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Hong Kong Institute of  
Education for Sustainable Development  
香港可持續發展教育學院  
The Movement of Centres of UNESCO



Environment  
Society Economy  
Achieving 17 Sustainable Development Goals  
WISDP



# 《註冊可持續發展規劃師考試及認證手冊》 Certified Sustainable Development Planner Examination and Certification Handbook

註冊可持續發展規劃師  
考試及認證準則指南

CSDP Certification and Examination  
Information and Requirement Guide

註冊可持續發展規劃師考試及認證中心

Certified Sustainable Development Planner  
Examination and Certification Center

# 註冊可持續發展規劃師認證考試

## *The CSDP Certification Examination*

### 項目簡介

2015年9月聯合國發展峰會，各國領導人一致通過了《2030年可持續發展議程》，訂立了未來15年全球在減貧、健康、教育、環保等17個領域的發展目標。這是聯合國在可持續發展領域的全球性重要行動，為實現這些目標和推動相關政策，我們迫切需要能深刻理解可持續發展理念和目標、懂得策劃、管理及運用創新科技，去設計和實施有效可持續發展方案的人才。可持續發展規劃高級研修及認證項目 (Postgraduate Diploma in Sustainable Development Planning & Professional Certification for Sustainable Development Planner, SDP研究生文憑及SDP專業資格，以下統稱SDP項目)，旨在協助學員獲取可持續發展相關的專業技能和資格，建立有效的可持續發展績效及管理系統，從而為機構實現不同階段的可持續發展目標，同時亦幫助個人職涯實現可持續發展。

### EXECUTIVE SUMMARY

On the 25th of September 2015, the "2030 Agenda for Sustainable Development" was adopted by leaders of 193 member states of the United Nations, setting global development goals in 17 areas for the next 15 years, including poverty reduction, health, education, and environmental protection. This is a globally significant action by the United Nation in sustainable development, the promotion and implementation of goals and policies, urgently need talents who thoroughly understand the concept and goals of sustainable development, who are capable of strategy setting, planning and management, and are able to use innovative, scientific, and technological tools to design and implement effective solutions for sustainable development. The Postgraduate Diploma in Sustainable Development Planning & Professional Certification for Sustainable Development Planner, SDP Master Diploma and SDP Professional Qualification, (referred to as the SDP Program), aims to help individuals obtain critical sustainable development skills and professional qualifications, enabling them to establish an effective sustainable development performance and management system, and in turn help organisations to achieve sustainable development goals at all stages. At the same time, it also helps to achieve the sustainable development of individual career paths.

## 項目目標

1. 有系統地推動可持續發展規劃師的人才培育；
2. 全面理解聯合國可持續發展目標和行動計劃內容；
3. 加深認識可持續發展中的三大支柱（經濟、社會及環境）之間的關係及理論；
4. 提供全面的可持續發展專業知識，包括策略規劃、項目管理、風險評估、執行措施、資源配置和領導能力，學員將能夠設計和實施有效的可持續發展方案；及
5. 普及與可持續發展相關的創新科技知識，應用創新科技手段，以推動不同機構的可持續發展。

## OBJECTIVES

1. Promote the cultivation of talents of Sustainable Development Planner systematically;
2. Understand the content of the Goals and Action Plans of the UN Sustainable Development Goals;
3. To enhance the understanding of the theory, concepts, analysis, and procedures between the economic, social, and environmental pillars of sustainable development;
4. Comprehensive expertise in strategic planning, project management, risk assessment, implementation measures, resource allocation, and leadership related to promoting sustainable development, enabling Sustainable Development Planners to be able to design and implement effective sustainable development solutions; and
5. Popularize the knowledge of innovation and technology related to sustainable development and integrate innovative technology tools to promote the sustainable development of organisations.



## 項目特色

- ▶ **權威前沿：**按照聯合國最新頒布的《2030年可持續發展議程》，凝聚可持續發展領域全球知名專家團隊研發，知識體系保持世界前沿。
- ▶ **標準實用：**符合香港資歷架構第六級（碩士研究生）標準開發，確保課程質量，並可與知名大學碩士文憑對接。國際國內可持續發展領域知名專家、政府及實務界代表聯袂授課，政策、理論、實踐的高度融合。

## PROGRAMME HIGHLIGHTS

- ▶ **Expertise on new frontiers of sustainable development:** In accordance with the latest "2030 Agenda for Sustainable Development" published by the United Nations, a team of world-renowned experts in the field of sustainable development are gathered for research and development, the knowledge system will remain cutting edge on the international level.
- ▶ **Standard applicability:** The SDP programme is developed in line with the Hong Kong Qualifications Framework Level 6 (Postgraduate) standard for quality assurance and can be linked up with master's degree of well-known universities. Lectures are given by renowned experts, representatives of the government, and practitioners from the field of sustainable development from overseas, Hong Kong and China to achieve the integration of policy, theory and practice.

## 項目對象

本項目主要為管理職級而設，包括但不限於：

- 政府實施可持續發展的各層級主管以及相關職能部門負責人、管理人員等；
- 企業董事長、總經理、首席可持續發展官、首席財務官或管理可持續發展、策略規劃、社會責任等的企業負責人、管理人員等；
- 會計師、律師、顧問等專業人士或行業協會管理人員；
- 想瞭解社會、經濟和環境因素對企業業務或運作產生影響的管理人員；
- 希望制定組織或業務長期發展策略的管理人員。



## TARGETED STUDENTS

The SDP programme is designed mainly for managers. The targeted students include but are not limited to:

- Leaders in charge of the implementation of sustainable development in all levels of the government, as well as the heads and managers of relevant functional departments.
- Chairman, general manager, chief sustainability officer, chief financial officer, or the person in charge of a corporation's sustainable development, strategic planning, social responsibility, etc.;
- Professionals such as accountants, lawyers, consultants or managers of industry associations;
- Managers who want to understand the impact of social, economic and environmental factors on the business or operation of an enterprise.
- Managers who wish to develop strategies for the long-term development of an organization or business.

## 課程設置 CURRICULUM

### 單元一：可持續發展規劃的地位

- 聯合國《2030年可持續發展議程》解讀
- 中國經濟、社會和環境可持續發展目標分析
- 中國落實《2030年可持續發展議程》的行動
- 中國在健康、綠色革命和農業領域的可持續發展舉措
- 社會正義和社會責任的重要性

### Module 1: Positioning of Sustainable Development Planning

- Guidelines for Sustainable Development: UN Agenda 2030
- Environmental, Societal and Economic Components of the Sustainable Development Goals (SDGs) (Analysis from China's national perspective)
- China's National Action Plan on Sustainable Development in Support of UN Agenda 2030
- China's Sustainable Development Initiatives on Healthy China, Green Revolution and Rural Sustainable Development
- Importance of Social Justice and Social Responsibility

## 課程設置 CURRICULUM

### 單元二：環境及其對經濟、社會影響的可持續發展規劃戰略

- 應對氣候變化及其影響的可持續發展規劃
- 污染、污染控制及可持續水資源管理和投資
- 溫室氣體排放計算與報告
- 可持續城市生態體系規劃與建設
- 低碳可持續生態旅遊規劃與建設

### Module 2: Strategy in Sustainable Development Planning for the Environment and Economic & Societal Implications

- Climate Action and Climate Change & Planning Sustainable Development for the Environment
- Pollution and Pollution Control & Sustainable Water Management and Investment
- Greenhouse Gas emission calculation and reporting
- Urban Sustainable Development and Urban Forms
- Sustainable Urban Tourism through Low-Carbon Initiatives

### 單元三：經濟、社會健康發展的可持續發展規劃戰略

- 可持續發展教育規劃：英國和香港經驗
- 全球心理健康規劃
- 世界糧食計劃署有關結束全球飢餓和實施國家發展的計劃
- 可持續經濟發展的文化旅遊規劃
- 實施可持續發展的全球夥伴關係

### Module 3: Strategy in Sustainable Development Planning for Social and Economic Well-being

- Planning for Education for Sustainable Development (ESD) in the UK and Hong Kong
- Planning for Global and Mental Health
- Ending Global Hunger and Implementing National Development Plan in Indonesia: World Food Programme (WFP)
- Planning Cultural Tourism for Sustainable Economic Development
- Implementing Global Partnership for Sustainable Development

