

Exam Regulation

Certification and Compliance

Version EN: 1 April 2023



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1. Introduction

GMP+ International finds it necessary to provide a reliable examination that meets the high level of knowledge regarding the GMP+ Feed Certification scheme. The examinations measure and harmonize the knowledge of GMP+ auditors/technical reviewers and GMP+ inspectors and the application of this knowledge. Passing the exams is an important part of the process of becoming/remaining a GMP+ accepted auditor/technical reviewer or GMP+ inspector. The content of the exams are based on the GMP+ requirements for the global feed industry.

GMP+ International realizes that not all necessary knowledge can be tested via digital exams. Therefore the GMP+ accepted certification bodies have, in accordance with the requirements of the GMP+ Feed Certification scheme, the obligation to harmonize their auditors regarding their knowledge of the GMP+ Feed Certification scheme. In this document the examination process is described, including the rights and obligations for both candidates and GMP+ International.

2. Procedures

2.1. Application

The GMP+ coordinator must apply the candidates for the relevant exams. For this application the GMP+ coordinator must use the "[Application form for examination](#)" as published on the portal of GMP+ International.

Before application the following points should be taken into account:

- The deadline for application is one month before the exam date. Applications after this date will not be handled and a new application for another exam moment must be submitted to GMP+ International.
- The GMP+ coordinator should check the table of Exemptions (GMP+ C10 Appendix 2/ CR 1.0 Appendix 3.1).
- If a candidate decides to take part in an exam which is not mandatory, then the result of this exam is binding.
- The scope exams will be only valid after passing the General Part exam, with the exception of the exam for *Inland waterway transport and short sea shipping of feed (IW)*. So applying for the General Part in this case is not necessary.
- A candidate can participate in a maximum of 5 exams per day, depending on the duration of the individual exams.
- The candidate can do an exam for the same scope 3 times per calendar year.

There is one type of exams that can be applied for:

- Digital exam on location with physical surveillance by GMP+ International.

If a candidate of a non GMP+ accepted Certification Body wants to apply for an exam, the process is as follows:

- The applicant Certification Body must have submitted Appendix 1 of the GMP+CR 1.0 *Acceptation requirements* with all the relevant documents and must have paid the application fee for the assessment of the applicant Certification Bodies at least two weeks before the exam date.
- The examination fees for the candidate must be paid in full at least two weeks before the exam date.
- The relevant fees are mentioned in the GMP+ CR 4.0.

A Certification Body can cancel the application of a candidate free of charge till seven days before the exam takes place. After this period, full costs will be charged (except in the case of force majeure). If a candidate fails to show up for the exam, GMP+ International will charge the Certification Body for the examination fees for the exams the candidate applied for.

After successful registration the candidate will receive an e-mail from no-reply@teletoets.nl with confirmation of the registration the week before the exam..

2.2. Framework of the Exam

All exams are digital. The system that is used for the administration of the exams is Optimum. Optimum is a complete exam management system that enables GMP+ International to create, organize, administer and analyze exams.

There are two different types of exams, the general part and the GMP+ scopes. The GMP+ scope exams will be valid only in combination with a valid general part exam.

For the scope *Inland waterway transport and short sea shipping of feed (IW)* the general part is not applicable. Per calendar year the candidate can participate per GMP+ scope 3 times.

It is possible to obtain exemptions for some exams. The requirements for these exemptions are laid down in the GMP+ CR 1.0 *Acceptation requirements* table of exemptions.

If a candidate does decide to take part in an examination which is not mandatory then the result of the examination is binding. As a result, an exemption for this scope is not possible anymore for one year.

The GMP+ exams will be available in English, Dutch, German, French, Spanish and Polish. GMP+ International is not accountable for translation's errors other than English, Dutch and German. If a candidate chooses to answer the open exams questions (if applicable) in French, Spanish or Polish GMP+ International will charge the translation fees of these answers to the involved Certification Body. Certification Bodies will receive a monthly invoice for the examination fees by GMP+ International. The cost per examination can be found in the *GMP+ CR 4.0 Tariffs*.

Answers to open questions must be written in one of the above six languages, otherwise the question will be declared invalid.

The exam duration (i.e. the maximum allowed time to complete the exam) is displayed in the table below.

