

## Fulfilling ASI's requirements to become an ASI Accredited Auditor

ASI has three requirements that must be fulfilled for auditors to be granted ASI Accreditation: 1) an approved application to become an auditor, 2) completion of either the online modules or an in-person training session, and 3) achievement of a passing mark on the ASI auditors exam.

### 1. Application

Auditors must apply and be approved by ASI to become accredited. ASI accredits both the Certification Assessment Body as well as the individual auditors (i.e. ASI must approve both the organization and each individual). The ASI website provides a description of the application process and the application form: <https://aluminium-stewardship.org/asi-standards/auditors-and-specialists/>.

**Auditors may apply to ASI before or after undergoing the training and completing the exam. However, an auditor may not conduct audits until all three steps outlined in this document are successfully completed.**

Any questions related to the application process or the status of an application should be directed to [Cameron Jones, ASI Director of Assurance](#).

### 2. Learning

There are two pathways to completing the ASI learning modules: 1) in-person at an ASI Auditor Training event or 2) online via ASI's [educationAI](#) online learning portal for auditors. Information regarding both pathways can be accessed at the ASI website here: <https://aluminium-stewardship.org/educational-asi-learning-centre/>. Please note that educationAI must be accessed by registering an account with a valid email and that the website does not recognize 'qq' email addresses.

**All mandatory training modules must be completed before an auditor is permitted to take the exam.**

Any questions related to auditors training should be directed to [Camille Le Dornat, ASI Learning Manager](#).

### 3. Exam

Material in the exam will cover the topics, policies and procedures covered in the mandatory ASI webinars, as well as material in the ASI Assurance Manual, the Performance Standard, the Chain of Custody Standard and the Claims Guide.

The ASI Auditors Exam is hosted by ProctorU, a live online proctoring service that allows you to take your exam from your office or home. ProctorU is available 24 hours a day/ 7 days a

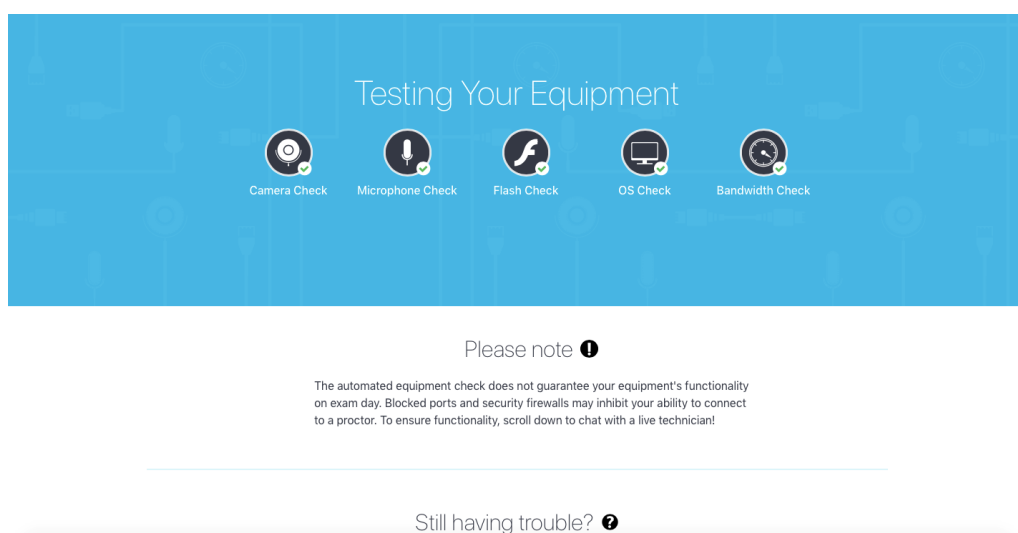
week from anywhere in the world. However, you will need to schedule your proctoring session at least 72 hours in advance to avoid any on-demand scheduling fees (\$12US). The current fee for each exam attempt is \$32US. You are permitted three attempts at the exam **with a waiting period of 24 hours between attempts.**

In order to use ProctorU, you will need a high-speed internet connection, a webcam (internal or external), a Windows or Apple Operating System, and a government issued photo identification that matches the name of your ProctorU account and the name you will use on your exam. If you have more than one name (for instance a second, English name) ensure that the identification matches the name you are using for this process.