## 課程設置 CURRICULUM

### 單元四：可持續規劃項目管理

- 市場戰略
- 目標及項目管理
- 溝通能力與客戶關係管理
- 領導力與團隊協作
- 風險與危機管理

### Module 4: Managing Sustainable Development Planning Projects

- Strategic Marketing
- Task & Project Management
- Communicating with & Securing Potential Clients/Institutions
- Leadership & Teamwork
- Risk & Crisis Management

### 單元五：成果與問責的質量規劃與控制

- 定量／定性數據分析方法
- 問題解決方法
- 信息管理
- 信息、溝通技術及創新
- 競爭優勢、質量保證體系及客戶服務

### Module 5: Quality Planning and Control of Outcomes & Accountability

- Analytical Data via Qualitative/Quantitative Analysis
- Methods of Problem Solving
- Information Management
- Information & Communication Technologies (ICT) & Innovation
- Evidence of Competitive Edge, Quality Assurance Systems, & Customer Services

### 單元六：可持續發展規劃方案

- 可持續發展規劃報告與「環境、社會、企業管治」報告

### Module 6: Delivery of Proposals on Sustainable Development Planning

- Sustainable Development Planning Report and "Environmental, Social and Governance" Report

## 註冊可持續發展規劃師考試及認證中心

### *Certified Sustainable Development Planner Examination and Certification Center*

香港可持續發展教育學院作為推進「聯合國可持續發展教育」二十年的跨學科研究型創新應用學院，在與香港聯合國教科文組織協會共同進行地區推進「可持續發展教育」的過程中，開發並開展了「可持續發展目標終身學習體系」，為地區培養不同領域、不同行業、不同年齡的各級人才透過可持續發展規劃共同為推進可持續發展目標進行不懈努力，並倡導由完成「可持續發展規劃」結業人員組成非牟利註冊社團 – 全球可持續發展規劃師學會（WISDP），發展「可持續發展規劃師」，協同開展聯合國經濟和社會事務部（UNDESA）全球可持續發展目標協作項目（註冊編號：26908），為企業、管理、教育領域以及公共部門和非政府組織的專業人士提供可持續發展規劃師資格認證（CSDP）和可持續發展企業認證（CSDC）。學會創會得到諾貝爾獎獲得者 (Noble Laureate)、聯合國南南合作辦公室 (UNOSSC)、聯合國負責任管理教育聯盟（UNPRME）、聯合國教科文組織及協會、中心（UNESCO & Association、Centre）、及高等院校（High Education）的大力支持，共同攜手推進「可持續發展規劃師」認證及「可持續發展企業」認證。

學院作為全球可持續發展規劃師學會的秘書處，為進一步提升「可持續發展規劃」的專業能力，以聯合國全球契約組織「全球可持續發展領導力」能力框架為基礎，建立獨立運行的「註冊可持續發展規劃師考試及認證中心」，旨在令各行業可持續發展規劃人才走向更加卓越的成功，拓展具挑戰且務實有效的跨學科、跨行業的可持續發展解決方案，促進實現全球可持續發展目標。

The Hong Kong Institute of Education for Sustainable Development (HiESD) is a research-based, innovative application education institution promoting the United Nations Education for Sustainable Development (ESD) for 20 years. In the process of promoting Education for Sustainable Development in Hong Kong with UNESCO Hong Kong Association, it has developed the "Lifelong Learning System for the Sustainable Development Goals", to nurture global talents from different fields, expertise, and levels of work to promote the Sustainable Development Goals through Sustainable Development Planning. Graduates of the "Sustainable Development Planning" programme has jointly initiated the



"World Institute of Sustainable Development Planners" (WISDP), a registered non-profit organisation, to further promote the CSDP certification. WISDP and HiESD collaborates in implementation of the United Nations Department of Economic and Social Affairs (UNDESA) Project of World Sustainable Development Goals (application code: 26908), to provide certification of Certified Sustainable Development Planner (CSDP) and Certified Sustainable Development Corporation (CSDC) to businesses and working professionals in management, education, public and non-profit organisations. The initiation of WISDP was supported by Nobel Laureate, United Nations Office for South-South Cooperation (UNOSSC), United Nations Principles for Responsible Management Education (UN PRME), UNESCO & Association, Centre, and High Education, to jointly promote CSDP and CSDC certification.

As the secretariat of WISDP, in order to further enhance the professional capabilities of "sustainable development planning", HiESD has established an independently running "Certified Sustainable Development Planner Examination and Certification Center" (Exam and Certification Center) based on the "Global Sustainable Development Leadership" competency framework of the UN Global Compact. The Exam and Certification Center aims to pave the road to greater success for sustainable development planning talents in various industries, to expand challenging but realistic and effective cross-disciplinary and cross-industry sustainable development solutions, and promote the realization of global sustainable development goals.

**如有任何疑問，請聯繫我們：**

**If you have any questions, please contact us:**

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# 可持續發展規劃師認證考試手冊要求及信息指南

## *Certified Sustainable Development Planner Certification and Examination Information and Requirement Guide*

### 可持續發展規劃師認證考試

可持續發展規劃師認證是對個人在可持續發展規劃領域的專業水平的認證，也是作為致力於可持續發展規劃的證明。我們建立專業能力標準，有助於可持續發展規劃師實現長期職業目標，表彰具備促進可持續發展的技能、熱情和專業知識的行業領導者。

### Sustainable Development Planner Certification Examination

Sustainable Development Planner Certification is the process of certifying a person's professional level in the field of sustainable development planning and as a demonstration of commitment to sustainability planning. We establish professional competency standards that help sustainable development planners to achieve long-term career goals, recognizing and encouraging industry leaders with the skills, passion, and expertise to advance sustainability.



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## 介紹 INTRODUCTION

本考試準則提供可持續發展規劃師認證 (以下簡稱：CSDP) 考試的要求的相關信息，包括可持續發展規劃師認證考試內容概要、考試註冊流程、考試流程、考生行為準則等。考生報考前應熟讀手冊中的內容。

由於手冊的信息時常更新，我們建議考生定期參閱我們官 網的電子版手冊。

The purpose of this handbook is to provide information on the requirements for Certified Sustainable Development Planner (CSDP) certification examination. It also includes an overview of CSDP exam content, registration procedures, the examination process and Candidate Conducts. Candidates should familiarize themselves with the information in this handbook.

As the information in this handbook is subject to change, we urge candidates to consult the online version regularly.

## 評議會 BOARD OF REGENTS

註冊可持續發展規劃師考試及認證中心（簡稱：考試及認證中心）的評議會全面負責評估和驗證可持續發展規劃師申請人的文憑；開發、管理可持續發展規劃師認證考試試題並評定考試成績；審核對報考者的持續教育要求。評議會由不超過 18 名委員組成，委員每期任期為三年，評議會成員均為可持續發展規劃領域的領導者、執業者和教育工作者。

The Board of Regents of the Sustainable Development Planner Examination and Certification Center (the Exam and Certification Center) has overall responsibility for evaluating and validating CSDP applicants' credentials; developing, administering, and grading the CSDP examinations; and administering the continuing education requirements for participants. The Board consists of no more than 18 Regents who are appointed to serve three-year terms. Members of the Board are leaders, practitioners, and educators in the field of sustainable development planning.

## 考生行為準則 CANDIDATE CONDUCT

- 所有考生在申請過程中必須確保遞交的材料信息的真實性（例如，教育，證書，工作經驗等材料）以及所有陳述的準確性。任何遞交虛假信息和材料的考生都將被除名。
- 所有考生不得披露考試內容，不得將考試資料帶出考場。

## 考生行為準則 CANDIDATE CONDUCT

- 不允許作弊。所有可疑的作弊行為都將受到調查。被查出作弊的考生，其成績將作廢，並取消其再次報考的資格，並將終身禁考且不得加入全球可持續發展規劃師學會。作弊包括但不限於以下行為：在考試中抄襲其他考生答案，在考試中使用和攜帶未經授權和允許的個人物品及學習資料，在考試中幫助其他考生作弊，將考試資料帶出考場，與他人分享考試試題。
- 具體作弊行為包括但不限於：
  - 在社交平台上，包括但不限於 Facebook, LinkedIn, WhatsApp, WeChat, 和 Snapchat 等平台，分享和討論考試試題。
  - 將未經授權和允許的個人物品帶入考場，例如食品，飲料，個人筆記本，錄音機，及攝影攝像設備等。
  - 將未經授權和允許的學習資料帶入考場，例如手寫筆記，出版材料，和其他形式的有助於考試的材料。
  - 在考試中對考題進行拍照，錄音或錄影。
  - 記憶考題並與各方分享考題，包括和不同培訓機構或其他考生透露考
- 考試及認證中心的評議會對是否將作弊考生從CSDP認證中開除有最終決定權。
- 對於已經通過認證的持證人員，如果在未來發現其曾有作弊行為，也將被視為違規，並撤銷其CSDP證書，從全球可持續發展規劃師學會 (WISDP) 除名。
- All candidates are required to attest to the authenticity of their credentials (i.e., education, certification, and work experience documentation) and the accuracy of all statements made in their application. Falsifying credentials will result in expulsion from the CSDP program.
- All candidates must agree that they will not disclose the contents of the examinations nor remove examination materials from the testing room.
- Cheating will not be tolerated, and all instances of suspected cheating will be fully investigated. Examinees who are caught cheating will have their grades invalidated and will be disqualified from future examinations, this will also result in expulsion from WISDP. Cheating includes, but is not limited to, the following: copying answers from another candidate during the exam, using unauthorized personal items and study materials during the exam, helping another candidate during the exam, removing exam materials from the testing room, and sharing questions that appeared on the exam.



