



EXAM GUIDELINES

ISO 30414:2025 Auditor Certification



ISO 30414: 2025 Human Resource Management –Requirements and Recommendations for Human Capital Reporting and Disclosure

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INTRODUCTION



THE JOURNEY BEGINS

Congratulations on your decision to pursue ISO 30414:2025 Auditor Certification. The standard is developed by ISO Technical Committee TC-260 while HR Metrics being the distinguished institution, is pioneer in Asia offering program to certify professionals to practice, consult or become an Auditor of ISO 30414:2025 Human Resource Management – Requirements and Recommendation for Human Capital Reporting and Disclosure.

This credential provides HR professionals the opportunity to gain command on the concepts, frameworks, and techniques of Human Capital Reporting & Disclosure under ISO 30414:2025, enabling them to demonstrate their mastery of the core competencies needed to capture, analyze, and report Human Capital data to stakeholders in standardized and transparent way.

PURPOSE OF THIS HANDBOOK

The Handbook is the primary source of information related to the assessment for the professional certification and provides individuals with everything they need to understand to complete the exam process managed by HR Metrics.

The policies and procedures in this Handbook help protect exam content, maintain process integrity and transparency, and ensure test fairness and validity for all candidates. The certification exams are made available to candidates exclusively under the terms set forth in this Handbook, which constitutes a legally binding agreement between HR Metrics and all candidates.

HR Metrics reserves the right, at its discretion, to change the standards, policies, procedures, application, and/ or requirements for the exam process at any time. Such changes, if any, will be communicated directly to participants through appropriate mediums.



THE INDIVIDUAL CERTIFICATION DISCLAIMER

All exams and assessment conducted under the program of ISO 30414:2025 Auditor Certification is administered for the certification under ISO/IEC 17024:2012 Conformity assessment – General requirements for bodies operating certification of persons. The ISO 30414:2025 Auditor Certification is intended to equip individuals to have a deeper understanding of theory and practice of the standard and simultaneously prepare them practice ISO 30414 in the capacity of practitioner, auditor, developer, consultant or teacher. For further details please visit <https://www.iso.org/standard/52993.html>

GLOSSARY OF TERMS



Instructor

A suitably qualified and approved Instructor who meets the required criteria to deliver the ISO 30414:2025 Auditor Certification course and who is engaged by HR for this purpose.

Examiner

A suitably qualified and HR Metrics approved Examiner who meets the required criteria to examine and evaluate the requirements of the multiple assessments to qualify for the certification.



EXAMINATION COMPOSITION



EXAM PROCESS

The ISO 30414 Auditor Certification carries a rigorous assessment process which is divided into the following three stages:

Stages	Assessment Name	Marks Weightage	Passing Percentage
Stage # 1	Metrics Computation Challenge Assignment	30	70%
Stage # 2	Case Study based Proposal & Confirmity Assessment Report	40	70%
Stage # 3	Situation Judgment Test	30	70%

Note:

If a participant is interested in implementation & not in the audit is required to qualify only Metrics Computation Challenge Assignment.

Participants must score 70% or above in each stage to qualify for the Certificate of Achievement. Those who choose not to continue with the stage 2 will be awarded a Certificate of Participation only.

Retake & Extension Policy for Challenge Assignment

If a participant does not achieve the required 70%, they will be awarded only a Certificate of Participation. However, if the candidate wishes to retake the challenge assignment, they may submit it again, subject to a \$100 retake fee.

If a participant requires an extension beyond the submission deadline:

- A delay of up to 1 week will result in a 25% deduction in marks.
- A delay of more than 1 week will result in discontinuation from the program, and the candidate will not be allowed to proceed further.

Case Study based Conformity Assessment Proposal and Conformity Assessment Report

The case study-based conformity proposal and conformity assessment report is a written assessment aimed to apply the framework, concepts and do metrics calculation accurately using the given data in a real-life setting. It also assess the learner's capability to write a concise proposal for approval, evaluate the organization and present the report highlighting the gaps and recommended actions.

Broadly, case study has two dimensions. The first is compiling a professional proposal against the Request for Proposal (RFP) by the client. The second is compiling a detailed conformity assessment based on the guidelines of the standard and while assessing the organization carefully.

The case study presents an interesting yet challenging scenario of an organization looking to have a conformity assessment conducted at their organization by yourself to evaluate how far they are compliant with the standard. The assignment provides the opportunity to the learner to demonstrate their ability as an Auditor of conducting an end-to-end assessment at a client's site following protocols and guidelines given in the standard. Learner needs to demonstrate greater understanding of foundation concepts, frameworks and techniques to conduct a conformity assessment for the client organization. These concepts particularly include reporting responsibility, system responsibility, comparability of reporting, human capital risk management, and intended users of human capital data.