In order to take the exam, you will need to implement the following steps:

1. You will first need to create a ProctorU account. Start the process by clicking [here](#). after you create the ProctorU account, that you will receive an *Account confirmation* email from [help@proctoru.com](mailto:help@proctoru.com) which will contain a link for you to click on to verify your ProctorU account. Once you have clicked on this verification link you will receive a *Verified confirmation* email with confirmation that your account has been verified.
2. Download the ProctorU extension available at <http://bit.ly/proctoruchrome> or <https://www.proctoru.com/firefox> (they recommend you use either Chrome or Firefox as your browser as they tend to be more reliable in creating a stable connection).
3. ProctorU highly recommends that you visit <https://test-it-out.proctoru.com/> before your proctoring session to test your equipment and system. Your checks cannot commence until you have downloaded the app. There are two steps.

Firstly, you complete an equipment check.



Secondly, there is a system check with a live technician.

Live technician 

Fill out the form below to connect to a Help Desk Technician

3:47 PM Connecting...

3:47 PM Connected. A support representative will be with you shortly.



Waiting for technician...  
Estimate: 1 minute or less

You should **complete both parts** prior to your first exam appointment.

4. At your scheduled exam time, ProctorU will support you with any technical difficulties the best they can. However, should they be unable to administer the exam due to technical difficulties you will be required to reschedule at your cost.
5. Additionally, please visit and review the test-taker resource center [here](#).
6. Schedule your exam time directly with ProctorU through your account.

At the time of your exam you should expect the startup process with the proctor to take about 10-15 minutes. This time will not affect your exam time. You will be given 90 minutes to complete the auditors exam, during which you will have to answer a series of multiple choice and short answer style questions. The questions are organized five per page over four pages, and you are able to go back and forth between pages as you wish. You will have the option to flag questions that you can review later, and you will be reminded of any flagged questions on the final page of your exam.

⇒ *It is very important that you don't close your browser or the connection with the Proctor or else you will lose the opportunity to complete the exam and/or review your results.*

Once you have completed your exam you will immediately see the exam outcome. You will have at least an additional 30 minutes to review your exam results and to see which questions were marked incorrectly for your own personal learning.

A mark of 75% is required to pass the exam and all exam results are immediately emailed to ASI. If you have passed the exam, you will be emailed a copy of your certificate, usually within 2-3 business days of completion.

#### **Exam rules:**

1. During the exam you are allowed:
  - to view any written materials;
  - to view any digital materials (within Adobe pdf);
  - and additionally may use <https://www.deepl.com/translator> or <https://www.bing.com/translator> or <https://fanyi.baidu.com> for translation help if needed (if you wish to use an alternate translation service this must be approved prior to your exam).

To prevent copying of the exam materials, you are not allowed:

- pen and note paper;
  - to open any other editing programs (word or excel);
  - or to copy the exam questions in any way.
2. You are not allowed to leave the exam space. Please note that no bathroom breaks during the exam are permitted.
  3. You must stay in view of the camera and must not block the camera view in any way.
  4. You must not have contact with any other individual while writing the exam. This includes both in person contact (i.e. someone else entering the exam room) or digital contact (i.e. through on-line chatting or messaging).
  5. You must allow ProctorU to disconnect from the exam site prior to disconnecting from the Proctor.
  6. You may not attempt to re-take the exam within the 24-hour stand-down period.

**VIOLATION OF ANY OF THE EXAM RULES, OR ANY COMPONENT OF THESE INSTRUCTIONS, WILL MINIMALLY RESULT IN EXAM RESULTS BEING VOIDED. THE TEST TAKER WILL NEED TO WAIT A MINIMUM PERIOD OF ONE MONTH BEFORE BEING ABLE TO RETAKE THE EXAM.**

Please feel free to direct any questions regarding ProctorU to the student support team via the live chat within your account. Any questions about the exam process itself can be directed to [Camille Le Dornat, ASI Learning Manager](#).

Once you have passed the ASI exam and your application has been approved by ASI, you may conduct ASI audits. Congratulations!

**Revision history**

Version 1.3 – adopted 22 January 2020