## 考生行為準則 CANDIDATE CONDUCT

- Specific examples of cheating include, but are not limited to, the following:
  - Sharing and discussing questions that appeared on the exam on social media forums including, but not limited to, Facebook, LinkedIn, WhatsApp, WeChat, and Snapchat.
  - Bringing into the test room unauthorized personal items such as food, drinks, personal notebooks, recording devices, and photographic equipment.
  - Bringing into the test room unauthorized study material, such as written notes, published materials, and other testing aids in any format.
  - Taking photographs, voice, or video recordings of the exam questions during the exam.
  - Memorizing exam questions and sharing those questions with any party, including review course providers or other candidates.
- The Exam and Certification Center Board of Regents will make a final determination as to expulsion from the certification program.
- For those already certified as CSDP, the subsequent discovery of cheating will be considered a violation practice and will result in revocation of the CSDP certificate and expulsion from the World Institute of Sustainable Development Planners (WISDP).

## 資格標準 ELIGIBILITY CRITERIA

要報考可持續發展規劃師認證綜合考試，您必須滿足下述所有要求：

- 繳付考試註冊費
- 符合學歷與從業經驗要求
  - 考生需持有或正在就讀國家及地區教育部門認可的學院或大學的大專、副學士、高級文憑或以上學歷及學位(包括本科、學士學位、研究生、碩士學位和博士學位)，專業不限。或者；
  - 從事金融、保險業或相關行業持牌人及擁有7年或以上（全職）工作經驗。或者；
  - 完成並通過可持續發展規劃專業課程並持有可持續發展規劃專業文憑（具體請參考附件“成為可持續發展規劃師之路”）

## 資格標準 ELIGIBILITY CRITERIA

要獲得CSDP認證，您必須滿足下述所有要求：

- 遵守考生行為準則
- 通過可持續發展規劃師認證綜合考試
- 具備三年或以上全職可持續發展或相關領域工作經驗
- 已繳付申請費600港元（年度續籍：1200 港元）
- 通過面試專業評審
- CPD 培訓要求：每年 20 個 CPD 時數，其中包括2小時職業道德培訓
- 遵守《職業道德守則公告》
- 查詢已經批准的CSDP認證名單，請[點擊這裡](#)。

To be eligible for taking the CSDP certification examination, you must fulfill all of the following requirements:

- Active CSDP examination fee
- Satisfy the education and experience qualification
  - Holder or in the progress of attaining 3-year study Associate bachelor's degree or above (including bachelor's degree, Master's, Doctorate) in any area, from an accredited college or university OR
  - Working practitioners in finance, insurance or related professionals with 7 or more years of full-time working experiences OR
  - Obtained the Executive Diploma in SDP by Completing and Passing any one of the Professional Course of Sustainable Development Planning. (See Appendix: Pathway to CSDP)

To obtain CSDP certification, you must fulfil all of the following requirements:

- Abide by the Candidate Conduct
- Passed the Sustainable Development Planner Certification Examination
- 3 or more years of full-time work experience in sustainable development or related fields
- Eligible application fee of HK\$600 (annual renewal: HK\$1,200)
- Professional review through interview
- CPD training requirements: 20 CPD hours per year, including 2 hours of ethics training
- Comply with the "WISDP Statement of Ethical Professional Practice"
- To check the list of approved CSDP, [please click here](#).

## 考試註冊費 EXAMINATION FEE

- 報考可持續發展規劃師認證考試的考試註冊費為港幣6,000元
- 考試註冊費用必須在參加考試之前支付。考生在加入可持續發展規劃師認證後，必須在1年內完成考試。如果考生在加入認證1年內未能通過考試或完成考試，則考生需要重新支付考試註冊費用。
- 考試註冊費涵蓋以下方面：
  - 參加可持續發展規劃師認證考試
  - 考試結果反饋報告
  - 達到所有要求後，提供特製編號的可持續發展規劃高級研修文憑證書
  - 用於複習考試的網上考生資料
- 考試註冊費不涵蓋以下方面
  - 申請成為可持續發展規劃師需交付的全球可持續發展規劃師學會會費（具體請參考 <http://wisdp.org/wp/membership/>）
  - 考前輔導複習課程
  - 其他相關可持續發展規劃課程
  - 考生若未能通過考試，可選擇重新繳付考試註冊費申請重考
  - 考試註冊費於繳付後的7天後不可退還。

\*請注意:網上學習資料僅作為您學習計劃的補充。

- The Examination Fee for the CSDP certification examination is HKD \$6,000
- The Examination Fee must be paid before taking the examinations.  
Candidates must complete the CSDP certification program within one year from the date of entry into the program. If both exam parts are not successfully completed within one years of entering the certification program, any passed part will expire and the entrance fee will have to be repaid.
- The Examination Fee covers:
  - Taking the CSDP certification examination
  - Examination performance feedback report
  - Personalized & numbered certificate of “Post-graduate Diploma in Sustainable Development Planning” upon completion of all requirements
  - Online revision materials for the examination

## 考試註冊費 EXAMINATION FEE

- The Examination Fee does not cover:
  - Application fee to become a CSDP member of WISDP (Please visit <http://wisdp.org/wp/membership/> for more details)
  - Examination Revision Courses and Trainings
  - If you failed the examination, you could repay the examination fee and apply to retake the exam

\*Please note: The exam support package should be supplemented with a formal plan of study

## 從業經驗資格 EXPERIENCE QUALIFICATION

- 欲取得可持續發展規劃師認證的考生必須在可持續發展相關領域具有三年的專業工作經驗。您可在通過考試之前或通過考試後的七年內達到該要求。
  - 如果是教師，全職教授兩年且教授的課程至少60%為可持續發展相關課程，則視為符合該項要求。
  - 如果連續在兼職崗位上每週完成 20 小時的相關領域的工作量，則每兩年的兼職工作經驗可算作一年全職工作經驗。
  - 我們將對工作經驗是否符合要求進行逐一評估。我們也會隨機核查工作經驗上的信息；如果你被隨機選中，我們會及時聯繫您。
  - 符合要求的從業經驗包括那些要求運用可持續發展規劃技能和知識職務，包括但不限於：
    - 工程師
    - 城市規劃
    - 可持續發展報告、ESG報告、CSR報告
    - 企業可持續發展相關職務
    - 可持續發展相關諮詢服務
- 
- Candidates for the CSDP certification must complete three years of professional experience in fields relevant to sustainable development. This requirement may be completed prior to or within seven years of passing the examination.
  - Teaching qualifies as related professional experience when it is full-time and at least 60% of the course load taught is related to sustainable development also satisfy the professional experience requirements.

