



## **Examination Regulations & Instructions**

# **Institute of Sustainability and Carbon Footprint LLC** *(Applicable to All Certification Schemes)* **Aligned with ISO/IEC 17024**

### **1. Purpose of the Examination**

The purpose of all certification examinations conducted by the Institute of Sustainability and Carbon Footprint LLC (ISCF) is to assess candidates' competence, professional knowledge, applied skills, and ethical judgment in the relevant certification scheme.

All examinations are designed and administered in accordance with the requirements of **ISO/IEC 17024** and international best practices in personnel certification.

These regulations apply to **all certification schemes** offered by ISCF, including but not limited to:

- Greenhouse Gas Verifier and Lead Verifier
- Greenhouse Gas Consultant and Lead Consultant
- ESG and Climate Assurance Professionals
- Sustainability, Carbon Footprint, Climate, Energy, and Environmental Professionals

### **2. Scope of Application**

These Examination Regulations apply to:

- All written examinations
- All case study assessments
- All oral or practical evaluations (where applicable)
- All certification schemes, levels, and professional titles issued by ISCF

Compliance with these regulations is mandatory for all candidates.

### **3. General Eligibility Requirements**

Candidates must meet the eligibility requirements defined for each certification scheme, which



may include:

- Minimum educational qualifications
- Relevant professional experience
- Completion of required training programs
- Submission of supporting documents
- Acceptance of the Code of Ethics and Certification Agreement

Final eligibility approval is granted by the ISCF Certification Committee.

#### **4. Examination Structure (Unified Framework)**

All ISCF certification examinations follow a unified assessment framework:

| <b>Level</b>   | <b>Assessment Components</b>                                    |
|----------------|---|
| Non-Lead Level | • Written Examination (40 questions)                            |
| Lead Level     | • Written Examination (30 questions)<br>• Case Study Assessment |

Optional components (where applicable):

- Oral interview
- Practical simulation
- Portfolio review

#### **5. Examination Format and Duration**

| <b>Level</b>   | <b>Exam Components</b>    | <b>Number of Questions</b> | <b>Duration</b> |
|----------------|---------------------------|----------------------------|-----------------|
| Non-Lead Level | Written Exam              | 40                         | 2 hours         |
| Lead Level     | Written Exam + Case Study | 30 + Case Study            | 3 hours         |

#### **6. Types of Questions**

The written examinations may include:

- Single-answer multiple-choice questions
- Multiple-answer multiple-choice questions
- Scenario-based questions
- Short analytical questions

Case study assessments (for Lead levels) may include:

- Real or simulated professional scenarios



- Technical analysis tasks
- Decision-making and justification
- Risk assessment and compliance evaluation

## 7. Language of the Examination

All ISCF examinations and assessment materials are delivered in **English**. Additional languages may be introduced in future phases subject to formal approval.

## 8. Examination Delivery Modes

The Institute of Sustainability and Carbon Footprint LLC (ISCF) delivers all certification examinations through secure and controlled delivery modes in accordance with ISO/IEC 17024.

Examinations may be conducted using one or more of the following delivery modes:

- **On-site Proctored Examination Centers**  
Physical examinations conducted at ISCF-approved or accredited examination centers under the supervision of an in-person proctor.
- **Online Remote Proctoring Systems**  
Examinations delivered through a secure digital platform with live remote proctoring, real-time monitoring, and identity verification using camera-based supervision.
- **Accredited Training and Examination Partners**  
Examinations hosted at approved partner institutions and training providers under the supervision of certified local proctors.
- **Secure Digital Examination Platforms**  
Institution-managed online examination systems with automated and live monitoring controls to ensure examination integrity.

All delivery modes are considered equivalent in terms of validity, security, and certification outcomes.

### 8.1 Examination Delivery Modes (Detailed Table)

| Mode                    | Description   | Supervision         | Identity Verification                      |
|-------------------------|---|---------------------|--|
| On-site Proctored       | Physical examination at ISCF-approved or accredited centers | In-person proctor   | Government-issued photo ID                 |
| Online Remote Proctored | Examination delivered via a secure digital platform         | Live remote proctor | Camera verification + Government-issued ID |



|                            |  |                             |                                    |
|----------------------------|--|-----------------------------|------------------------------------|
| Accredited Partner Centers | Examinations hosted at approved partner institutions | Certified local proctor     | Government-issued photo ID         |
| Secure Digital Platform    | Institution-managed online examination system        | Automated + live monitoring | Multi-factor identity verification |

## 8.2 Official Statement on Examination Validity

Examinations conducted by the Institute of Sustainability and Carbon Footprint LLC (ISCF) may be delivered either on-site or online using remote proctoring systems.

