



GInI

Exam Guidebook



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Introduction

Welcome to the GInI Exam Center!

We are glad you have chosen to complete a **professional certification examination** with GInI.

All of GInI's certification exams are administered and proctored using the GInI Exam Center, a **customized Computer-Based Testing (CBT)** platform belonging to **Global Innovation Institute**.

This guide provides instructions on how to take a **GInI exam** using the GInI Exam Center with the Proctoring Option turned **on**.

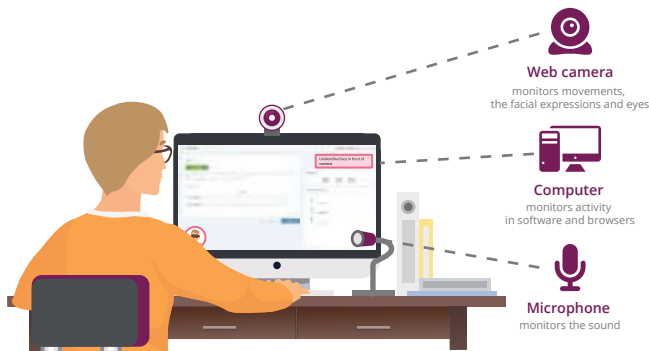
Please follow these instructions **carefully** in order to avoid your exam session being **invalidated**.



Requirements for Completing a GInI Exam

In order to successfully complete a **GInI certification exam** within the **GInI Exam Center**, you will need to have the following items in place in your **test-taking environment**:

- A properly functioning **computer** – either a desktop or laptop model.
- A fast and stable **internet connection**.
- A standard **web browser** – either Chrome or Firefox.
- The **supervisor extension** enabled in your web browser.
- A functioning **web camera** facing you the examinee – either stand alone or integral to the computer.
- A functioning **microphone** facing you the examinee – either stand alone, integral to the computer, or as part of headphone set.
- A government-issued **photo ID** clearly showing a recent photo of you the examinee.



- **Web Camera** - monitors overall, facial, and eye movements.
- **Microphone** - monitors the sound in the environment.
- **Computer** - monitors activity in the browser and other software.



Automated Exam Proctoring

The GINI Exam Center utilizes a fully-automated **proctoring function**. This allows GINI to administer its globally-recognized, evidence-based certification program with full confidence of **examinee integrity**.

The Center's proctoring function allows recognition and tracking of the following examinee and environmental **events**:

- The **presence** of a **single individual's face** in the environment.
- The **absence** of a **single individual's face** in the environment.
- The **presence** of **multiple** or **unauthorized faces** in the environment.
- The **presence** of **noise** or a **conversation** in the background of the environment.
- The change of the examinee's **focus** from the **primary window** to a **different window**.
- The **presence** of any **abnormal activity** on the computer screen.
- The **presence** of an additional, secondary **computer display**.
- The **state** of a browser window not being **maximized**.
- The **opening** of a **restricted web page** within a web browser.
- The **presence** of any unrecognized **typing patterns** on the computer.
- The **muting** of the **microphone**.



Accessing the GInI Exam Center

To access the GInI Exam Center, please complete the following steps at the Center's sign-on screen, found at exam.gini.org:

1. Enter your GInI-issued **username**.
2. Enter your GInI-issued **password**.
3. Click on the **SIGN IN** button to enter the **GInI Exam Center**.

GLOBAL INNOVATION INSTITUTE

Username 1

Password 2

SIGN IN 3

[Forgot Password?](#)

REGISTER



Taking the Exam

To access and complete your GInI certification exam, please follow each of the steps below.