## 從業經驗資格 EXPERIENCE QUALIFICATION

- Continuous part-time positions of 20 hours per week meeting the definition of qualified experience will count toward this requirement at a rate of one year of experience for every two years of part-time employment.
- Experience will be evaluated on a case-by-case basis. On a random basis, information provided on the work experience form will be verified by WISDP; you will be notified if your form has been selected for verification.
- Eligible professional experience includes those roles that require the application of sustainable development planning skills and knowledge, including but not limited to:
  - Engineer
  - Urban Planning
  - Sustainability report, ESG report, CSR report
  - Responsibilities related to corporate sustainability
  - Sustainability-related consulting services

## 可持續發展規劃師考試 CSDP EXAMINATION

- 可持續發展規劃師考生必須通過兩部分考試：
  - **第一部分：80題選擇題**
    - 作答時間：1個小時30分鐘
    - 每題選擇題有四個選項，其中一個為正確選項，考試需選擇正確選項即為得分
    - 每題正確計1分，第一部分總分為80分
  - **第二部分：3題情景題**
    - 作答時間：1個小時30分鐘
    - 每題情景題包括三小題，題型可包括案例分析、計算題、簡答題
    - 3題情景題總分為100分
- 兩部分考試需於連續3小時的作答時間內完成
- 考試內容以可持續發展規劃課程大綱為準，包括：
  - **基礎課程：**
    - 可持續發展規劃的地位
    - 環境可持續發展戰略及其對經濟和社會的影響



## 可持續發展規劃師考試 CSDP EXAMINATION

- 經濟、社會健康發展的可持續發展規劃戰略
- 17項可持續發展目標，169項可持續發展具體目標
- **專業課程：**
  - 『環境、社會、企業管治』及管理可持續發展規劃項目
  - 質量規劃效果與考核、碳計算
  - 可持續發展規劃報告
- 考試提供中文或英文選項，考生須於註冊報考時選擇其一
- 英文考試第一與第二部分均以線上形式進行
- 中文考試第一部分以線上形式進行，第二部分以現場筆答形式進行
- 考試結束後考生不能立即獲知考試成績，因為情境題部分將由相關領域的專家評定
- 選擇題部分的分數與情境題部分的分數將綜合成一個總的分數來評判考試通過與否
- 考生綜合分數以百分比計高於75%正確率，即為合格，通過考試
  
- Candidates for CSDP certification must complete all required examination parts:
  - **Part 1: 80 Multiple Choice Questions**
    - Time: 1 hour and 30 minutes
    - Each Multiple-Choice Question has four choices, in which one of them is correct. Choosing the one correct answer will be awarded with one mark for each question
    - Total mark for part 1 is 80
  - **Part 2: 3 Scenario Questions**
    - Time: 1 hour and 30 minutes
    - Each scenario question consists of three sub-questions, which could include: case analysis, calculation questions, short answer questions
    - Total mark for part 2 is 100
- 2 parts of the examination need to be completed in a consecutive 3-hour examination time

## 可持續發展規劃師考試 CSDP EXAMINATION

- The examination content is based on the programme outline of the Sustainable Development Planning Programme, including:
  - **Core Content:**
    - Positioning of sustainable development planning
    - Environmental sustainability strategies and its impact on the economy and the society
    - Sustainable Development Strategy Planning for the healthy development of economy and the society
    - 17 Sustainable Development Goals and 169 specific targets
  - **Professional Content:**
    - ESG & Managing Sustainable Development Planning Projects
    - Quality Planning Outcomes and Assessment, greenhouse gas accounting
    - Sustainable development planning report
- Chinese or English options are available for the exam. Candidates must choose one of them when registering for the exam
- For English Exam, Part 1 & Part 2 will be conducted online
- For Chinese Exam, Part 1 will be conducted online and Part 2 will be conducted through paper-based format
- Candidates will not receive immediate pass/fail results because the essay questions will be graded by subject matter experts.
- The scores of the multiple-choice questions and the scenario questions will be combined into a total score to judge pass/fail.
- If the combined score of the candidates is higher than 75% correct rate in percentage terms, they are qualified and will be considered passing the exam.

## 可持續發展規劃師考試準則政策的變更

### CHANGES IN POLICIES OF CERTIFIED SUSTAINABLE DEVELOPMENT PLANNER

可持續發展規劃師考試準則政策的變更將在其生效日一年後在 CSDP 考試中體現。

Changes in policies of Certified Sustainable Development Planner are reflected on the exam one year after the effective date.

## 考試管理 EXAMINATION ADMINISTRATION

- 可持續發展規劃師認證考試以電子試題（英文考試第一部分與第二部分或中文考試第一部分）及書面答題（中文考試第二部分）形式進行。
- 考試由考試及認證中心的評議會負責，其認可考點包括：
  - 香港可持續發展教育學院：香港九龍柯士甸道7號UQ Place
- 考試註冊：
  - 考生須通過考試及認證中心進行考試註冊
  - 考生須於試前向香港可持續發展教育學院考試及認證中心繳付考試註冊費，繳付方法如下：

### i. 銀行匯款 / 轉數快

請將款項匯入以下香港帳戶：

帳戶名稱：香港可持續發展教育學院

帳戶號碼：813-281888-001

銀行名稱：香港上海滙豐銀行

銀行代碼：HSBCHKHHHKH

銀行地址：香港中環皇后大道中 1 號

### ii. Paypal 支付

Paypal帳號: info@hiesd.org

\*\* 所有支付費用，請將收據 / 付款記錄截圖並電郵到 payment@sdgcampus.hk

- 如果考生有需要，請聯絡香港可持續發展教育學院考試及認證中心索取收據憑證
  - 符合資格標準並已繳付考試註冊費的考生將獲得考試授權信
  - 考試授權信有效期限：一年（註：所有考生須一年內進行考試，若未能安排時間進行並考試，考試授權信申請屆滿12個月後失效，申請人如須重新註冊考試需要重新繳付考試註冊費
- 
- The sustainable development planner certification examination will be performed in online (English Exam Part 1 and 2 or Chinese Exam Part 1) and written (Chinese Exam Part 2) format.
  - Exams are administered by the Board of Regents of the Certification and examination Centers, the accredited examination site include:
    - Hong Kong Institute of Education for Sustainable Development: UQ Place, 7 Austin Road, Kowloon, Hong Kong

## 考試管理 EXAMINATION ADMINISTRATION

- Examination Registration:
  - Candidate needs to register for the examination through the certification and examination center
  - Payment must be completed prior to taking the examination, payment methods include:

- i. **Bank Transfer / FPS**

Please transfer the amount to the following account:

Account Name: Hong Kong Institute of Education for Sustainable Development

Account No.: 813-281888-001

Bank Name: The HK & Shanghai Banking Corp. Ltd. (HSBC)

Swift Code: HSBCHKHHHKH

Bank Address: 1 Queen's Road Central, Central Hong Kong

Bank code: 004

Branch code: 813

- ii. **Pay by Paypal**

Paypal account : info@hiesd.org

**\*\*For all payments, screenshot / proof of receipt / payment must be emailed to payment@sdgcampus.hk**

- Candidates could contact the Hong Kong Institute of Education for Sustainable Development Certification and Examination Center to request for invoice.
- Candidates satisfying all Eligibility Criteria and has made successful payment of the examination fee will receive an Exam Authorization Letter
- The Exam Authorization Letter will be valid for one year ( \*All candidates must take the examination within one year. If candidates fail to make arrangement to take the examination within the validity period, the exam authorization letter will expire after 12 months. The applicant needs to pay the examination fee again to re- register for the examination)

## 考試時間安排

### EXAMINATION SCHEDULING AND ARRANGEMENTS

- 當考生繳付考試註冊費後, 將收到考試及認證中心發出的考試授權信。考生需登入 [www.sdgcampus.hk](http://www.sdgcampus.hk), 並於考試開放預約期間, 預約 / 修改考試地點、時間、應考語言
  - 考生預約考試時會收到一個確認號碼, 同時考生必須自行記錄此確認號碼
  - 考生必須在開考前 21 天預約考試, 其後不能再作任何修訂。
  - 認可考點須於考開考10天前通知考生並確認考生可出席考試
- 
- When candidates activated the exam registration fee, candidates will receive a Exam authorization letter from the Examination & Certification Center. Candidates are required to log in to [www.sdgcampus.hk](http://www.sdgcampus.hk) to reserve/modify the location, time and language of the exam during the exam appointment period.
  - You will be given a confirmation number at the time you schedule an appointment, you should make note of this number.
  - You must schedule your appointment at least 21 days prior to the exam date. Rescheduling is not allowed afterwards.
  - Approved exam sites must notify candidates 10 days before the exam date and confirm that candidates can attend the exam

## 重新預約或取消考試

### RESCHEDULING OR CANCELLATION OF EXAM

- 考生如取消考試, 已繳之款項將不獲發還, 並需重新預約。
- 如果考生不能按預約參加考試, 必須在考試日期前至少 21 天取消預約。
- 考生只可參加所預約的考試。
- 考生若取消或重新預約, 需準備好預約號碼並登入[www.sdgcampus.hk](http://www.sdgcampus.hk)。
- 若考生未能出席預約的考試, 考試費將作廢, 考生須重新報考。



## 重新預約或取消考試

### RESCHEDULING OR CANCELLATION OF EXAM

- Payment will not be refunded if candidate cancels his/her appointment. He/she will need to re-register for the exam.
- If candidate cannot attend the exam, he/she must cancel the appointment at least 21 days prior to the exam date.
- Candidate must sit for the exam he/she registered for.
- Please visit [www.sdgcampus.hk](http://www.sdgcampus.hk) with your confirmation number if you need to cancel or reschedule your exam.
- If you do not attend the exam, you will forfeit your exam fee and you must re-register for the exam.

