



CSCA EXAM PART II GUIDE

APSCA

ASSOCIATION OF PROFESSIONAL
SOCIAL COMPLIANCE AUDITORS

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●●● EXAM CONTENT

The part II CSCA exam is comprised of 44 questions, which are a mix of short answer essay questions and multiple choice (MC). The exam length is 2 hours delivered online via ProctorU.

MC questions are worth 1 point & short answers are worth either 2, 3 or 5 points, as specified. Some additional resources are permitted during the exam



A basic calculator (that is **NOT** on a phone or computer)



Pen or pencil



One (1) blank piece of A4 or letter size paper

FUNCTIONAL KNOWLEDGE

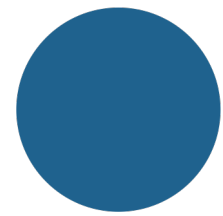
- Legitimacy & Integrity
 - Underage labor
 - Discrimination
- Disciplinary practices
 - Forced labor
 - Working hours & overtime
- Freedom of association
- Harassment & abuse
 - Wages & benefits
 - Subcontracting
- Workplace health & safety



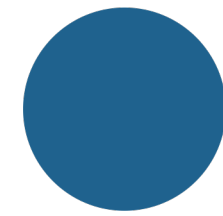
FOUNDATIONAL SKILLS

- Strategic & systems thinking
 - Professional & ethical behavior
- Observation & Investigation
 - Data collection & analysis
- Problem-solving & decision making
 - Management systems
- Documentation review
 - Interview skills
 - Communication
 - Standards, laws & regulations

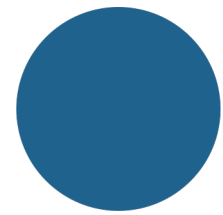
STUDY RESOURCES



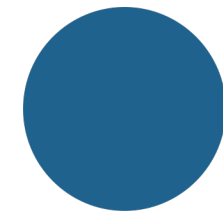
APSCA Code & Standards of Professional Conduct



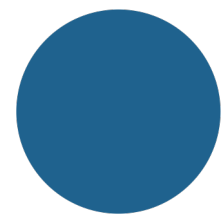
APSCA Glossary of Terms



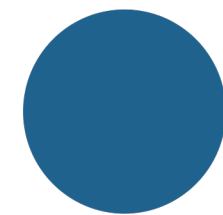
APSCA Competency Framework



APSCA Auditor Handbook



APSCA Use of Auditor Number



APSCA Part II Exam Guide

1

1. Today is Wednesday, May 11, and you are conducting a social audit at Alphatex Industries Limited (AIL). Last month there were 4 statutory holidays on 13 - 16 April, Tuesday - Friday.
2. Pre audit information provided to you indicates 720 workers are employed at the factory of which 600 are male workers and 120 are female workers. Male workers are assigned production jobs as machine operators, assistant machine operators, and technicians. Females are assigned jobs as helpers in the sorting and thread cutting sections.

3

- 21 What two (2) questions would you ask management to understand why female workers enter the factory from a different entrance and use a different time clock to record their working hours as compared to men? (2 points)

Enter answer here...

PRACTICE EXAM



QUESTION

ANSWERS

- 1 According to the Appendix, the average number of working days in a calendar per month is defined as:

- 31 days
- 30.41 days
- 30 days
- 22 days

- 2 According to Appendix B, workers may work 8 hours on a national holiday with two unpaid rest breaks and one paid meal break.

- TRUE
- FALSE

2

FIRM TRAINING & RESOURCES



- Steps involved in conducting an audit
 - Hiring & termination processes
 - Discrimination
 - Freedom of Association
 - Grievance procedures
 - Forced labor
 - Health & Safety
 - Root cause analysis

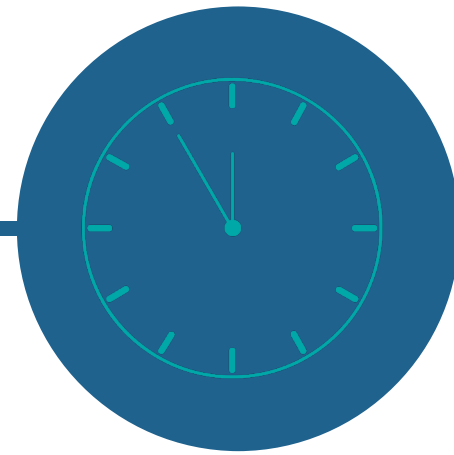


TEST TAKING TIPS ...



READ QUESTIONS CAREFULLY

Read the case study appendix and questions thoroughly



TIME MANAGEMENT

Don't linger on questions, be mindful of remaining time



BE RESPECTFUL

Treat the exam proctor as you would treat a colleague



TEST EQUIPMENT

Stable internet is key to success



Instead of writing pages of notes about the case study, we suggest making a table to quickly source information to answer exam questions

Forced Labor	Discrimination	Wage Benefits	Working Hours	etc
2, 7, 19	3, 25	1, 14, 27		



As you identify issues in the case study, mark the paragraph number in a table with a heading relating to the kind of social compliance issue it falls under, as shown



The point value of the question indicates how many responses need to be given to answer the question



If the question requires that you list multiple answers, be sure not to repeat yourself and list the same response written slightly differently. This will not you gain points!



For MC questions, if the question states to 'select all that apply (2)' or 'select all that apply (3)', only 2 or 3 answers can be marked. NO more or less!

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**We wish you luck with your exam
preparation!**