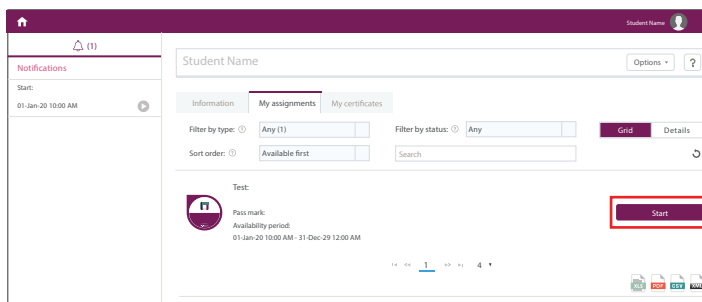
PLEASE NOTE - Once you begin your exam session, and throughout your entire session:

- Do not click on your web browser's Back button!
- Do not refresh your web browser!
- Do not click on the FINISH button until you are completely sure you have finished everything!
- Do not log out of the **proctoring system**!

Doing any of the above actions will prematurely **terminate** your exam session.

Starting the Exam:

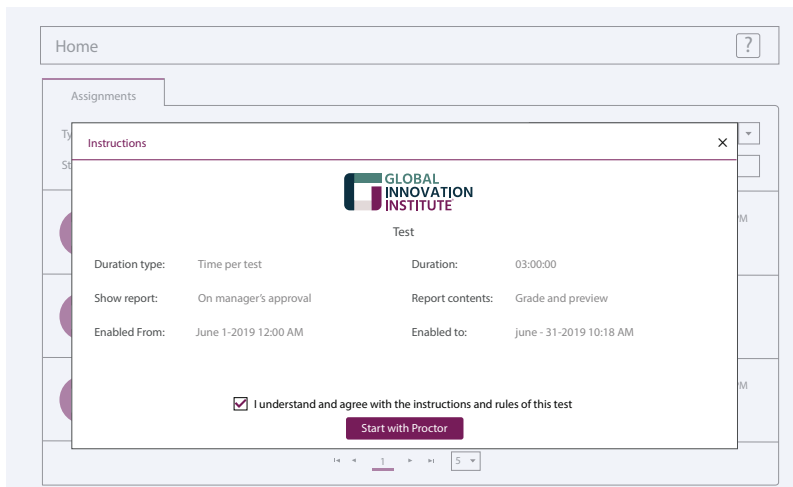
1. **Log in** to the GInI Exam Center (see “Accessing the GInI Exam Center” above).
2. Navigate to the “**My assignments**” tab near the center of the page.
3. Next to the assigned exam, click on the “**Start**” button.





Taking the Exam

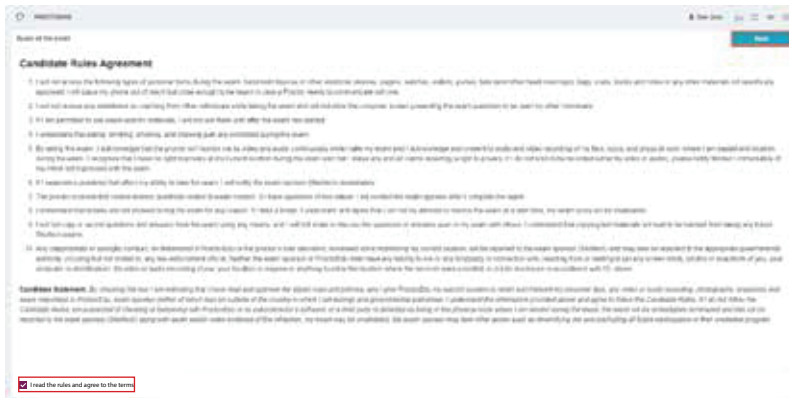
4. You will next be presented with an **instructional pop-up screen**.
On this screen, click on the **box** near the bottom that states “I understand and agree” and ensure its checkmark appears.
5. Next click on the **“Start with Proctor” button**.