## 退款政策 REFUND POLICY

若因任何原因導致考生選定的考場未能如期提供考試服務，考生可申請退還考試費用。若考生因個人理由而未能出席考試，已繳之款項將不獲退還。

If the exam center selected by the candidate fails to provide the service as scheduled for any reason, the candidate may apply for a refund. If candidates fail to attend the exam due to personal reasons, the amount paid will not be refunded.

## 考試當日 THE DAY OF THE EXAM

- 考生須於考試開始時間前30分鐘到達預約考場，如果考生比預約時間晚15分鐘，將失去考試資格，並需要支付全額重新註冊。
- 考生必須在考點提供的簽到表上簽到
- 考生必須提供有效的身份證明與考試授權信
- 考生可以攜帶經批准的計算器
- 中文考試考生須攜帶用於第二部分作答的文具
  - 黑色或深藍色不可擦筆
  - 考生不得在試卷上使用修正帶、塗改液等修改文具
- 考生應按照每張桌子上擺放或貼有的考生編號按照編號順序入座，並接受考場管理員對攜帶進入考場的物品的檢查，考生必須將手機關機並置於座椅下

## 考試當日 THE DAY OF THE EXAM

- 考點將於考試開始時間前10分鐘完成考生入座，於該時間後到達考點的考生將被拒絕入場，無法入場的考生將失去考試資格，並需要支付全額重新註冊
- 每次進入考場，考生都可能會被搜查以確保沒有攜帶禁止類的電子設備，如果考生拒絕被搜查，考場管理員必須將此行為報告給考試與認證中心
- The candidate need to arrive at the scheduled Examination Site 30 minutes before the time of the appointment. If you are more than 15 minutes late for your scheduled appointment, you will lose your scheduled sitting and be required to reregister at full cost.
- You will be required to sign the Log Book provided by the examination site
- The candidate must provide valid form of identification and the examination authorisation letter
- The candidate is allowed to bring an approved calculator.
- Candidates taking the Chinese Exam need to bring necessary stationaries for section 2 of the examination
  - Black or blue inerasable pen
  - The candidate must not use correction tape, correction fluid or any other stationaries for correction purposes.
- Candidates should be seated according to the candidate number placed or posted on each table, and the examination site administrator will check the items brought into the examination room. The candidate must switch off any mobile phone device and place them under the chair.
- Candidates will be seated at the examination site 10 minutes before the examination start time. Candidates who arrive at the examination site after this time will be refused to enter the examination room. Those who are unable to enter the examination room will be disqualified for the examination and will need to re-pay the full amount of the examination fee to re-register
- The candidate may be scanned prior to each entry into the test room to ensure no prohibited electronic devices are brought. If you decline to be scanned, the exam site administrator will be required to submit a report to the Exam and Certification Center

## 身份證明 IDENTIFICATION REQUIREMENTS

- 為進入考場，考生必須提供身份證明。考生身份證明上的姓名必須與考試授權信上的姓名一致。我們只接受有效的身份證或有效的已簽名的護照。
- 學生證、社會保險卡、銀行借記卡、他人信用卡、戶口本不能被認作為該考生的身份證明。若考生不能提供相應證件，將被拒絕參加考試，並需要重新註冊考試並支付考試費用。
- For admission to a examination site, candidate must present proof of identify. The name on the candidate's ID must match exactly with the name on the examination authorization letter. Valid National ID, or valid, signed passport, are the only acceptable forms of valid identification
- Student ID, Social Security card, Bank debit card, credit card, account book cannot be regarded as the proof of identity for candidates.
- The candidate will NOT be permitted into the examination without proper identification and will be required to register again for the exam and pay the full fee

## 成績報告 PERFORMANCE REPORT

- 考生綜合分數以百分比計高於75%正確率，即為合格，通過考試。
- 考試結果分為合格與不合格兩個等級
- 考試成績將在考試結束後約六週上傳到考生在SDGCAMPUS的個人帳戶中，並由電郵方式通知考生
- 考試成績將分別反映考生在第一部分與第二部分中的評分，同時包括總體得分與最終結果
- If the combined score of the candidates is higher than 75% correct rate in percentage terms, they are qualified and will be considered passing the exam.
- The levels of the examination result are only fail or pass
- Performance reports are available approximately 6 weeks after exam results are posted to the candidate's profile on SDGCAMPUS, as well as being emailed to the candidate.
- The Performance reports show the candidate's performance for each part of the examination, as well as the overall performance and final result.

## 全球可持續發展規劃師學會會員申請

### APPLICATION TO MEMBERSHIP OF WISDP

- 入會申請表與各級會員詳情請見：<http://wisdp.org/wp/membership/>
- 考生通過考試即可獲發由香港可持續發展教育學院頒發的有特製編號的《可持續發展規劃高級研修文憑證書》
- 若考生通過考試時並未滿足從業經驗條件，可先申請成為全球可持續發展規劃師學會專業會員（MwiSDP）
  - 申請費：600港元
  - 年度續籍：800 港元
  - 稱號: MwiSDP
  - 會員身份：個人會員
  - CPD 培訓要求：每年 20 個 CPD 時數
  - 專業標準：專業人員
- 考生通過考試並滿足從業經驗資格標準可申請成為「認證可持續發展規劃師」（CSDP）
  - 申請費：600港元
  - 年度續籍：1200 港元
  - 稱號: CSDP
  - 專業評審方式：面試
  - 會員身份：個人會員
  - CPD 培訓要求：每年 20 個 CPD 時數
- 成為可持續發展規劃師學會會員可享受：
  - 當個人成為認證可持續發展規劃師（CSDP）時，可獲得公認的專業身分
  - 證書以茲證明個人/企業在可持續發展規劃方面取得的成就
  - 成為專業社區的一部分
  - 可持續發展規劃專業課程與授權培訓機構的學費折扣
  - 允許認證會員的名片和信箋上使用 WISDP 的名稱和標誌（CSDP）
- Details for different levels of membership and membership application form are available at: <http://wisdp.org/wp/membership/>
- Candidates who have passed the examination will be awarded with Personalized, numbered certificate of “Post-graduate Diploma in Sustainable Development Planning” issued by Hong Kong Institute of Education for Sustainable Development

## 全球可持續發展規劃師學會會員申請

### APPLICATION TO MEMBERSHIP OF WISDP

- If at the time of passing the examination, the candidate has not fulfilled the experience criteria, the candidate can apply for professional membership of WISDP (MwiSDP)
  - Application Fee: 600 HKD
  - Annual Subscription: 800 HKD
  - Designation: MwiSDP
  - Membership Status: Full individual member
  - CPD Training Requirement: 20 CPD hours per year
  - Professional Standard: Professional
- If at the time of passing the examination, the candidate has fulfilled the experience criteria, the candidate can apply for Certified Sustainable Development Planner (CSDP)
  - Application Fee: 600 HKD
  - Annual Subscription: 1,200 HKD
  - Designation: CSDP
  - Professional selection: Individual Interviews
  - CPD training requirements: 20 CPD hours per year
- Members of the WISDP enjoy a variety of benefits and services. These benefits include:
  - A recognized professional status when one becomes a Certified Sustainable Development Planner (CSDP)
  - A Certificate to demonstrate the achievements of an individual or corporation in sustainable development planning
  - Being a part of the professional community
  - Discounted tuition fees for the authorized training providers for trainings on sustainable development planning
  - Permission to use WISDP's designation logo (CSDP, CSDC) on business cards and letterheads for Certified Members



## 考生個人資料 CANDIDATE CONFIDENTIALITY

考試及認證中心採取諸多措施保護考生的個人資料。未經考生的書面授權，不會向第三方洩露個人資料。考生若提交申請、繳費並通過面試，成功申請成為可持續發展規劃師，全球可持續發展規劃師學會將於網頁公布可持續發展規劃師完整名單，詳情請[點擊此處](#)。

The Exam and Certification Center makes every effort to maintain candidate confidentiality. Individual score information is not released to third parties without written authorization from the candidate. When the candidate has successfully passed the examination and has become a Certified Sustainable Development Planner, they will be included in the [complete listing of all CSDP on the website of WISDP](#).

