



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

**This document will take you through the steps for the GRI Professional Certification Exam:**

- 1. Install the proctoring software,**
- 2. Set yourself up,**
- 3. Take the Exam,**
- 4. Download your certificate.**

# 1. INSTALL THE PROCTORING SOFTWARE

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/In-built camera

## OTHER REQUIREMENTS



A government issued photo ID



A quiet room

We recommend using a local area network cable to ensure stability of the internet connection.

Installing RPNOW proctoring software:

The 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.**

Go to the [RPNOW website](#) to download and install the proctoring software. We also recommend restarting your computer to ensure your device meets the system requirements of the of the RPNOW proctoring software

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, with the exception of the internet browser that you will use to access the exam in GRI Academy. 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.

## 2. SET YOURSELF UP

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, and how to finish 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.**

**Keep the RPNow proctoring software open during your exam attempt, otherwise your exam attempt will be inadmissible.**

**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.**

3. Open the [RPNOW proctoring software](#) that you downloaded, choose 'GRI' as exam sponsor and this time select the 'GRI Exam'.

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

4. Close all other programs 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:

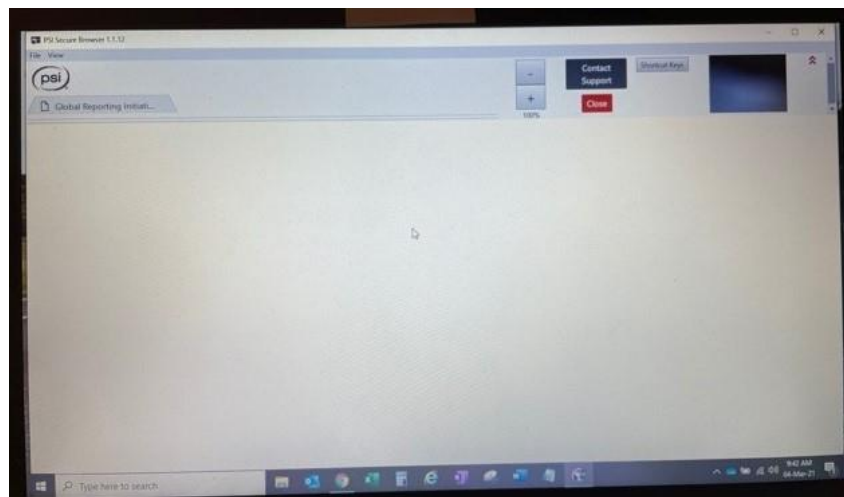
- Take a photo of your Identity card through your webcam.
- Scan the room with your webcam.
- Take a photo of yourself, in full-face view and directly facing the camera.

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 Identity card 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.

6. After the interview is completed, you can start the exam. You will see the following:

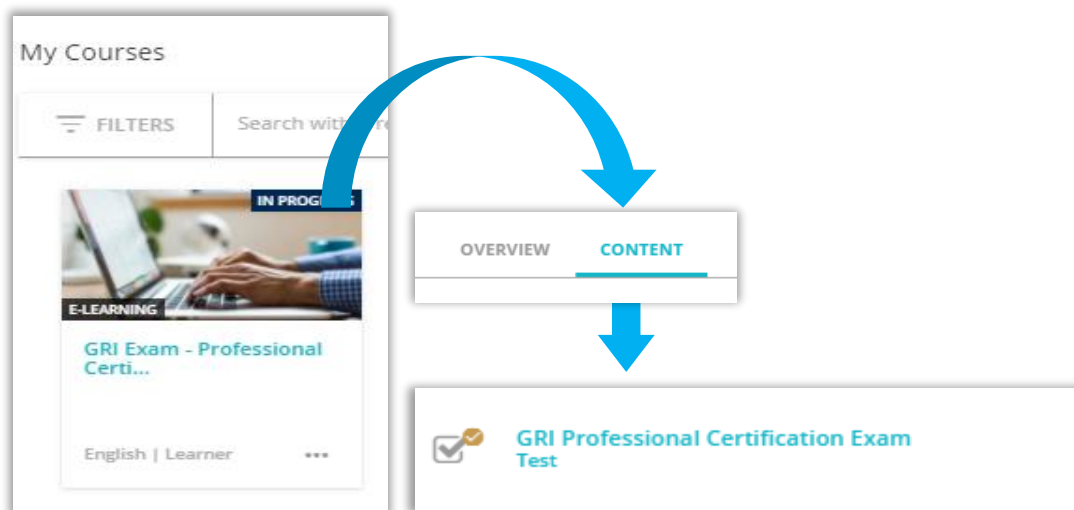


## 3.TAKE THE GRI PROFESSIONAL CERTIFICATION EXAM

Please note that you only have 1 attempt to take the exam. In case you click on 'Leave Test' before submitting your answers, they will not be recorded, and your exam attempt will be inadmissible, subject to retake policy.

