please go through the following steps to make sure your computer and room are set-up to take the exam.

### COMPUTER REQUIREMENTS



A stable internet connection



A microphone



A webcam

### OTHER REQUIREMENTS

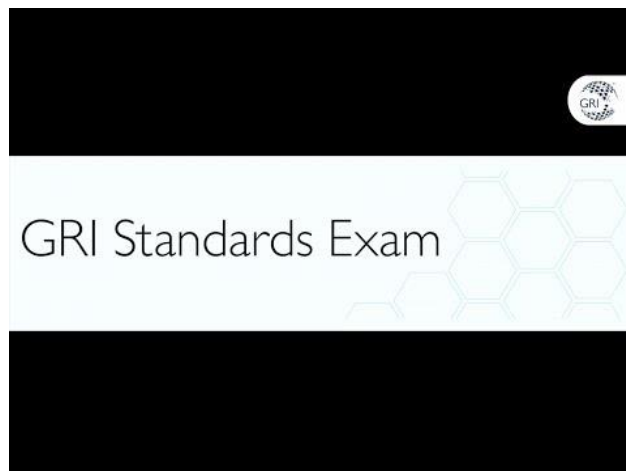


A government issued photo ID



A quiet room

In [this video](#), you will get more information on GRI's online Learning Platform, including how to register, access the practice test and the exam, and download the RPNOW software:



The Training & Coaching Programs team wishes you all the best with your exam. Should you have any questions feel free to contact us at [trainingandcoaching@globalreporting.org](mailto:trainingandcoaching@globalreporting.org).

# GETTING READY FOR THE EXAM



This section contains some study resources, guidance on how to create an account on the GRI Learning Platform, how to access the GRI Standards Exam Program, and how to install the RPNow proctoring software.

## 1. Study resources

[The GRI Standards](#)

Recommended: [Take a GRI Certified Training Course](#)

## 2. Creating an account on the GRI Learning Platform

To take the exam, you first must have an account on the GRI Learning Platform. You can obtain a link through the [website](#).

If you belong to one of the following categories, you are eligible for a discount. You must sign up on the platform with a special registration link or code to obtain this discount.

- Nominated trainers in the GRI Certified Training Partner Program
- Members of the GRI Community
- Successful participants of a GRI Certified Training Course
- Residents of non-OECD countries

For more information, please contact us at [trainingandcoaching@globalreporting.org](mailto:trainingandcoaching@globalreporting.org)

## 3. Accessing the GRI Standards Exam Program

Once you have created an account on the GRI Learning Platform, you can proceed to pay for the exam by clicking on the PayPal button. If you do not have a PayPal account, contact us for alternative means of payment.

Once payment has been approved, you will get access to the GRI Standards Exam Program, under 'My Available Content'. The Program includes:

1. Step-by-step instructions
2. The practice exam
3. The GRI Standards Exam

Please note, that you may access/take any of the above **only once**.

#### 4. Installing RPNOW proctoring software

Go to the [RPNOW website](#) to download and install the proctoring software. If prompted by the proctoring software, update your Adobe Flash player. You may have to change your [Flash settings](#) as well.

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.

The proctoring software includes a lock-down browser application which will block your access to other programs/applications on your computer. The software will also record your screen while you are taking the exam. The software does **not** give remote control to any third party during the exam.

[This video](#) will take you through the downloading and installing of RPNOW software, conducting the preliminary room scan and interview process, and taking the exam.

# TAKING THE PRACTICE EXAM



After you have downloaded the RPNOW software, you can access a practice exam.

**Please note that you can only take the practice exam once.**

**1.** Open the software, choose 'GRI' as exam sponsor and select the **GRI Standards Practice Exam**.

Please carefully follow the instructions from the proctoring software.

**2.** Close all other programs and browsers running on your computer. Any programs still open on your computer 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:

- Take a photo of your picture ID through your webcam
- Scan the room with your webcam
- Take a photo of yourself, in full-face view and directly facing the camera

While scanning the room/workplace you will be required to include a full view of your desk, the floor and your surroundings. Through this scanning, it should be clear that you are alone in the room and that you do not have any prohibited materials or resources on your desk and immediate surroundings. This includes, but is not limited to, papers, notebooks, folders, smart phones or other electronic devices (except your computer).

Make sure the images are clear. You can retake the pictures or video if you feel the image was not clear enough. If the pictures of your ID and your face are not clear enough to confirm your identity, this may delay the confirmation of results, as we will need to conduct an additional verification of identity.

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

After the interview is completed you have 10 minutes to start the exam. If more than 10 minutes pass before you access the exam, you will have to repeat the interview.