## 持續教育要求 CONTINUING EDUCATION REQUIREMENT

- 在通過考試但還未授予CSDP證書時，您需要滿足持續教育的要求並保持年費的有效性。當工作經驗審核通過後，您將收到認證。屆時，您的持續教育和年費狀態必須是達標和有效的。
- 在通過可持續發展規劃師認證所有考試科目之後，您需要每年完成為期 20 個小時的持續教育。持續教育報告是同可持續發展規劃師年費有效性的年度評估結合在一起的。我們將為與可持續發展規劃有關的主題或者同雇主需要有關的主題授予學分。全球可持續發展規劃師學會認可大學課程、研討會、學習小組、技術會議、自學考試大綱或者在線課程等形式的持續教育。
- Once you have completed the CSDP exam but have not yet been awarded the CSDP certificate, you are required to meet the continuing education requirements and maintain membership in WISDP. Certificates will be awarded when the experience requirement is satisfied. At that time continuing education and WISDP membership must be current.
- You will be required to complete 20 hours of continuing education annually after passing all examination of CSDP certification. The Credit reporting will be assessed together with the eligibility of CSDP annual membership fee. Credit will be given for subjects relevant to sustainable development planning or related to employer needs. WISDP grants credit for accredited university programs, seminars, study groups, technical meetings, self-study of examination outline, online courses, and other continuous education.

## 認證可持續發展規劃師的權利和職責

### RIGHTS & RESPONSIBILITIES OF A CSDP

要保持CSDP認證的有效性，您必須履行以下義務：

- 完成每年 20 小時的持續教育，其中包括2小時職業道德培訓
- 遵守全球可持續發展規劃師學會《職業道德守則公告》
- 繳交 CSDP 年費
- 遵守所有有關可持續發展的當地法律

The maintenance of your CSDP certification is contingent upon fulfilment of the following obligations:

- Complete 20 hours of Continuing Professional Education, including two hours of ethics
- Comply with “WISDP Statement of Ethical Professional Practice”
- Pay the CSDP Annual Fee
- Comply with all applicable local laws concerning sustainable development

## 考點設置安排

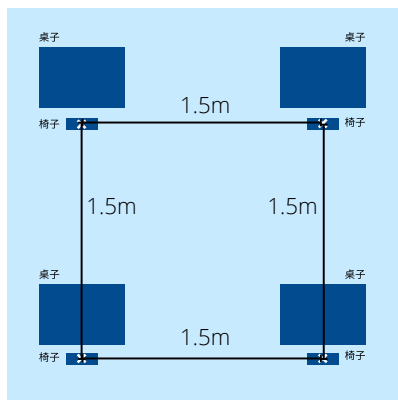
### EXAMINATION SITE SETTING AND ARRANGEMENTS

- 考點須提早於考試時間開始前30分鐘開始安排考生入場
- 考點須設置考生登記處，核對考生身份證明文件、考試授權信，並在考生入場前對考生帶入考場的物品進行搜查
- 考點應於考試開始時間前10分鐘完成身份核對與考生入座程序，並關閉考點登記處。於該時間後到達考點的考生將被拒絕入場。
- 考點須將考生編號與姓名貼於每個考生桌子的左上角，以便指引考生入座
- 所有考生入座後監考員須再次逐一核對考生身份證明文件、考試授權信與其考試桌子左上角的編號
- 考點考試場地須保持試場室內空氣流通（例如開啟窗戶及空調等），環境清潔和消毒
- 若有考生對試場環境作出投訴或發現其座位或座位周圍的情況不理想（例如：燈光不足、噪音滋擾），考點負責人須即時調查及盡量向考生提供協助。
- 考場內應設有時間展示設備，並確保對考場內所有考生都清晰可見
- 考場內每位考生必須配有安全的座椅和桌子，桌子需要有足夠大的空間以放置考試用筆記本電腦和試卷。應避免使用有夾層、抽屜的課桌以防止考生帶入違規材料。

## 考點設置安排

### EXAMINATION SITE SETTING AND ARRANGEMENTS

- 考場座位安排必須避免考生看到其他考生的答案，考試桌椅之間（從椅子中心起計）的擺放最小距離必須為 1.5 米（見下圖），所有考生應面朝同一方向。

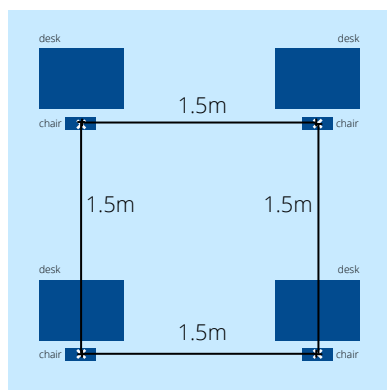


- 考場應為每位考生提供穩定網絡連接與符合硬件和軟件要求的筆記本電腦：
  - 操作系統：Windows 8、Mac OS X 10.6 或更高版本
  - 瀏覽器：Internet Explorer 8、Google Chrome 20、Safari 5、Opera 9、Firefox 14 或更高版本
- 為免考生於考試期間受到噪音滋擾，考場應確保考試期間考場內不會收到校鈴等干擾，惟倘若考場外噪音滋擾可能會影響考生作答，須與考試進行期間開放空調及關閉所有窗戶。
- 於設有空調設備的考場應開啟空調以減低外來噪音之影響及為考生提供更舒適的試場環境。考場的室溫應維持在攝氏 25.5 度。
- 若考試期間有考生需要使用洗手間，考點必須安排另一位認可負責人陪同考生前往洗手間，除此之外，考試期間考生不得離開考場。
- 任何考生不可早退。
- 考生如在考試期間感到身體不適，請馬上通知考點監考人員。
- 考生如果在考試當天感到身體不適或有任何新冠肺炎和感冒病徵，請勿出席考試並通知考試及認證中心。
- The examination site must start arranging candidates for admission 30 minutes before the exam starting time
- The examination site must set up a candidate sign in location to check the candidates' identification document, examination authorization letter, and search the items brought by the candidate into the examination room before the candidate enters.

## 考點設置安排

### EXAMINATION SITE SETTING AND ARRANGEMENTS

- The candidate should complete the identity verification and be seated 10 minutes before the exam starting time, after which the sign in location will be closed. Candidates arriving at the test center after this time will be denied.
- The examination site must paste a paper/stick indicating the candidate number and name on the upper left corner of each candidate's desk to guide candidates to be seated.
- After all candidates are seated, the invigilator must double check the candidates' identity, examination authorization letters to match the number on the upper left corner of the examination table one by one.
- The examination site must ensure indoor ventilation of the room (such as opening windows and air conditioners, etc.), and the environment should be clean and disinfected
- There should be time display facilities in the examination room clearly visible to all candidates in the room
- Each candidate in the examination room must be provided with a safe chair and a table, and the table must have enough space to place the laptop device used for the examination, and the exam paper. Desks with drawers must not be used to prevent candidates from bringing in unauthorized materials.
- The seating arrangement in the examination room must prevent candidates from seeing the answers of other candidates. The exam tables and chairs must be placed at least 1.5 meters apart (from the center of the chairs) (see the figure below), and all candidates should face the same direction.



## 考點設置安排

### EXAMINATION SITE SETTING AND ARRANGEMENTS

- The exam site must provide each candidate with stable WiFi connection and laptop device that meet the hardware and software requirements:
  - Operating System: Windows 8, Mac OS X 10.6 or higher version
  - Browser: Internet Explorer 8, Google Chrome 20, Safari 5, Opera 9, Firefox 14 or higher version
- If a candidate complains about the exam site environment or finds that the condition of their seats or their surroundings is unsatisfactory (e.g. insufficient lighting, noise nuisance), the person in charge shall investigate immediately and provide candidates with as much assistance as possible
- To prevent candidates from being disturbed by noise during the examination, the examination room should ensure that there will be no interference such as school bells in the examination room during the examination. If noise outside the examination room may affect candidates' examination performance, air conditioner must be turned on and all windows need to be closed during the examination period.
- The air-conditioning should be turned on in the examination room if possible to reduce the impact of external noise and provide candidates with a more comfortable examination environment. The room temperature in the examination room should preferably be maintained at 25.5 degrees Celsius.
- If there are candidates who need to use the restroom during the examination, the examination site must arrange another authorized person in charge to accompany the candidate to the restroom. Otherwise, the candidate is not allowed to leave the examination room during the examination period.
- Candidates must not leave the examination room earlier than the examination ending time.
- If candidates feel unwell during the test, please notify the invigilator of the examination site immediately.
- Candidates who feel unwell or show any symptoms of COVID-19 on the test day should not attend the test and notify the Exam and Certification Center.