**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. After the proctoring interview has been completed, open an internet browser window (Google Chrome, for example). **Keep the proctoring software open on the background, it will be recording your exam attempt and without a proctoring video your exam results will be inadmissible.** Navigate to the [GRI Academy website](#) , sign in into your account on the GRI Academy with your username and password. Go to the 'GRI Exam – Professional Certification' area, click on the '**Content**' tab and select the '**GRI Professional Certification Exam**'.

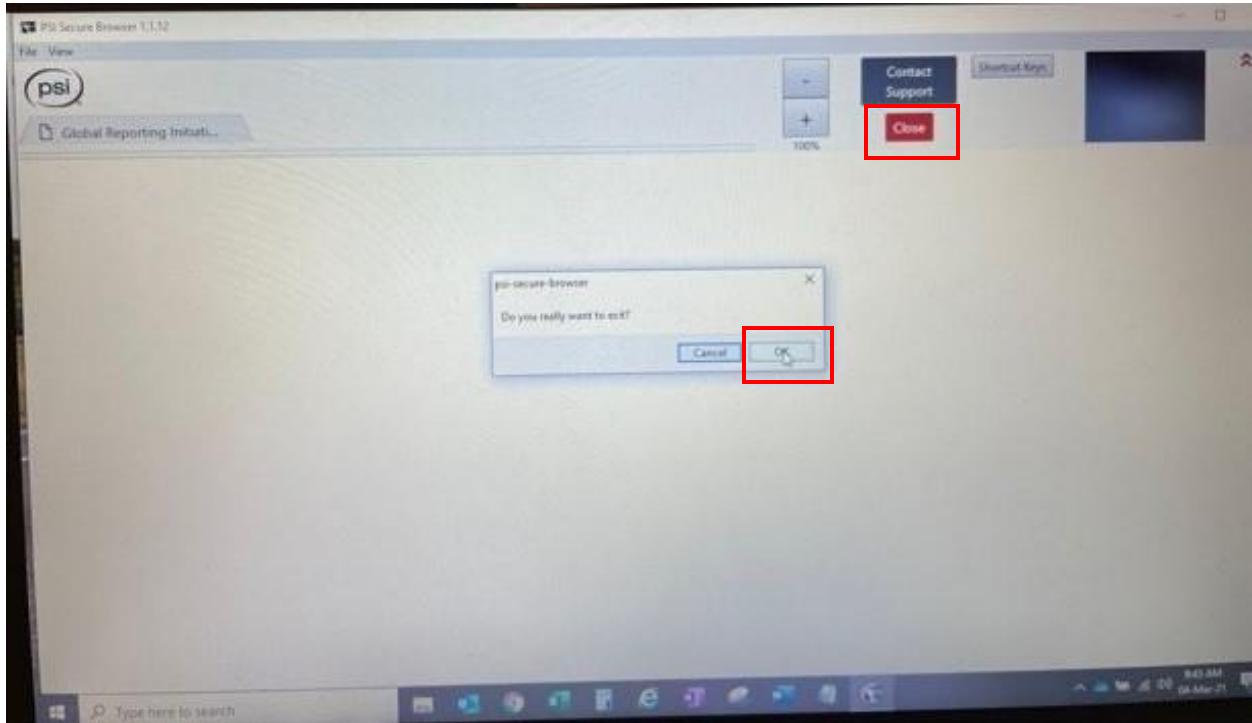


1. When you are finished, click on the 'Submit' button. After submitting your answers, you will be able to see your score); to access this, go the User Menu in the top left corner of your GRI Academy user dashboard and select "My Activities". You will find your exam result at the bottom of the page.

**Please note, this score will only be validated once the proctoring review has concluded.**

2. 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.

3. 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.



4. After your proctoring session has been reviewed, the exam results will be communicated to you via email within 10 working days.

## 4. DOWNLOAD YOUR CERTIFICATE

After the Proctoring has been reviewed and cleared by GRI, successful candidates can download their Certificates from the GRI Academy.

To download your certificate, log in to the GRI with your credentials and under 'My Courses', go to the 'Certificate – GRI Certified Sustainability Professional' folder and click on the 'Download your Certificate' button.



Certificate - GRI Certified Sustainability Professional

Course completed on 8/09/2020  
How would you rate this course? ☆☆☆☆

**DOWNLOAD YOUR CERTIFICATE**

**OVERVIEW** CONTENT

Course Description

Welcome to the GRI Certified Sustainability Professional - Certificate Area!

**PLEASE NOTE:** This area is exclusively to be used **once you have successfully passed the GRI Professional Certification Exam.**

In case you have already taken the exam, please note that your final results will be shared with you via email within 10 working days after the submission date.

Upon successfully passing the exam and having the proctor video cleared, candidates will be able to download your Certificate from this area.

To download your Certificate please click on the 'Download' button on the right side of the page.

For any questions related to the exam, please do not hesitate to contact us at [griacademy@globalreporting.org](mailto:griacademy@globalreporting.org).