Professional Certification Program Certification Exam Policy

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Eligibility

The Certification Exam has a defined learning path that includes five courses, that cover the fundamentals of GRI reporting. Each is worth one point. After attaining the five points, individuals will be eligible to take the Certification Exam.

The learning path can be taken through the Certified Training Partners, via the GRI Standards Certified Training Course (which provides the individual with three out of five points covering the following GRI reporting fundamentals: Introduction to sustainability reporting and GRI Standards, Stakeholder engagement and Materiality), and/or the online courses that GRI provides.
Some Certified Training Partners also provide live trainings on the remaining two fundamentals of GRI reporting i.e. Sustainability Reporting Process 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. Before the validity of the Certification Exam is expired, which is one year from passing the exam, individuals can maintain the certification status by taking the minimum learning hours through Continuing Education Units (CEUs). The status can be maintained, provided the minimum CEUs are taken annually. All of this can be accessed through the GRI Academy.

Registrations and System requirements

As part of the registration process, 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 and a microphone. We recommend using a local area network cable to ensure stable connection.

Exam Questions

Each candidate will have to answer 40 multiple choice questions in one hour. Each question only has one correct answer. The Exam language is English.

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 exam has been started, it is not possible to cancel.

Breaks

Candidates are not able 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 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, being conditional to the review of the candidate's recorded video as part of the proctoring). The candidate will receive the final results withing 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 and can be renewed annually by taking minimum Continuing Education Units (CEUs). The names of the GRI Certified Sustainability Professionals will be displayed on the GRI website.

Pricing

The full price of the exam is €350. GRI provides a 25% discount to GRI Community Members. 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 5 points learning path of the Professional Certification program, the Exam will become available to be purchased from your 'Learning Plan' area in the GRI Academy. To purchase the Exam, open the 'GRI Exam – Professional Certification' icon and click on the 'Add to Cart' button and continue the payment process via the PayPal system. In case you do not have a PayPal account you can choose to buy a course via credit card. Once the payment is finalized, you will be redirected to the Exam page in GRI Academy.

Please note:

THE EXAM MUST BE TAKEN ONLY AFTER INSTALLING THE PROCTORING SOFTWARE. CANDIDATES THAT START THE EXAM WITHOUT THE PROCTORING WILL HAVE THEIR RESULTS MARKED AS INADMISSIBLE, STANDARD RETAKE TERMS APPLY, please see the retake clause below.

Retake

Individuals who do not pass the exam or whose exam attempt is marked inadmissible can retake it. There is a cooling off period of 30 days between each attempt, and a maximum of three attempts are possible within a six-month period. Please note that the full fee for the exam will be applicable for each attempt. The pricing and policy remains the same for those retaking the exam. The cooling off period does not apply for GRI nominated trainers.

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 Training & Coaching Programs team (+31 20 531 00 00 – trainingandcoaching@globalreporting.org) and report the incident. We will then provide you with instructions on how to proceed.

Proctoring

GRI is using an online proctoring solution, meaning that the candidate will be recorded by the computer's webcam and microphone throughout the exam. The candidate will also be required to download a proctoring software prior to taking the exam. The proctoring software uses a lock-down browser which will prevent the candidate from accessing other applications during the exam.

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
- Talking aloud
- Covering the computer's 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 not admissible. 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.