Fulfilling ASI's requirements to become an ASI Registered Specialist

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

1. Application

Technical experts must apply and be approved by ASI to become accredited. The ASI website provides a description of the application process and the application form: https://aluminium-stewardship.org/asi-standards/auditors-and-specialists/.

> **Technical experts may apply to ASI before or after undergoing the training and completing the exam.**

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 a scheduled session or 2) online via ASI's educationAl online learning portal for registered specialists. Information regarding both pathways can be accessed at the ASI website here: https://aluminium-stewardship.org/educational-asi-learning-centre/. Please note that educationAl must be accessed by registering an account with a valid email and that the platform does not recognize 'qq' email addresses.

> **All mandatory training modules (including exercises, assignments) must be completed fairly and individually before a Registered Specialist is permitted to take the exam.**

Any questions related to 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 training modules, as well as material in the ASI Assurance Manual, the Performance Standard, the Chain of Custody Standard and the Claims Guide.

The ASI Registered Specialist Exam is free of charge and is hosted on Brillium, an assessment platform that allows you to take your exam from your office or home. The platform is available 24 hours a day/ 7 days a week from anywhere in the world and you will need a reliable internet connection in order to use it. If you are experiencing issues due to your

internet connection and are thus not able to fully complete your exam, please contact Camille Le Dornat, ASI Learning Manager.

You are initially permitted three attempts at the exam **with a waiting period of 24 hours between attempts**.

If you fail to achieve the passing mark within the allotted three attempts and still want to become an ASI Registered Specialist, please contact Camille Le Dornat, ASI Learning Manager.

You will be given 90 minutes to complete the Registered Specialist 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 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 access:
1. The exam is accessible in English and in French.
   - You can access the English version by clicking on this link: https://asi.onlinetests.app/assess.aspx?aid=REGISTEREDSPECIALIST&key=bril.ASI-2019.lium
   - You can access the French version by clicking on this link: https://asi.onlinetests.app/assess.aspx?aid=FR-REGISTEREDSPECIALIST&key=1ufTyJ4L8S4clMYk
2. Fill in your first name, last name, email address and click on 'Login' to start the timed assessment.

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 <u>not allowed</u>:
- pen and note paper;
- to open any other editing programs (word or excel);

or to copy the exam questions in any way.

2. You must not have contact with any other individual while writing the exam. This includes both in person contact or digital contact (i.e. through on-line chatting or messaging).

3. 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 about the exam process to Camille Le Dornat, ASI Learning Manager.

Once you have passed the ASI exam, and your application has been approved by ASI, you will be added to the ASI website as an ASI Registered Specialist. Congratulations!