The GRI Professional Certification Program - Exam Policy

Contents

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Eligibility

The GRI Professional Certification Exam has a defined learning path consisting of four courses that make up the GRI Professional Certification Program 2021. These courses cover the fundamentals of GRI reporting. Each is worth one point. After attaining the four points, individuals will be eligible to take the Certification Exam.

The certification learning path can be taken on the GRI Academy or through GRI's Certified Training Partners. The training partners offer the GRI Standards Certified Training Course which provides the individual with two out of four points covering the following GRI reporting fundamentals: Introduction to sustainability reporting and the GRI Standards, and Reporting with the GRI Standards.

Some Certified Training Partners also provide instructor-led training on the remaining two courses of the Certification Program i.e. Reporting on Human Rights with the GRI Standards and Integrating the SDGs into sustainability reporting. Please get in touch with your local Certified Training Partner for more information.

Passing the exam will grant individuals the status of 'GRI Certified Sustainability Professional', which will stay valid for one year from the date of certificate issue. Before the validity of the Certification has expired, individuals can maintain their certified status by taking the minimum required learning hours through Continuing Education Units (CEUs). Courses that offer CEU credits can be accessed through the GRI Academy. Check this FAQ document for more information.

Registration and system requirements

As part of the registration process for the exam, the candidate will be required to provide the details of one type of government-issued photo ID such as passport, driver's license or national ID card. To access the exam, the candidate will need a computer with a stable internet connection, a webcam or in-built camera and a microphone. We recommend:
- using a *local area network cable* to ensure a stable connection,
- *ensuring your browser is up to date*, and
- *restarting your computer* after the installation of the proctoring software.

Exam Questions

The exam candidate will have to answer 40 questions in one hour. They are a combination of single choice, multiple choice, and inline choice questions. When multiple choices are correct, a negative answer is penalized with 0.5 points. The maximum score per question is 1 point. You can find examples below:

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Single choice

Single choice

27) **Is the following statement true or false?**

GRI 2: General Disclosures 2021 contains disclosures for organizations to provide information about their ⬛⬛⬛

- ○ True
- ○ False

Single choice

15) **Which of the following statements about reasons for omission is true?**

- ○ Reasons for omission must ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
- ○ Reasons for omission must not ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
- ○ Reasons for omission can be ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
- ○ Reasons for omission can be ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛

Multiple choice

Multiple Choice

21) **Which of the following statements about reporting *in accordance with* the GRI Standards are true?**

Select _all_ options that apply.

- ☐ ⬛⬛⬛⬛⬛⬛⬛⬛⬛ Sector Standard ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
- ☐ ⬛⬛⬛⬛⬛ reporting requirements ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
- ☐ ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛ reasons for omission ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
- ☐ ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛ publish ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛

Inline choice

Inline choice

49) **Choose the correct option from the dropdown menu to complete the sentence.**

The Sustainable Development Goals (SDGs) call for worldwide joint action by _____ to generate the required transformations to deliver on the Global Goals by 2030.

Choose something...

United Nations, ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛ ▼

United Nations, ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
⬛⬛⬛⬛⬛

United Nations, ⬛⬛⬛⬛⬛⬛⬛⬛⬛⬛
⬛⬛⬛⬛

Click on this arrow to see the options

You may have to use the scroll bar to see all options

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Availability

Once purchased, candidates can either start immediately, or take the exam at any other convenient time within one year; the exam therefore remains available on the GRI Academy account for one year. Once the candidate starts the exam, it is not possible to cancel.

Breaks

Candidates are not allowed to take breaks once the exam has started. It is not possible to pause the exam timer and it is not permitted to leave the computer (out of sight of the computer's camera/webcam) once the exam has started. If the exam is disrupted by any other means, (for example by someone interrupting you while you are taking the exam), you will not be able to recover any lost time.

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 (please see the retake clause for more information).

Exam Scoring

The passing score for the exam is 75%. The duration of the exam is 60 minutes. The exam score will be shown immediately after the exam submission, and in the "My Activities" tab. This is accessed via the User Menu in the top left corner of your GRI Academy User Dashboard. Please note, the score will only be considered valid if the accompanying proctoring video is marked clean (i.e. without rule violations).

