ONLINE EXAMINATION PROCESS
RECOGNISED EDUCATION PROVIDER

	Description of the work	Timeline	Responsible person
Exam Order	**Step 01** Share the exam order to keep the online link ready - Training title - Organisation Name - Trainer Name - Candidates name with e-mail id PS: - Inform the participants about the online examination either on one to one basis or through "welcome" email - Ensure the Email id is correctly shared	At least before 4 working days from the date of exam.	REP to Certification team
	Step 02 - Prepare the exam link as per the details received along with the e-mail template.	before 3 working days from the date of exam	Certification Team
Online Link **Execution of exam**	**Step 03** Candidates will get the examination link at least before 8 hours from the time of exam. - If the ordering date of the exam is having holiday, then the examination link will be sent to the candidates on the next working day - If the exam is scheduled on Saturday or Sunday or holidays, then in case of technical assistance please contact any of the certification team member over call or drop mail. Delays in response is quite possible. - If exam is stopped in between due to any of the reasons the exam will start from beginning and complete duration of exam will be given. - Instructions about the internet connectivity and exam instructions will be provided along with the examination link.	Date of exam	Certification Team

No attendance	**Step 04** If Candidate has skipped the exam, then please request the rescheduling of the exam at no cost.	Within 2 days from the date of exam	Candidates / REP
Result declaration	**Step 05** Results will be declared ON THE SPOT to the candidates after submission of the examination for the multiple-choice questions	Same day of examination	Through system to Candidate
	Step 06 Compilation of the results batch wise and sharing result summary.	3 days from the date of exam	Certification team to REP
Re sit in exam	**Step 07** If a Candidate does not pass the exam in the first (1st) attempt, the candidate can appear for ONLY second (2nd) attempt at no additional cost. From third attempt the fees are applicable	Within 2 months from first date of exam	REP should inform to certification team
Certificate request & Printing	**Step 08** - Certificates will be printed as per the names received in exam order form. - Certificates will be delivered subject to the release of the payment. - If soft copy of certificates is required than exam fees will be reduced by 250 INR - Soft copy of certificate will be sent to REP only for further distribution.		REP and certification team

South Asia

Annexure 01

Available online examination

1. Internal auditing for Quality Management System Based on ISO 9001:2015
2. Internal auditing for Environment Management System based on ISO 14001:2015
3. Internal auditing for OHSMS based on ISO 45001:2018
4. Internal auditing for IMS based on ISO 9001:2015 & ISO 14001:2015
5. Internal auditing for EHS based on ISO 14001:2015 & ISO 45001:2018
6. Internal auditing for IMS based on ISO 9001:2015, ISO 14001:2015 & ISO 45001:2018
7. Lean Six Sigma Green Belt
8. Lean Six Sigma Yellow Belt
9. Lean Six Sigma Black Belt
10. Six Sigma Green Belt
11. Six Sigma Yellow Belt
12. Internal auditing for ISMS 27001:2013
13. Internal auditing for IT SMS 20000-1:2018
14. Internal auditing for ISO 13485:2016
15. Internal auditing for ISO 17025:2017
16. BCMS Foundation Certification based on ISO 22301
17. Food Safety System Certification based on FSSC 22000
18. Lead Implementer for ISMS 27001:2013
19. Lead Implementer for IT SMS 20000-1:2018
20. Risk Professional based on ISO 31000; ISO 27001 and ISO 22301