**4.** After you complete the interview, you will be automatically redirected to the GRI learning platform. Log into your account. Go to 'My Available Content' - GRI Standards Exam Program and select the 'Practice exam'.

You can now take the practice exam. You will receive the results of the practice exam immediately after you have completed it.

By taking the practice exam you will get an understanding of the structure of the questions, as well as how the proctoring software works, which will help you to prepare for the actual exam.

# TAKING THE GRI STANDARDS EXAM

We will show you how to prepare the room before starting the exam, how to open the exam and the RPNow proctoring software, how to conduct the proctoring verification process, how to access the non-searchable pdf version of the GRI Standards, and how to finish the exam.

## 1. YOU WILL NEED:



A desk



A computer



A stable internet connection



A microphone



A webcam

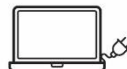


A government issued photo ID

## 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.**

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

Please note that failure to comply with these rules and regulations will be flagged by the proctoring software and may lead to your exam session being inadmissible. Please refer to the [GRI Standards Exam Policy](#) for more information.

**3.** Open the RPNow proctoring software that you downloaded for the practice exam, choose 'GRI' as exam sponsor and this time select the '**GRI Standards Exam**'.

Make sure you carefully follow the instructions from the proctoring software.

**4.** Close all other programs and browsers running on your computer. If you still have programs open on your computer, these will be automatically closed by the proctoring software.

**5.** Follow the steps in the proctoring software for the verification process ('interview'). You will be asked to:

- Take a photo of your picture ID through your webcam
- Scan the room with your webcam
- Take a photo of yourself, in full-face view and directly facing the camera

While scanning the room/workplace you will be required to include a full view of your desk, the floor and your surroundings. Through this scanning, it should be clear that you are alone in the room and that you do not have any prohibited materials or resources on your desk and immediate surroundings. This includes, but is not limited to, papers, notebooks, folders, smart phones or other electronic devices (except your computer).

Make sure the images are clear. You can retake the pictures or video if you feel the image was not clear enough. If the pictures of your ID and your face are not clear enough to confirm your identity, this may result in a breach of Exam rules and requirements and will need additional verification of identity.

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

After the interview is completed you have 10 minutes to start the exam. If more than 10 minutes pass before you access the exam, you will have to repeat the interview.

**6.** You will be automatically redirected to the GRI Learning platform after the proctoring interview has been completed. Sign in into your account on the GRI Learning platform with your username and password. Go to 'My Available Content', click on 'GRI Standards Exam Program' and select the GRI Standards Exam.

You will be required to complete the Proctor Validation now. In the field titled 'Proctor Login Code' type '**rpstudent**'. To automatically insert the 'Proctor Password', click on the green button at the top of your screen: Insert exam password. Then click on the 'Proctor Validation' button. The exam will pop up in a new window.

Insert Exam Password

7. You can now start the exam.

8. You will have access to the non-searchable pdf of the GRI Standards during the exam. You can access this file by clicking on the collapsible panel labelled 'GRI Standards'.

### Practice - Practice exam

▼ Practice -

You are taking the following practice:

Name Practice exam

Timer Time Remaining (minutes:seconds) : 11:40

▶ GRI Standards +

▼ GRI Standards -



- 9.** When you are finished, click on the 'Submit answers' button. 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.
- 10.** Close the exam window. If you do not close the exam window, the proctoring software will continue the recording.
- 11.** After your proctoring session has been reviewed, the exam results will be communicated to you via email within 10 working days.



# READY TO START



Should you have any questions regarding the GRI Standards Exam, please refer to our [FAQs](#) or contact us at [trainingandcoaching@globalreporting.org](mailto:trainingandcoaching@globalreporting.org).

## PLEASE MAKE SURE THAT:

-  You have a government issued photo ID
-  You have a working microphone
-  You have a working webcam
-  You have a stable internet connection
-  A quiet room
-  The RP software works
-  You can access the Standards PDF

## TROUBLESHOOTING

- Should you experience any technical difficulties during the exam, contact the RPNOW technical support staff, available 24/7.
  - Toll free phone number for US and Canada **1-855-436-2039**.
  - International Students (Outside US and Canada): **1-617-658-2879** long distance rates apply.
  - You can also access the live chat feature at <http://clientportal.softwaresecure.com/support/> and click the live chat button
- We recommend using the latest version of Google Chrome web browser
- If your Wi-Fi connection is unreliable, we recommend plugging your computer into the modem to avoid interruptions to your exam

**THE GRI TRAINING & COACHING PROGRAMS TEAM  
WISHES YOU ALL THE BEST WITH YOUR EXAM!**



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THE FUTURE OF REPORTING

[VIEW GRI STANDARDS HERE](#)