Exam	Duration
General part (GP)	45 minutes
Production of feed materials (FM)	90 minutes
Production of feed additives (FA)	90 minutes
Production of compound feed (CF)	90 minutes
Production of premixtures (PR)	90 minutes
Trade in feed (TR)	75 minutes
Storage and Transshipment of feed (ST)	75 minutes
Road transport of feed (RT)	75 minutes

Exam	Duration
Afreightment (AF)	75 minutes
Inland waterway transport and short sea shipping of feed (IW)	75 minutes

A candidate with a disability that does not affect the professional practice substantially, can request an adapted exam at the Exam Committee. The adaptation cannot affect the goals and level of exam and the exam committee keeps this in mind when handling the request. Candidates diagnosed with dyslexia can request extension of test duration by a maximum of 1/3 of the original duration. A request must be submitted at least two month before the exam date by e-mail (certification@gmpplus.org).

The Exam Committee is responsible to adjust the time of admission and/or test format and/or administration method of the exam in case of unforeseen circumstances. With the decision to do so, the Exam Committee strongly considers the interests of the exam candidates and whether the adjustments are reasonable and fair.

2.3. Before the exam

Information about the knowledge tested during the exams can be found in the [Knowledge levels](#) as published on the GMP+ website. These knowledge levels provide an overview of required knowledge per exam as well as the number and type of questions.

Type of exam:

Digital exam on location with physical surveillance by GMP+ International.

Type of questions:

During the exam the candidate can expect two types of questions: closed questions and open questions. Open questions are questions to which a candidate must type a response. A closed question is a question for which the correct answer is predetermined. There are several types of closed questions:

1. Choose between several alternatives:
 - a. Multiple-choice question (MC) one or more correct answer out several options;
 - b. Yes/no question (Y/N), the answer is correct/incorrect
 - c. Multiple response question (MR) more than one correct answer out of maximum 5 options;
2. Execute an operation with multiple answer elements:
 - a. Ranking question (RANK) reorder several elements in the correct ranking (e.g., from low to high);
 - b. Matching question (MATCH) connect two or more elements;
 - c. Matrix questions (MATRIX) answer to several elements in one question

The candidate will take the exams on his/her own computer/laptop. Therefore it is strongly recommended that the candidate checks if their computer/laptop meets the minimum technical requirements. The system check must be done on the exam location prior to the exam. Therefore the candidate must be present at the exam location 30 minutes prior to the exam. The start time of the exams can vary per location, taking into account the maintenance window of the Optimum platform.

2.4. Exam taking

Only when the system check has been performed successfully the exams can be released by GMP+ International. The candidate must verify if the examination provided is the correct exam.

The candidate has to confirm his or her identity with a valid legal document (passport, driver's license or ID card) prior to the examination. This valid legal document must contain at least their picture, full name and date of birth. If a legal document was not presented before exam the candidate cannot participate.

When logged-in to the exam the candidate must make sure to not close the tab of the exam platform until the moment he/she finalizes the exam. Otherwise the candidate will have to log in again.

During the exam it is allowed to consult:

- Webpages related to feed (e.g. EUR-Lex, GMP+ website etc.)
- Personal notes for consultation only,
- Books or other papers related to feed,

During the exam it is **not** allowed to:

- Use the computer for any other purpose than completing the exam;
- Use additional devices (e.g. (smart) phones/watches, tablets, etc.) other than the computer used for exam taking;
- Use of a second/multiple screen(s). (e.g. additional screen next to laptop is not allowed.);
- Wear/use headphones, ear plugs;
- Wear sun glasses/smart glasses;
- Make notes (there is a note tool available on the exam platform which can be used for the purposes of taking notes during the exam);
- It is not allowed to use Google translate or any other translating tool during the exams.
- Copy, collect, reproduce or distribute the exam material, in whole or in part, in any form (e.g. writing down the exam questions or parts thereof and passing them on, take photographs, etc.) during or after the exam;
- Communicate and/or have contact with other candidates and/or persons.
- Use (social) media to contact other persons during the exam (calls, WhatsApp, messenger, E-mail, Microsoft Teams, etc.);
- Use more than **one** browser. Browsers allowed to use are: Chrome or Microsoft Edge.
- Leaving the room where the exam is taken (toilet visit excluded, the candidate will be accompanied by a supervisor of GMP+ International if it cannot be avoided);
- Take any other actions or create circumstances which can influence the exam or its results of future exams.

After finishing the exam the candidate gets a confirmation of the system that the exam has been completed.

If during the exam the candidate has questions they can ask the supervisor of GMP+ International.

