

Guidance to Candidates on the StePs Examination

This document provides guidance on how to become a Certified Stewardship Professional (CSP).

Eligibility and Proof of Eligibility

To be eligible to take the examination you must either:

1. Have two or more years of relevant work experience related to either stewardship or ESG (as an issuer, consultant, academic, investor); or
2. Have completed an approved course such as the CSP® course by StePs, CESGA by EFFAS, or 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. They could do so by sending an email to the attention of Alexander Juschus (a.juschus@stewardship-professionals.com).

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 Content Oversight Committee. Results will be emailed to your email address.

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

Examination Format

The exam covers the complete curriculum and has a duration of 150 minutes with a two-part structure:

1. Multiple choice questions (MCQ)
2. One case study, with questions requiring narrative answers.

All questions will be set in English, and all narrative answers should also be written in English.

Success Criteria

To pass the examination, students must demonstrate their knowledge by gaining a total score of at least 50%.

The results are not open to appeal.

Accessing the examination

Examination times and dates will be published on the website. StePs will ensure 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 are not appropriate as the case study component requires narrative answers.
- An environment with 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 detail upon registration and will run test access at least a week prior to the examination date.

Exam Preparation

To help candidates prepare for examination, StePs will provide:

- Access to the e-learning platform and all StePs CSP@courses
- Book: George Dallas and Mike Lubrano "Governance, Stewardship and Sustainability: Theory, Practice and Evidence" 2nd edition
- Sample Questions

Special Access Requirements - Barrier-free access

Please advise StePs on enrolment of any specific access requirements you might have, e.g. 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

StePs will observe and track Candidates as they sit the examination through the examination's software to ensure, no other person is taking the exam on the behalf of the registered candidate, or any Artificial Intelligence is being used.

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 you to access the examination sitting. In case you do not pass, you have the option to resit. The fee to resit is 250 EUR.