

Examination and Assessment Policy

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Owner: IRCP Secretariat | Contact: secretariat@ircp-registry.org | Website: <https://ircp-registry.org>

Document status: Approved institutional policy for public reference. This document describes IRCP's internal framework and does not, by itself, constitute an external accreditation certificate.

Purpose

This policy establishes requirements for planning, conducting, scoring and reviewing examinations and other assessments used within IRCP certification schemes.

Assessment controls

Control area	Requirement
Assessment design	Methods shall measure the competencies defined by the relevant certification scheme and shall be reviewed for validity and clarity.
Assessment personnel	Examiners and evaluators shall be competent, authorized, impartial and free from unmanaged conflicts of interest.
Security	Examination materials, candidate identity and results shall be protected against unauthorized access, disclosure or alteration.
Evidence	Results shall be supported by objective evidence sufficient to justify the outcome.
Scoring	Scoring rules, pass marks and treatment of borderline or exceptional cases shall be defined before the assessment.
Review	Assessment anomalies, complaints and appeals shall be reviewed through a controlled and impartial process.

Conduct of examinations

Candidates shall receive relevant instructions before the assessment. Identity shall be confirmed through an appropriate method. Any incident, interruption, suspected misconduct, accessibility arrangement or deviation from the approved method shall be recorded and evaluated for its effect on validity.

Results and confidentiality

Assessment results are communicated to the candidate through an authorized channel. Scores, answers and examiner comments are confidential and are not published in the public registry. The public record may show the certification status, scope and dates when publication is authorized.

Examiner independence

An examiner shall not assess a candidate where a personal, financial, training or other relationship creates an unmanaged threat to impartiality. Reassignment or independent review shall be used where necessary.

Approval and review

This document is approved by the IRCP governing authority and is reviewed at least annually, or whenever a material change affects the organization, its certification schemes, its risks or its legal and regulatory context.

Prepared by	IRCP Secretariat
Approved by	IRCP Governing Authority
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Official contact	secretariat@ircp-registry.org