



## **EXAM REGULATIONS**

### **AZEK Certificate ESG-CA Lending**

#### **1 AZEK Certificate ESG-CA Lending**

In order to obtain the "ESG-CA Lending" certificate awarded by AZEK, candidates must complete the full ESG-CA programme and demonstrate that they have sufficient knowledge by successfully passing the ESG-CA exam based on the ESG-CA syllabus.

#### **2 Examination**

All candidates who are registered for the AZEK course ESG-CA Lending are admitted to the examination. The examination covers the entire syllabus of the course ESG-CA Lending and has a duration of 60 minutes.

To pass the examination, candidates must achieve at least 65% of the maximum score.

#### **3 Examination Format**

The exam is conducted online and takes place in the language of the respective course. The examination questions are in multiple-choice format.

#### **4 Permitted aids**

A computer is permitted on which the online examination is taken. The examination takes place using the "open-book system", i.e. paper and electronic aids (exclusively offline and stored locally) are permitted. Access to the Internet and the use of other devices such as mobile phones, tablets, etc. is not permitted. Chatting or other forms of communication are also not permitted.

Time lost by the candidate in checking the above conditions will not be credited or compensated.

Violation of any of the above conditions may lead to exclusion from the examinations as a result of the use of unauthorised aids.

#### **5 Organisation**

All tasks related to the examination and awarding of the certificate are assigned to the AZEK Examination Commission.

#### **6 Examination registration, withdrawal, repetition**

1. The registration form for the examination will be sent to the participants of the ESG-CA course by e-mail usually one month but at least 3 weeks before the examination.
2. Cancellations must be communicated to AZEK by email no later than 2 weeks before the examination. Late withdrawals are only possible if there is an excusable reason. Excusable reasons include maternity, illness and accident, death of a close relative/partner, unforeseen military service, civil defence or civilian service. The withdrawal must be communicated to AZEK immediately by e-mail and must be substantiated.
3. In the event of failure to pass, the examination may be repeated a maximum of 2 times.

## 7 Costs

The cost of the first examination attempt is included in the course fee. An examination fee of CHF 150 must be paid for each retake of the examination. Those who do not pass the exam are not entitled to a refund.

## 8 Examination results

The information includes "passed" or "failed" as well as the points achieved in % of the maximum score.

## 9 Right of appeal

An appeal against the "failed" examination result can be submitted to the AZEK Examination Commission by e-mail within 30 days of the communication of the examination results. The appeal must contain the request for appeal and the reasons for the appeal. The AZEK Examination Commission shall make the final decision on the appeal. The AZEK Examination Commission may withdraw an AZEK certificate that has been obtained illegally.

The right to inspect the examination paper is permitted during the 30-day appeal period as well as during ongoing appeal proceedings. Candidates who have passed the examination are in general not entitled to inspect the examination paper.

These Examination Regulations shall enter into force on May 10, 2023.

Bülach, May 10, 2023



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