



Certificate in ESG Investing Exam Admission and Appointment Policy

For candidates testing in person, social distancing protocols are implemented at every test center. View the general [COVID exam day procedures](#), which may vary slightly due to local requirements. All candidates must follow these instructions or you will not be admitted into the testing room.

You are responsible for scheduling your exam appointment within 12 months of registering for the exam. Appointments are first-come, first-served and for candidates testing in person, appointment availability will vary by test center. If you fail to schedule your appointment or fail to sit for the exam, your exam fees are non-refundable, non-deferrable, and non-transferable.

If you need to reschedule your exam appointment in your 12-month exam window, you will be charged a nonrefundable USD 30 fee and any applicable taxes. You will not be able to reschedule within 72 hours of your exam appointment.

If you arrive or log on late for your exam appointment you may be refused admission. If you are refused admission, your exam fees are non-refundable, and non-transferable. CFA® Institute recommends that you arrive or log on 30 minutes prior to your scheduled appointment.

To find an exam location near you, visit our Test Center Locations page. Please note: all test centers are subject to change based on availability and demand. Test center options with confirmed available seating will be presented to you during the scheduling process.

For candidates who wish to take the exam using Online Proctored Testing (OPT), please review the following before registering for OPT:

You need to ensure you meet the minimum technical requirements to run the exam the successfully.

- Screen Resolution: 1024 X 768
- Operating System: Windows 8 or above / MacOS
- Web Browser: Latest Google Chrome
- WebCam Resolution: 640 X 480p
- Microphone: Enabled
- Download Speed: 0.5 mbps

If you can confirm your device and connectivity meet these requirements, you must then complete a system check. This check is carried out via Prometric, our testing vendor, and will confirm your internet speed, webcam and microphone performance. It's important to complete this test on the same network and computer you will use on exam day, in the same location. If your computer or internet access has any upgrades after you run the system test, and before your exam, it's important that you re-run this test before exam day. Link to system readiness check: <https://rpcandidate.prometric.com/>

If you can't meet these requirements you should not register for an OPT administration; the exam won't run successfully.

Check your environmental requirements, including room and desk setup



You will be required to agree to all the rules and regulations of the exam when you register for your exam. Please be aware of the following:

- You must take your exam in a private and quiet room for the full duration of the exam.
- You will not be allowed to use scrap paper. The exam software will include a digital notebook in which you can take virtual notes to reference.
- You will not be allowed to use additional monitors during the exam.
- You will be filmed throughout the exam and these and other data will be shared with 3rd parties for the sole purposes of running the exam and for other related post-exam activities.