6. Accept the **Candidate Rules Agreement** in Proctoring Mode and click on the **“Next” button**.



Taking the Exam



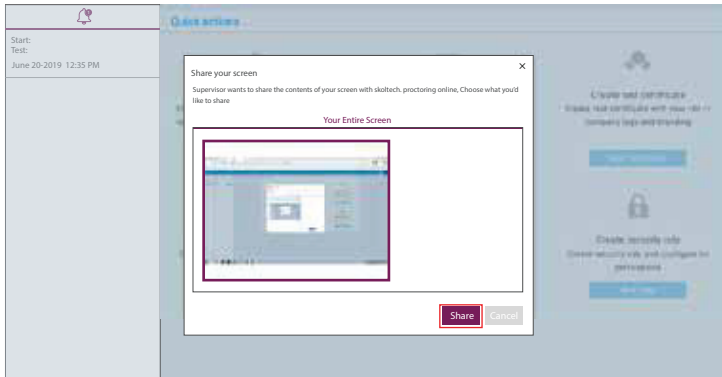
7. When requested, allow **access** by the **web camera** and the **microphone**.
8. You will then see an **“Equipment check”** pop-up window show on your screen. Here, wait for the **computer** and **proctoring systems** to be **set up** properly. You will see the following happening:
 - Browser compatibility and browser extension checks.
 - Web camera and microphone checks.
 - Network connectivity check.
9. When prompted, take a **photo of yourself** and your government-issued **photo ID** using the interface. Then **proceed**.
10. When prompted for **permission to share your (entire) screen**, click on the

“Share” button.

(Note that if you cancel screen-sharing at any time, you will interrupt the proctoring process, which will cause issues for your exam session if proctoring is considered mandatory.)



Taking the Exam



11. Start the exam.

At this point your **exam** will **begin** and your exam-completion timer will begin counting down from the total allotted time for your exam.

(Note that you can choose to hide the screen-sharing notification, but do not click “Stop” on screen-sharing, as doing so will interrupt the proctoring process, which will cause issues for your exam session if proctoring is considered mandatory).

12. Note the specific **Proctoring options** – there are several options which the Proctoring Mode enables for your benefit, and which you may choose from if and when needed.

These are:

- **Calculator Icon** – You may click this button to be presented with a scientific calculator that you may use during the exam. This is the only calculator you are allowed to use during the exam, unless stated otherwise in instructions you have been given.



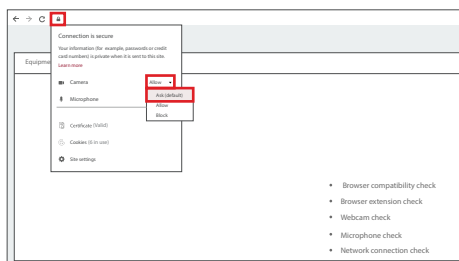
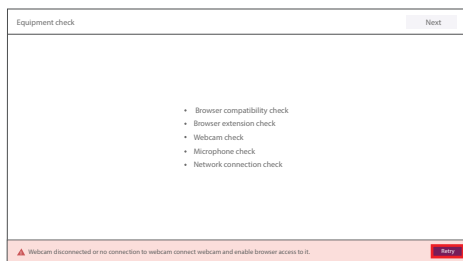
Taking the Exam

- **Chat Icon** – You may click this button should you need to chat with the proctor during the exam concerning general questions you have. Also, should the proctor need to contact you, you will receive a notification indicating so.
- **Camera Icon** – You may click this button to initiate a video call with the proctor. Only use this button if and when the proctor directs you to do so

Issues with Camera or Microphone Access:

In the event your exam proctor is having difficulty **detecting** or **accessing** your **web camera** or your **microphone**, click on the **“Retry”** button in the lower right-hand corner of the **Equipment check** pop-up box.

If you have done this and you are **still** having issues with either your web camera or microphone, change the device’s **permissions** to **“Ask (default)”** and then **reload** the page when prompted. Once asked, **grant permission**.





Taking the Exam

Completing the Exam:

To complete your exam, you are to answer **each question** by selecting the answer you believe to be the **correct** one. A **check mark** will appear next to the answer you have selected. You may select **only one answer** for each question.

Throughout the exam, **there are three primary navigational buttons** you are allowed to access and use. These are:

- **Previous question** – navigates you back to the preceding question.
- **Next question** – navigates you forward to the next question.

(it does this regardless of whether or not you have answered the current question).

- **Finish test** – terminates your current exam session and tallies your score to determine whether or not you have passed the exam based on the exam's set passing score.