Following are salient details related to case Study assignment:

1. The case study is issued separately with related instructions within 24 hours after qualifying challenge assignment. It contains marking criteria.
2. A briefing session on the case study assignment will be conducted for the learner, covering the process of conformity assessment.
3. Learner is expected to submit the proposal and report in 3 weeks.
4. The case study is to be compiled and presented strictly in accordance with the guidelines separately issued in the document.
5. 7 days delay is acceptable however 25% marks will be deducted. The learner has no right to request for extension of submission deadline for whatsoever reason.
6. The result of case study assignment is provided in 7 days after the submission.
7. Indulging in plagiarism or any such unlawful activity is strictly prohibited. Learners may be disqualified from the exam due to any such proven reason.
8. Learners may seek one optional review or validation after one week from the case study briefing, solely to confirm whether they are on the right track. This optional review can only be availed once, and multiple submissions for review are not permitted. However, learners may ask questions or seek clarification from the evaluator via email at any time during the preparation period if they feel confused or need guidance. However, you may ask questions or seek clarification from the evaluator **via email at any time** during the preparation period if you feel confused or need guidance.
9. The examiner may ask the learner for resubmission of the assignment if he finds the same of sub-optimal standard. However, the learner has no right to ask for resubmission opportunity once he has submitted the assignment.
10. Learner must submit assignment through email as PDF copy and confirmation must be sought.
11. If there is any genuine observation/appeal regarding this level of assessment, learners may register their concern under process of appeals for disputes.

Situation Judgement Test

The Situation Judgment test is a one-to-one interview-based assessment that aims to evaluate key competencies which are critically required for working as ISO 30414 Auditor. The assessment further aims to validate learners' application of concepts of the standard and the approach adopted in the case study assignment.

In the test, the examiner shall present hypothetical questions based on the scenarios taken from learner's submitted case study assignment, around the various skills surrounding critical thinking, situation analysis, identification of patterns, assessment of implications, connection of underlying issues, ownership of outcome, and personal effectiveness. The examiner will then assess learner's responses and approach on a scale of 1–10 (1 lowest | 10 highest).

There is no specific study required for the test; however, learner should pay great attention to the details of the case study assignment they had previously submitted. Learner should also be vigilant while listening to the questions and giving responses. Your narrative must carry substance; it is best to be clear and logical in your answers considering your approach as a consultant to the client. Following are salient details related to Judgment test:

1. Test will be administered online through zoom platform in a one-to-one setting. Learners will get Zoom link 3 days before test.
2. Time duration for the test is 60 minutes without any break
3. One question/scenario will be presented at one time. Once response is received, the examiner will move to the next question
4. The question will be asked verbally; however given the fact that English being the second language in many cases, question may be presented through chat box; however, response will always be required to be given verbally by the learner irrespective of how the question is presented.
5. There is no negative marking for wrong answers.
6. The result of judgment test is provided to the respective learner in 24 hours.
7. Learners will be required to keep their video on during test. Video will also be recorded during test.
8. Learners are not allowed to record the video or take any picture of any part of the test or the zoom session.
9. Mobile phone is not allowed for any purpose during the test.
10. Use of ISO standard, learning manual or any other content in any form whatsoever is strictly prohibited during the test.
11. Ensure smooth internet connection and have a backup hotspot in case of some issue. If Zoom session drops due to any reason for more than 1 minutes, test will be terminated. In this case, a revised test shall be scheduled to be administered at a later date.
12. If there is any genuine observation/appeal regarding this level of assessment, learners may register their concern under process of Appeals for disputes.
13. Test can be rescheduled subject to provision of reasons with supporting documents and approval of the same from the HR Metrics concerned department.

APPEALS FOR RESULT



If the learner is dissatisfied with the outcome of any of the assessment level, they may make a formal appeal against the marks given through email to Mr. Zahid Mubarik, CEO HR Metrics (zahid@thehrmetrics.com) within five working days of the date of issued results by clearly stating the grounds of the appeal. Fee for appeal is US\$ 100. In case, the decision is in favor of learner, then the appeal amount will be refunded.

If admitted your application, an appeal meeting will be arranged to assess whether or not the conclusion reached in the original marking was appropriate. The outcome of this meeting will be final and will be communicated to the learner within one week.



This handbook was revised in Nov 2025.