



2. EXAM ADMINISTRATION

The GPRO exam consists of all multiple-choice questions testing cumulative knowledge of the course material. To prepare, students should read respective course texts, which will be distributed on the first day of class and review the “Test Yourself” questions at the end of each chapter. Certain courses also come with online practice exams. Confirm course resources, which can be found on the Instructor Portal, with your Certified GPRO Instructor.

To take the exam, students must attend **all** course sessions, as confirmed by **sign-in sheets from each session**. Testing will occur through written exams. Exams are administered by Certified GPRO Proctors who are individuals not affiliated with the Delivery Partner’s instructor pool. See further Proctor Administration details on the Partner Portal.

2.1 EXAM CAPACITY

The maximum number of students allowed in an exam session is 30. There is no minimum number of students required. It is recommended to offer at least one additional exam session for re-takes or in the event that a student cannot attend the first exam due to illness or emergency.

2.2 EXAM RETAKES

If a student fails the first exam, he/she will be permitted to sign up for another available exam session but must pay an additional exam fee as listed in the Delivery Partner Agreement. If the student fails again, he/she must re-take the course prior to signing up for a third exam.