The candidate will receive the final results within 10 working days after submitting the exam. However, the timeline may vary in case there are any suspicious activities signaled by the proctoring partner, for which GRI will contact the candidate via email.

Exam Materials

No resources are allowed to be consulted during the exam.

Certificates and recognition

After passing the exam, the candidate will receive a certificate of achievement from GRI. This certificate will award the candidates the status of 'GRI Certified Sustainability Professional'. The certificate is valid for one year from the date of issue.

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Before the validity of the Certification Exam has expired, individuals can maintain their certified status by taking the minimum learning hours through Continuing Education Units (CEUs). Courses that offer CEU credits can be accessed through the GRI Academy.

The names of the GRI Certified Sustainability Professionals will be displayed in the exam directory on the GRI website.

Pricing

The full price of the exam is €250. GRI provides a 25% discount to GRI Community Members, and participants of a training conducted by one of GRI's Certified Training Partners. To request your discount please email us at griacademy@globalreporting.org and provide your full name and organization details.

Purchasing the Exam

After completing the 4 courses of the Professional Certification Program, the Exam will become available to be purchased from your user dashboard in the GRI Academy. To purchase the Exam, open the '**GRI Professional Certification Exam (based on the GRI Universal Standards 2021)**' tile and click on the 'Add to Cart' button. You can then continue the payment process via the PayPal or Stripe gateways. Both gateways support payment by credit card and neither require you to be a member or have a subscription. Once the payment is finalized, you will be redirected to the Exam page in GRI Academy.

<u>Please note:</u>

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 (see the retake clause for more information).

Retake

Individuals who do not pass the exam or whose exam attempt is marked inadmissible can retake it but will have to purchase the exam again. Participants are eligible for a 50% discount in the case of a retake which can be claimed by emailing the team at griacademy@globalreporting.org. This discount does not apply to GRI Trainers, or individuals who have had their proctoring video rejected on account of a rule violation.

There is a cooling off period of 7 days between attempts, and a maximum of three attempts are allowed within a six-month period.

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Refund

Within 14 days candidates that have not yet accessed their purchased exam can receive a full refund. If the exam has been accessed, or if more than 14 days have passed since the purchase of the exam, candidates are no longer entitled to receive a refund.

Faulty internet connection

If your exam is disrupted due to a failed internet connection, it will remain active. This means that the answered questions will remain answered, and the timer continues. When the internet connection is restored, the candidate can continue with the exam. If the internet connection is not restored, and the timer runs out, the exam is submitted automatically. The unanswered questions are then marked as incorrect. Should the issue persist and prevents you from finishing the exam, please contact the GRI Academy team at griacademy@globalreporting.org and report the incident. We will then provide you with instructions on how to proceed.

Proctoring

Each GRI Professional Certification Exam attempt must be accompanied by a proctoring video, meaning that the candidate will be recorded by the computer's webcam and microphone throughout the exam. The proctoring software uses a lock-down browser that prevents the candidate from accessing other applications during the exam.

Once enrolled in the GRI Professional Certification Exam, you will receive detailed instructions on setting up the proctoring software. In the meantime, you can familiarize yourself with the process by following the candidate tutorial provided by our proctoring software partner, Honorlock, at the following link: https://prep.honorlock.com/

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 (see the retake clause for more information).

The recording of the exam will be reviewed to ensure that no prohibited activity occurred during the exam.

Prohibited behavior includes, but is not limited to:
- Consulting your own resources/documents.
- Using smartphones or other electronic devices that could be used for accessing information.
- Using other programs or applications on your computer.
- Leaving your seat.
- Regularly looking away from your screen.
- Talking aloud.

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- Covering the computer's camera/webcam.
- Receiving help/support from other people during the exam.
- Other people entering the room.
- Using earphones or a headset.

The decision whether the integrity of the exam has been compromised rests solely with GRI and cannot be contested. In such case, the candidate would not pass the exam as GRI will deem the exam attempt as inadmissible. Standard retake terms and conditions apply.

Personal Data & Privacy Policy

Please refer to GRI's Privacy Policy   The platform developer's privacy policy can be found here and the proctoring partner's terms and conditions here.

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