As you answer questions, they are reflected in the **running list** on the **right hand side** of your screen.

Questions shown in this list with a **blue marker** have been **answered**; those shown with a **grey marker** remain **unanswered**.

This allows you to see **which** of the questions you have thus far **answered** and **not answered**. It also allows you to navigate **directly back** to any question by clicking on the question in this list.



Taking the Exam

You may also **mark** a question so that you can **return to it** later on (often done for questions in which the examinee is unsure and wishes to reserve additional time at the end of the exam to consider further).

As you do this, the screen will maintain a **second tab** on the right hand side of your screen showing **this list of marked questions**. This allows you to easily navigate back to any question in this set of questions.

Question: 6 of 120 points:1 Penalty:0 Difficulty: Medium Type: Single choice Question pool:

Question:

Answers:

1. Answer.

2. Answer.

3. Answer.

4. Answer.

Previous question

Next question

Remaining time for entire test

01 58 33

Finish test

All questions (120) Review list (0)

Answered questions 4/120

#1 Question 1

#2 Question 1

#3 Question 1

#4 Question 1

Question: 115 of 120 points:1 Penalty:0 Difficulty: Medium Type: Single choice Question pool:

Question:

Answers:

1. Answer.

2. Answer.

3. Answer.

4. Answer.

Previous question

Next question

Remaining time for entire test

01 52 17

Finish test

All questions (120) Review list (4)

Marked for review

8. Question 8

53. Question 53

78. Question 78

115. Question 115



Taking the Exam

Finishing the Exam:

When you are **finished** taking the exam, you are to click on the “**Finish test**” button.

- If there are any questions which you **did not answer**, the system will first notify you of this and ask you if you would like to **return to these questions** in order to answer them prior to terminating the exam.
- If there are any questions in the **specially marked list** of questions (second tab), the system will **notify** you of this and ask if you would like to **return to these questions** in order to study them further **prior to terminating the exam**.

If a) there are **no unanswered or specially marked** questions, or b) you opt to **not return** to either of these sets of questions, the exam will **terminate** and momentarily will present you with your **final exam score** and **pass / fail result**.



Logging Out of the GINI Exam Center

Once you have **terminated** your exam, you will be taken to your personal **profile page** showing the “**Information**” tab (first tab) as active.

From this point you may **log out** of the GINI Exam Center by selecting “**Sign out**” in the drop-down menu beneath your image in the **upper right-hand corner** of your screen, as shown in the image below.

This will take you back to the Exam Center’s **log-in screen**.

The screenshot displays the GINI Exam Center profile page. At the top, there is a search bar containing "Student student 1". To the right, the user's name "Student1 student 1" is shown next to a profile picture and a dropdown menu. Below the search bar, there are three tabs: "Information", "Assignments", and "Theme". The "Information" tab is active. On the left side of the "Information" tab, there is a "Profile picture" section with a large light blue box, an "Upload" button, a "Remove" button, and an "Add attachment" button. On the right side, there are two main sections: "Application credentials" and "Personal information". The "Application credentials" section includes fields for Username (student 1), Email (Student@example1.com), First name (Student 1), Last name (Student 1), Role (Student), and User status (Active). The "Personal information" section includes fields for Date of birth, Gender (Male), Phone number, and Address. In the top right corner, there is a "Contact" link and a "Sign out" button, which is highlighted with a red box.



Exam Environment Requirements

The following **guidelines** explain how the examinee is to arrange and set up their **physical environment** in order to be able to complete the GInI certification exam most **effectively**, as well as to help ensure they are in **compliance** with GInI's examination **rules and procedures**.

1. The exam is to take place in a **private, secure, quiet, and well-lit** room.
2. The examinee is to sit at a **solid desk or table**, not on a soft surface such as a bed or sofa.
3. The lighting in the room must be of **daylight quality** and if possible projected from **overhead**. If overhead lighting is not possible, then the lighting source must not project from behind the examinee.



GInI Examination Rules and Procedures

The following are the **rules and procedures** that GInI has established governing both how examinees are to **use** the **GInI Exam Center** and how they are to **take** a **GInI certification exam**.

