FAQ GMP+ Digital Examination

General information

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GMP+ Feed Certification scheme
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General information:

1. Where can I find more information regarding the examination process?
   For more information a dedicated area on gmpplus.org is available for you, where you can find the latest updates regarding the digital examination, the Exam Regulation 2020, FAQ documents, exam information, year planning for exams, an online exam test module and knowledge levels.

2. What does Remote Proctoring examination mean?
   Remote proctored exams are online exams that you can take while a remote proctor monitors your computer's desktop, webcam video and audio.

3. Is there a demo to know how the digital examination works and where can I find it?
   Yes there is a demo. You can find it via the link below. You can also check if your laptop meets requirements for the digital examination in the meantime.
   https://www.teletoets.nl/Portal/appmodules/examen/login.ctrl?organisatieid=485&productdefinitieid=6233&index=0&examennummer&taal=en-GB

4. Is the exam regulation in the Annex 5 of the GMP+ C10 also applicable for the new GMP+ digital examination?
   No, it is not applicable. Therefore GMP+ International has published a new Exam Regulation 2020 applicable to the new digital examination.

5. Is the exam General Part a mandatory exam?
   Yes, the exam General Part is a mandatory exam. It is important to pass in order to get acceptances for the other scopes, except the exam-inland waterway (GMP+ B4.3).

6. Is the exam Inland waterway a standalone exam?
   Yes, it is. Exam-Inland waterway is the only standalone exam, and applicants do not need to take the exam General Part. Nevertheless it is important to consider that some general requirements (established in the standard) are applicable for the exam-inland waterway.

7. If I do not pass the exam General Part, does this influence my existing acceptations?
   No, it does not. If you still have valid acceptations for scopes and you do not pass the exam General Part this has no influence on the existing acceptations.
Application Procedure:

8. If I decide to apply the examination, making use of the remote proctoring, what should I have to know?

The coordinator of the Certification Body (CB) applies the candidate for one of GMP+ set exam dates and scopes, according to personal preference (see the application form).

9. What are the differences between live remote proctoring and remote recorded proctoring?

a. **Live remote proctoring examination** is available within office hours 09.00 - 17.00 hours (CET/UTC +1).
   - The starting time you select is the mandatory starting time;
   - with chat function and full technical support;

b. **Recorded remote proctoring examination** is available only on the date you select (local date and local time from 00:00 to 23:59). For the applicable time zone you are participating click on the link in the application form.
   - with only chat function available.

10. How many exams can I take in one day?

It is advisable to take maximum 5 exams per day, including general part. This is because of the exam duration (Exam Regulation).

11. How does the application for the different type of exams work?

There will be different exams, the general part (valid for 6 years) and the technical scopes (valid for 3 years). Candidates are obligated to register for both the general part and the scopes if the general part has not been passed yet or is set to expire.

12. In which languages is the GMP+ Digital examination available?

The digital examination is available in six languages: English, Dutch, German, French, Polish and Spanish. It is not possible to request other languages.

13. Can I still receive an examination in two languages?

No, because this is a digital system the examination can only be offered in the language requested.

14. In which language can I answer to my exam(s)?

Answers to open questions must be written down in one of the six languages, otherwise the question involved will be declared invalid. GMP+ International will pass the translation fees of the answers to the involved Certification Body (Dutch, German and English excluded).

15. How do I know if I’m scheduled for the examination?

When you apply for digital examination on a location, 3 to 1 week(s) before the exam date you will receive an e-mail as confirmation of the registration.

When you apply for remote proctoring examination, you will receive an e-mail from the proctoring platform (exams@proctorexam.com) to do the system check.
Before and during the exam:

16. **What do I need to do in preparation to the exam on a location?**

You will take the exams on your own laptop. Therefore we strongly recommend you to check beforehand if your laptop meets the requirements, you can do this by opening the following link: https://www.teletoets.nl/Portal/appmodules/examen/login.ctrl?organisatieid=485&productdefinitieid=6233&index=0&examennummer=&taal=en-GB

17. **How can I check if the remote proctoring can be operated on my laptop before the exam?**

You will receive an e-mail from the proctoring platform (exams@proctorexam.com) to carry out the system check after successful registration. The system check must be done at least 48 hours (including weekends) prior to the exam date you select.

18. **If I come across technical issues during the remote proctoring exam, to whom I can ask for help?**

Please review the Proctoring Information before you start taking exams. The procedure and other general information regarding proctoring are mentioned in the document.

19. **Am I allowed to use books, paper during the examination?**

Yes, you are allowed to use your notes, books or other papers during the exams. Electronical devices, other than your laptop, are not allowed.

20. **Am I going to receive a confirmation that I finish my exam?**

Yes, immediately after you finish the exam, you will receive a confirmation by e-mail that you have completed the examination.

21. **When I am using the Exam platform to carry out the examination, can I visit other websites for consultation?**

Yes, you can do it; but be aware that in case you close the tab of the Exam platform you will be out of it and therefore you will not be able to re-enter into the exam anymore. This will be your own responsibility, therefore be aware that you always keep open the tab of the exam platform until the moment you finalize the exam.
Other information:

22. What will the validity be of past exams prior to January 2020?
The same, as stated in the Annex 5 of the GMP+ C10.

23. Some of the auditors have participated in the pilot, what did GMP+ International do with the feedback?
The feedback received has been used for:
- reducing the number of question per examination,
- extend the exam duration per examination,
- streamlined the GMP+ terminology,
- some information was processed and mainly included in the Exam Regulation 2020.

24. Can GMP+ International provide additional examination moments with physical proctoring (by an employee of GMP+ International)?
Yes, but the following conditions apply:
Criteria for physical proctoring on location on request of a Certification Body.
- minimum 15 persons,
- good IT conditions,
- location costs are for the involved CB’s costs, if applicable travelling costs,
- GMP+ International will determine if conditions are suitable. Applications must be sent at the latest December prior to the new year.

25. Which are the technical requirements for a digital exam?
Please always consult the Annex 1 (Technical conditions for digital examination) of the Exam regulation but in general:

(1) Must
- have a camera or USB camera for your digital exam.
- have good internet connection (suggested to use internet cable) during your exam to avoid lock of your exam.
- use the same laptop on which you carry out the system check on for your exam

(2) Must not
- use the extension of screen(s) during your exam.
- close the tab which contains your exam during your exam.

26. Who is responsible for a good internet connection/IT-conditions?
The Certification Body is responsible for good internet connections and IT conditions.

If you still have questions you can contact GMP+ International for more information, but it is responsibility of the Certification Body to make sure this FAQ document and the Exam regulation will be read by the auditor/applicant.