## 考點監考人員安排

### EXAMINATION SITE INVIGILATOR ARRANGEMENTS

- 考點須為每10位考生配備一位監考員
- 監考員必須於監考期間佩戴能夠方便考生識別其監考員身份的名牌
- 監考員必須遵守在履行職務時所獲悉的一切事宜保密的責任，並不論於什麼時候對其在履行職務期間可能取閱的所有資料、材料及文件嚴格保密
- 考務人員需注意有關利益衝突的守則，考場監考員如發覺試場內有其認識的考生，必須即時向試場主任申報。試場主任須因應實際情況進行安排
- 監考人員須於考生入座後再次逐一核對考生身份證明文件、考試授權信與其考試桌子左上角的編號
- 監考人員須在第一與第二部分考試開始時間清楚告知考生並開始計時
- 監考人員須在第一與第二部分考試結束時間尚餘30分鐘時清楚告知考生
- 監考人員須在考試結束時間清楚告知考生並確保所有考生立即停止作答
- 對於中文考試考生，監考人員須在第二部分開始前對考生逐一進行派卷，派卷時將試卷正面朝下並確保考生並未在開始考試時間之前翻閱試卷
- 考試結束後，監考人員須逐一收集中文考試考生第二部分的答卷並放入封閉信封套，妥善繳付考點負責主任以郵寄至香港可持續發展教育學院進行批卷
- 考試期間監考人員應確保考生並未違反任何行為準則，例如作弊等
- 監考人員不得就考試試題作任何解釋，如考生懷疑試題有錯漏而提問，試場監考人員可答覆如下：「本人不能答覆有關試題的疑問。（考生）應按試題的指示盡所能繼續作答。如（考生）認為有必要，可將疑問呈報至考試及認證中心做最終處理。」
- 若考試期間有考生需要使用洗手間，考點必須安排另一位認可負責人陪同考生前往洗手間
- 監考人員須確保任何考生不可早退
- 若考試期間發生突發狀況，考點可做應急處理，考試及認證中心評議會有權針對個別情況案例進行最終處理決定
- 監考人員如在考試期間感到身體不適，請馬上通知考點監考人員負責人。
- 監考人員如果在考試當天感到身體不適或有任何新冠肺炎和感冒病徵，請及時通知考點監考負責人
- The Examination Site must have one invigilator for every 10 candidates
- Invigilators must wear a name tag during proctoring that allows candidates to identify their invigilator



## 考點監考人員安排

### EXAMINATION SITE INVIGILATOR ARRANGEMENTS

- Invigilators must abide by the duty of confidentiality of all matters they accessed in the performance of their duties, and always keep strictly confidential all information, materials, and documents that they may access during the performance of their duties
- Staff of the examination should pay attention to the rules on conflict of interest. If the invigilator of the examination room knows a candidate in the examination room, he/she must report to the examination site director immediately, who should make arrangements according to the situation.
- After the candidates are seated, the invigilator must check the candidates' identification documents, the examination authorization letter, and the number on the upper left corner of the test table one by one again
- For both both section one and two of the exam, the Invigilators must clearly inform candidates of the examination start timing and when there are 30 minutes left before the end of the exam
- Invigilators must clearly inform candidates at the end of the examination and ensure that all candidates stop answering immediately
- For candidates taking the Chinese Exam, the invigilator must distribute the exam papers before the start of section two. The examination papers must be placed with the exam questions facing downward and make sure no candidate read the test paper before the start of the examination time.
- Invigilators must collect Chinese Exam candidate's answer sheets for section two and put them into closed envelopes, properly hand the answer sheets to the examination site director, who is responsible of mailing them to the Hong Kong Institute of Education for Sustainable Development for marking
- The invigilators are not allowed to give any explanations about the test questions. If the candidates ask questions because they suspect that there are mistakes in the test questions, the invigilators of the examination room can reply: "I cannot answer questions about the test questions. (Candidates) should continue to answer in the best they could according to the instructions of the test questions. If (candidates) deem it necessary, they can report the questions to the Examination and Certification Center for final processing."

## 考點監考人員安排

### EXAMINATION SITE INVIGILATOR ARRANGEMENTS

- Invigilators should ensure that candidates have not violated any of the candidate conduct during the exam, such as cheating.
- If a candidate needs to use the restroom during the test, the test center must arrange for another approved person in charge to accompany the candidate to the restroom
- Invigilators must ensure that no candidate leaves the examination room earlier than the examination ending time.
- If any emergency occurs during the test, the examination site can take emergency measures, and the Examination and Certification Center has the right to make a final decision on individual cases.
- If the invigilator feels unwell during the test, please notify the person in charge of the invigilator at the examination site immediately.
- If the invigilator feels unwell or has any symptoms of COVID-19 on the test day, please notify the invigilator in charge of the examination site in time

## 其他 OTHERS

- 申訴
  - 認為受到考官在某程序上不公平或是怠慢對待的考生可進行申訴
  - 對於第二部分（情景題）評分有異議的考生可進行申訴
  - 對於第一部分（選擇題）評分有異議的申訴不被允許
  - 考生若考慮對考試評估的結果提出申訴，需在成績公佈後14天以內以電郵形式聯繫考試及認證中心說明申訴的理由，申訴者必須清楚說明這些理由且提供能支持此申訴的證明
  - 申訴將由考試及認證中心評議會進行處理，評議會有權做出以下決定：
    - 另加考試
    - 重新檢查程序
    - 駁回申訴
  - 若首次申訴不成立，考生將不被允許再次申訴
- 特殊障礙
  - 考試及認證中心期望能包容並同等對待因為特殊障礙原因而需要特別或是額外的考試設備的考生。

## 其他 OTHERS

- 有特殊需要的考生須在註冊報考時以電郵形式聯繫考試及認證中心，說明：
  - 簡述特殊情況，附上證明文件
  - 指出特殊情況如何影響考生作答或赴考
  - 指出考生希望考點如何安排進行協助（例如輪椅進出空間）
- 考試及認證中心將運用適當的方法協助有特殊需要的考生，同時確保所做的調整不影響考試的水準與對其他考生的公平性。
- 特殊安排
  - 考點於考試當天若正經歷特殊天氣情況，例如八號或以上颱風警告信號，考試將取消，考點將會通知學生重新安排考試時間
  - 考生在考試當日患病或遭遇突發狀況缺考須備妥當日就診證明及書面報告並於考試後7天內提交至考試及認證中心，申請補考。逾期申請或未能提交所需證明者將失去考試資格，並需要支付全額重新註冊。
- Appeal
  - Candidates who believe they have been treated unfairly or disrespectfully by an examiner in any examination procedure may appeal.
  - Candidates who disagree with the scoring of part 2 (scenario questions) can appeal
  - Appeals that dispute the scoring of Part 1 (multiple choice questions) will not be allowed
  - If candidates are considering appealing, they must contact the Exam and Certification Center by email within 14 days after the results are announced, clearly explaining the reasons for appeal and provide evidence to support the appeal
  - Appeals will be handled by the Board of Regents of the Exam and Certification Center, which has the authority to make the following decisions:
    - Additional examination
    - Reassess the examination procedure
    - Reject the appeal
- If the first appeal is unsuccessful, candidate will not be allowed to appeal again

## 其他 OTHERS

- Special Disabilities
  - The Testing and Certification Center hopes to accommodate and treat candidates who require special or additional equipment because of specific disabilities equally.
  - Candidates with special needs must contact the Exam and Certification Center by email when registering for the exam, stating:
    - Briefly describe the special circumstance and attach supporting documents
    - indicate how special circumstances may affect candidates' ability to answer or take the examination
    - Indicate how the candidate would like the examination site to arrange for assistance (e.g. Space for wheelchair access)
  - The Exam and Certification Center will decide on what appropriate methods to be used to assist candidates with special needs, while ensuring that adjustments are made without affecting the standard of the exam and its fairness to other candidates.
- special arrangement
  - If the test center is experiencing special weather conditions on the examination day, such as tropical cyclone warning signals level 8 or above, the test will be cancelled, and the examination site will notify students to reschedule the test
  - Candidates who are ill on the day of the test or who are absent from the test because of emergency situations must prepare a medical proof and a written report to be submitted to the Exam and Certification Center within 7 days after the examination date to apply for a make-up examination. Those who apply late or fail to submit the required proof will be disqualified from the exam and will need to pay the full amount to re-register for the examination.