Every GInI examinee is expected to fully **comply** with **each** of these rules. Any **violation** of these rules and procedures will result in the dismissal of the exam and, in certain cases, can proceed to **legal action** being taken.

In the **GInI Exam Center**, there can only be one examinee associated with **each unique email address**.

No email address may have more than one examinee associated with it.

During the **examination session**:

1. The examinee is to be the **only person present** in the room. There are to be no other persons present.
2. The examinee may not **leave the room** at any time during the session.
3. The examinee may have **no communications** with other parties during the session. There is therefore to be **no verbal communication** taking place during this time.
4. There is to be **nothing** on the examinee's **desktop or tabletop** except for the computer being used and possibly an external camera if an integrated camera is not being used.
In particular, there are to be **no books, notebooks, papers, or other materials** present on the desktop or tabletop, unless otherwise specifically permitted by written exceptions for the exam being taken.
5. There are to be **no books, notebooks, papers, or other materials** present on any other **work or environmental surface** that is visible to the examinee.
6. There is to be **no writing** visible on either the desk / table or the surrounding walls of the environment.



GInI Examination Rules and Procedures

7. There is to be **nothing** covering the lens of the camera at any time during the session.
8. There are to be **no other computers** running in the room during the session. Other computers present in the room must be **shut down completely**.
9. There is to be **no music playing** in the room during the session, whether on the examinee's computer or any other system.
10. There are no **scheduled** breaks during the exam, though the examinee is free to take breaks as they feel they need.
11. Once the examination **begins**, the examinee will be **unable** to **pause** the **exam timer**.
 - a. The exam timer will continue counting down even if their computer were to shut down or power off.
 - b. The examinee should ensure, therefore, that they will be able to remain undisturbed throughout the entirety of the exam session.
 - c. If their network connection is lost for some reason, they can resume the exam where they left off once the connection is restored, but they should be aware that the exam timer will not pause during this time.
12. Examinees are **not allowed** to use **any of the following** unless otherwise instructed by their instructor or proctor:
 - a. MS **Word** or similar software.
 - b. MS **Excel** or similar software.
 - c. MS **PowerPoint** or similar software.
 - d. Adobe **Acrobat** or similar software.
 - e. **Other websites**.
 - f. **Textbook** (either online / computer or hardcopy).
 - g. **Notes** (either online / computer or hardcopy).
 - h. **Calculator** (either online / computer or handheld).



GInI Examination Rules and Procedures

13. In the event the examinee attempts **other activities** on their computer, or opens a new tab on their web browser, their exam will be **locked for several seconds**.
14. Examinees are able to navigate **back and forth** between questions in order to go **back to previous** questions for further review.
15. For each question, there is only **one correct answer** out of the **four answers** provided.
16. Once the exam has been **completed**, both the GInI Exam Center **Administrators** and the **Instructor** (if there was one) can review the exam's recording to further inspect any **suspicious activities** noted by the Proctor.
17. Once the examinee has successfully **passed** their exam (including any post exam reviews conducted by the GInI Exam Center Administrators and the Instructor), the examinee will receive **notification** of their **digital certificate** within **five (5) business days**.
18. In the event an examinee **fails** an exam on their **first attempt**, they may **retake** that exam **one additional time** at **half** the regular exam registration price. If they fail it on or after their second attempt, they must pay the full exam registration price to attempt it again.



Examinee Integrity & Violation Consequences

Cheating on a GInI certification examination in any way whatsoever contradicts both **academic integrity standards** and **GInI's ethical standards**.

Any examinee found to have **cheated** on a **GInI certification exam** will either be **denied** certification (if not yet issued), or have their certification **revoked** (if already issued), in both cases **without** refund of the exam enrollment fee, and will be further **barred from eligibility** for any GInI certifications in the future.

Any **reprieve** to this policy must be granted on a case-by-case basis by the **GInI Certification Department**.



Tel: +1 877 276 7701 | Email: gini@gini.org | Web: www.gini.org