Guidance to Candidates on the StePs Examination

Thank you for enrolling onto the StePs examination. Success in this examination results in **Certified Stewardship Professional - CSP©**.

This document provides guidance on the exam and details the responsibilities of StePs and you as a candidate in enrolling and sitting the examination.

Eligibility and Proof of Eligibility

To be eligible to sit the examination, StePs requires you to provide to StePs:

1. Evidence of two or more years track record in the Stewardship or ESG environment (issuer, intermediate, consultant, academic or investor); or your

2. Having completed one or more of the following eligible courses: CSP©course by StePs, CESGA by EFFAS, GSS by ICGN.

Potential candidates who have completed a stewardship-related program other than those cited above may request the Content Oversight Committee to approve it as eligible by submitting the program's syllabus and a short explanation of why such program provides adequate preparation for the Exam and the CSP© credential.

StePs reserves the right to confirm attendance at courses with training/education providers and to confirm evidence of employment track record.

Exam Results and CSP Certification

Following examination, Steps will mark and approve your examination result through its examination committee. Results will be emailed to an email address you nominate.

Exam results and CSP certificates will be issued approximately two weeks after successful CSP grading.

Examination Format

The examination takes the following form:

Online, time constrained examination 2,5 hours

1. Multiple choice questions
Questions will take the following format:

1. MCQ, with questions derived from the StePs pillars [insrt url]
2. A case study, with questions requiring short narrative answers.
All questions will be set in UK English and all narrative answers should be written in English

Success Criteria

A pass in the examination is defined as: [insert pass/fail criteria]

Success in the examination will result in the issue of the CSP© Certificate, issued to you as a pdf document and LinkedIn credential.

Accessing the examination

Examination times and dates will be publicised on the website. StePs will take reasonable steps to ensure access to the examination considers the time zones in which candidates operate.

To access the examination, you will need:

- Access to the internet through laptop/pc. (Mobile phones will not be appropriate as the case study component requires narrative answers)
- Privacy/an environment in which you will have no interruptions or distractions.

StePs will provide you with log on details to the email address you provide in submitting your application form. You will receive access/log in details upon registration and will run test access at least a week prior to the examination date.

Exam Preparation

To help candidates prepare for examinaton, StePs will provide:

- **Book: George Dallas and Mike Lubrano "Governance, Stewardship and Sustainability: Theory, Practice and Evidence" 2nd edition**
- **Access to all StePs CSP©courses**
- **Sample Questions**

Special Access Requirements

Please advise StePs **on enrolment** of any special access requirements, eg disability, in order that StePs will make reasonable, suitable adjustments to the examination to accommodate your situation. Any adjustments to the examination must:

- Not disadvantage other candidates/provide unfair advantage to any candidate
- Be at the discretion of the Chief Examiner.

Examination Integrity, Security and Expected Behaviour

Be aware that StePs will observe and track candidates as they sit the examination through the examination's software.

StePs reserves the right to remove any Candidate from the Exam, should their behavior be deemed inappropriate or bring StePs into disrepute. In such an event, no refund of exam fees or other costs shall be made.

Resitting the examination

Enrolment onto the examination enables your access to two examination sittings:

You may wish to retake the exam:

a) Because you don't pass
b) Because you wish to improve your score.