Both delivery modes are considered fully equivalent in terms of:

- Examination validity
- Security and confidentiality
- Identity verification
- Assessment integrity
- Certification decisions

No distinction is made between on-site and online examination results for certification purposes.

## 8.3 Technical and Environmental Requirements for Online Examinations

Candidates who choose to take an online remote-proctored examination must ensure that they meet the following minimum technical and environmental requirements:

- A reliable computer or laptop with a stable internet connection
- A functioning webcam and microphone
- A quiet, private, and well-lit examination environment
- No unauthorized materials or devices present in the examination area
- Compliance with all proctoring instructions during the examination session

Failure to meet these requirements may result in exam termination or invalidation.

## 9. Candidate Identification Requirements

Candidates must present:

- One valid government-issued photo identification (passport or national ID)
- One secondary identification (signature or photo)

The name used for registration must match exactly the name on the presented identification



documents.

## 10. Before the Examination

Candidates must:

- Arrive at least **30 minutes** before the scheduled examination time
- Complete identity verification and registration procedures
- Store all personal belongings in designated secure areas
- Read and accept the Examination Rules and Code of Conduct

## 11. During the Examination

The following rules apply to all ISCF examinations:

- No study materials, electronic devices, or unauthorized aids are permitted
- No communication with other candidates
- No breaks are allowed during the examination (except medical emergencies)
- Candidates must remain under continuous supervision
- The proctor may pause or terminate the examination if rules are violated

## 12. Examination Conduct and Misconduct

Misconduct includes, but is not limited to:

- Cheating or attempting to cheat
- Copying, photographing, or recording exam content
- Sharing exam questions or answers
- Impersonation
- Disruptive behavior
- Failure to follow proctor instructions

Sanctions may include:

- Termination of the examination
- Invalidation of results
- Temporary or permanent disqualification from certification
- Notification to employers or relevant authorities

## 13. Passing Criteria

| Level | Passing Requirement |
|-------|---------------------|
|-------|---------------------|



|                |  |
|----------------|--|
| Non-Lead Level | Minimum score: <b>70%</b>  |
| Lead Level     | <ul style="list-style-type: none"><li>• Minimum score: <b>70%</b> in written exam</li><li>• Satisfactory performance in the case study</li></ul> |

Partial passes are not recognized.

## 14. Results and Notification

- Results are communicated within **10–15 business days**
- Successful candidates receive a digital certificate and credential title
- Unsuccessful candidates receive performance feedback

## 15. Retake Policy

| Condition        | Policy                              |
|------------------|-------------------------------------|
| Failed Exam      | Retake allowed after <b>60 days</b> |
| Maximum Attempts | <b>3 attempts per scheme</b>        |
| Retake Fee       | Applicable                          |

## 16. Appeals and Complaints

Candidates may submit an appeal within **14 days** of receiving examination results.

Appeals must include:

- Candidate name and registration number
- Certification scheme name
- Examination date
- Reason for appeal

All appeals are reviewed by the ISCF Certification Committee.  
The Committee's decision is final.

## 17. Confidentiality and Data Protection

- All candidate data is treated as confidential
- Examination materials are the exclusive property of ISCF
- Candidates are prohibited from reproducing or distributing exam content





**INSTITUTE OF SUSTAINABILITY  
AND CARBON FOOTPRINT LLC**

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**Commercial Registration No. 268043  
Tax Card 775-010 - 367**

## 18. Code of Ethics

All candidates and certified professionals must:

- Act with integrity, objectivity, and professional competence
- Avoid conflicts of interest
- Maintain confidentiality
- Comply with applicable laws and standards

Violation of the Code of Ethics may result in suspension or withdrawal of certification.

## 19. Use of Credential

Certified individuals may use the designated credential title only while their certification is valid.

Misuse of the credential may result in disciplinary action.

## 20. Certification Body Contact

**Institute of Sustainability and Carbon Footprint LLC**

Certification Department

Email: [ambassador@iscf.info](mailto:ambassador@iscf.info) Website: [www.ghgauditor.com](http://www.ghgauditor.com)

**.Signature**

**Chief Executive Officer**

**Dr. Mostafa Elsayed Sherbiny**



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