If during the exam the candidate commits fraud or performs any of the activities mentioned in this article, these exam(s) will be declared invalid and the candidate will be excluded from further participation on the exam day. The Exam Committee also reserves the right to uphold extra measures including the exclusion of a candidate for a certain period to participate in the GMP+ examination.

2.5. Determination of exam results

The Exam Committee assesses the results of the exam. The candidates will receive their exam results within the third week after the exam date.

In case the candidate succeeds for the exam(s) (general part + applicable scope(s), the candidate will have a valid examination for the applicable scope(s). The general part will be valid for 6 years and the applicable scope(s) for 3 years. Only the combination of both a valid general part exam and applicable scope(s) will extend the exam validity of the applicable scope exam(s).

The results of the candidates will be registered in the "GMP+ database" The results can also be consulted in the GMP+ audit app.

The completed exams are archived at the exam provider for a period of 7 years after the exam date and remain property of the Exam Committee.

The candidate who passes the exam can provide feedback on exam questions. This information will be reviewed by the Exam Committee and will be used to improve the quality of the exams. The candidate will not be informed about the decision.

2.6. Handling of complaints of exam results

A candidate has the right to file a complaint. Only a motivated complaint about the exam process or a specific objection to a question can be filed. The candidate has four weeks to file the complaint or objection, from the moment the exam result was published in the GMP+ database Complaint or objection can be submitted to certification@gmpplus.org.

A complaint and/or objection will only be handled by the Exam Committee if the candidate did not pass the exam. The Exam Committee communicates a motivated decision within four weeks after the complaint and/or objection has been filed.

If the candidate disagrees with the decision communicated by the Exam Committee regarding the complaint and/or objection, the candidate can file an appeal to the Board of Appeal within 6 weeks after the decision of the Exam Committee (certification@gmpplus.org). The decision of the Board of appeal is binding for both the candidate and the Examination Committee.

3. Parties involved and definitions

Involved party	Responsibilities
Exam Committee	The main task of the Exam Committee is to secure the quality of the knowledge levels and the related exam questions. The exam system where the exam questions are entered must be kept up to date based on the valid GMP+ requirements. The Exam Committee is also responsible for the exam regulation, the complaint procedure and evaluation of the exam results.
Board of Appeals	If an exam candidate disagrees with a decision made by the exam committee the candidate can file an appeal within 6 weeks after the decision to the Board of Appeals. The appeal is filed by submission of a motivated letter of appeal explaining the contents and reasoning behind the disagreement with the decision. The members of the Board cannot be either a member of the Exam Committee or related to the exam organization.

Involved party	Responsibilities
Knowledge levels	Describes the level of knowledge that GMP+ International expects from a candidate. There are knowledge levels and sub knowledge levels. The knowledge levels can also be described as "learning goals" and represent the level of knowledge a candidate needs to make the exams successfully and can be acquired by self study or training.
Exam organization	The exam organization providing the digital exams is a third party. Their main task is to provide the Exam Committee with the needed information and provides the examination system for the execution of the exams.
Candidates	A person who takes part in the GMP+ exams. Applicable for (applicant) GMP+ auditors, technical reviewers and inspectors for the GMP+ Feed Certification scheme.
Item constructors	A person with sufficient knowledge of the GMP+ FC scheme to develop exam questions. Constructors may not have any relations with educators or candidates whatsoever or involved in the training of auditors, reviewers or inspectors.
Supervisor	Supervises the proper conduct of the exams in accordance with the exam regulation. The supervisor is responsible to report fraud and irregularities to the Exam Committee.

Appendix: Technical specifications for digital examination

System requirements proctoring services:

Type	Recommended
Laptop	Windows 10 (the version must)be supported by Microsoft
Laptop screen	19 inch fixed HD monitor (1080p)
Internet Download Speed	1.5 Mbps
Internet Upload Speed	2,0 Mbps
RAM	2 GB
Ports	1935, 843, 80, 443, 61613, UDP/TCP
Browser	Latest version of Google Chrome or Microsoft Edge

Below there are some helpful links:

Visit [this page](#) to check the operating system.

Visit this [this page](#) to check the browser version.

At GMP+ International, we believe everybody, no matter who they are or where they live, should have access to safe food.

GMP+ International

Braillelaan 9

2289 CL Rijswijk

The Netherlands

t. +31 (0)70 – 307 41 20 (Office)

+31 (0)70 – 307 41 44 (Help Desk)

e. info@gmpplus.org

Disclaimer:

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