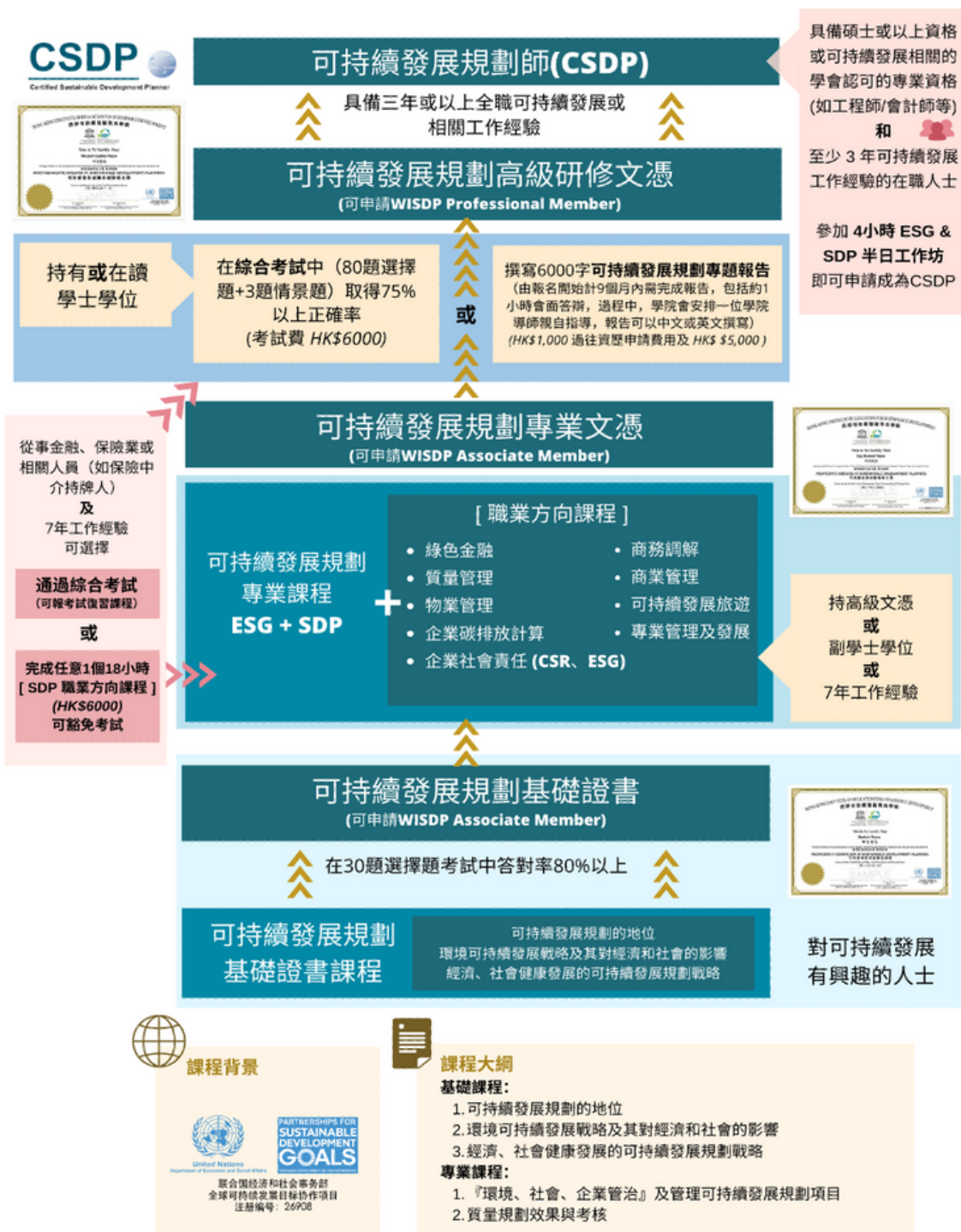
**\*註冊可持續發展規劃師考試及認證中心保留修訂及闡釋上述考試規則的一切權利，如有糾紛，考試及認證中心擁有最終之仲裁權利。**

**\*The Exam and Certification Center reserves the right to revise and interpret the above examination rules. In case of disputes, the Examination Center shall have the final right of arbitration.**

## 附件 APPENDIX

### 可持續發展規劃師之路

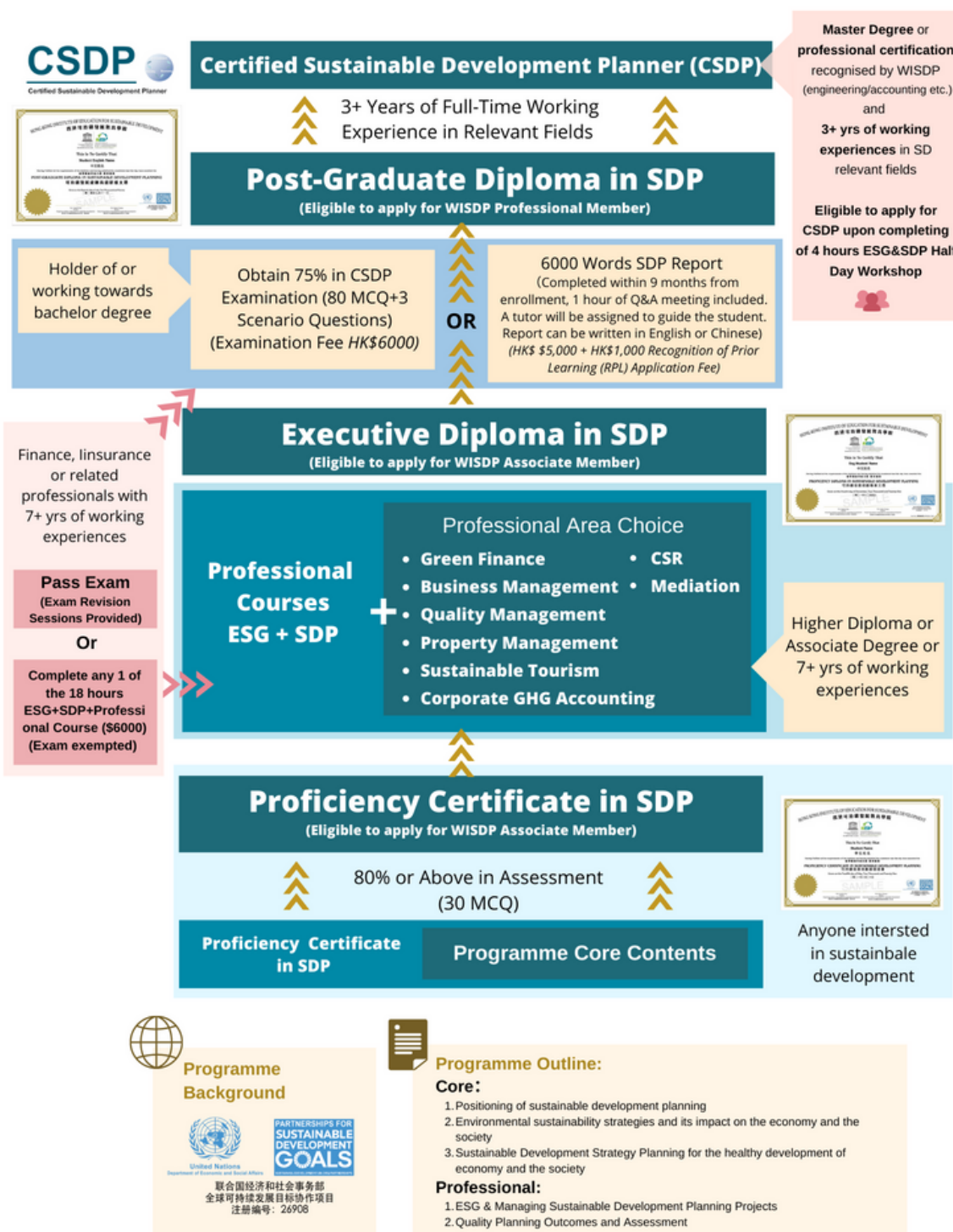
### CSDP ROADMAP



## 附件 APPENDIX

### 可持續發展規劃師之路

### CSDP ROADMAP







## 《註冊可持續發展規劃師考試及認證手冊》

### Certified Sustainable Development Planner Examination and Certification Handbook

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 Hi可持續發展

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