



Examination Information Booklet

For the November 2010
Written Registration
Examinations

August 2010

Restrictions on Sitting Examinations

Examination 9192 Licensed Plumber

- Candidates for examination 9192 must be enrolled to complete or, have completed the National Certificate in Plumbing; or served an apprenticeship; or have held a limited certificate/exemption under supervision for a continuous period of five years.
- Candidates with overseas qualifications must have had their qualifications assessed by the Board and been informed in writing that they are eligible to sit the registration examination(s).

Examination 9193 Licensed Gasfitter

- Candidates for examination 9193 must be enrolled to complete or, have completed the National Certificate in Gasfitting; or have served an apprenticeship; or have held a limited certificate limited certificate/exemption under supervision for a continuous period of five years.
- Candidates with overseas qualifications must have had their qualifications assessed by the Board and been informed in writing that they are eligible to sit the registration examination(s).

Examination 9197 Licensed Drainlayer

- Candidates must have been engaged in drainlaying work under a limited certificate and/or exemption under supervision for a combined period of at least 12 months;

AND

- Candidates must have successfully completed the National Certificate in Drainlaying theory component under a training programme with an accredited provider.

Examinations 9194 Certifying Common, 9195 Certifying Plumber and 9196 Certifying Gasfitter

No candidate will be eligible to present himself for any of these examinations until:

- In the case of a candidate for the examinations for registration as a certifying plumber, s/he has been engaged in sanitary plumbing for not less than one year since passing the examination 9192 (pass date is the date of examination results notice).
- In the case of a candidate for the examination for registration as a certifying gasfitter, s/he has been engaged in gasfitting for not less than one year since passing the examination 9193 (pass date is the date of examination results notice).

Examination Entries

- The closing date for applications with Special Assessment Conditions and Overseas Examinations Centre applications is **16 April for June examinations and 14 September for November examinations.**
- The closing date for all other licensed and certifying examinations is **30 April for June examinations and 30 September for November examinations.**
- Entries received by the Board after the closing dates will not be processed and will be returned to the applicant.
- Entry forms not accompanied by payment of the examination fee of \$300, (incl. GST), for each examination will not be processed and will be returned to the applicant.
- Entry forms are available from the Plumbers, Gasfitters and Drainlayers Board, PO Box 10655, Wellington 6143, telephone 04 494 2970 and from the Board's website www.pgdb.co.nz.
- Applications received by fax or email will **not** be accepted.
- Incorrect or incomplete entry forms will not be processed and will be returned to the applicant for correction.

Change of address

- Any change to your address after applying for entry to examinations **must** be notified to the Board in writing immediately to exams@pgdb.co.nz.

Examination Centres and timetable

- The examination centres and timetable are listed under the Examinations section of the Board's website.

Sitting examinations overseas

- If you are based in New Zealand but transferred overseas in the course of employment, or you are overseas as a member of a team or organisation representing New Zealand at the time of the examinations, you may apply to sit examinations overseas. **You must find a venue and supervisor acceptable to the Board and meet all additional costs.**
- Applications for sitting examinations overseas must be on the form "Application for Examination to be sat Overseas", available from the Board's office. You will be required to complete all sections of this application form and return it to the Board by **16 April for June examinations and 14 September for November examinations** with the processing fee of \$200. You must also complete and submit the "Entry for Plumbers, Gasfitters and Drainlayers Board Examinations" form together with examination entry fees by **16 April for June examinations and 14 September for November examinations.**

Change of Examination Centre

- Changes to examination centres must be made two weeks prior to the examination.

Special assessment conditions

- Written application for assistance must be made to the Board by **16 April for June examinations and 14 September for November examinations**. This application must include supporting evidence. For further information, refer to the Special Assessment Information Booklet on the Board's website or contact the Board's office.
- Applications for special assessment conditions will be subject to approval by the Board.

Advice notices

- Advice notices will be mailed on or about **10 May for June examinations and 10 October for November examinations**. This confirms details of your examination entry. You must check that ALL details shown on the advice notice are correct. If there is an error, correct it and return the corrected advice notice to the Board by **18 May for June examinations and 18 October for November examinations**. Post advice notices to the Examinations Officer, Plumbers, Gasfitters and Drainlayers Board, PO Box 10655, Wellington 6143.

Withdrawals

- If you withdraw from an examination for which payment has been made to the Board, you will be refunded half of your entry fees provided written advice of withdrawal is received by the Board prior to **28 May for June examinations or 25 October for November examinations**. No fees will be refunded or withdrawals accepted after these dates.

Examination admission slips

- You will be sent an admission slip and *Instructions to Candidates* booklet no later than **28 May for June examinations or 25 October for November examinations**. The admission slip includes the date, time and venue for your examination. **Check that ALL details are correct**. If any details are incorrect, or you have not received an admission slip please contact the Board. **The admission slip must be taken to each examination session along with your photo identification (ie. drivers licence).**

Release of examination results

- Official result notices will be released by the Board by **10 August for June examinations and 31 January for November examinations**.
- Further information regarding the release of results will be included in the *Instruction to Candidates* booklet.

Examination scope documents and previous examination papers

- Examination candidates should familiarise themselves with the examination guidance documents, which sets out the framework for each examination. These are available from the Board's website.
- Examination questions and answers from previous years' examinations are available from the Board's website.

Examination Day

- Examination candidates must report to the examination room at least 15 minutes before the commencement of the examination.
- No class notes, handwritten notes or publications are permitted to be taken into examination rooms. This includes Acts, Regulations, Codes of Practice and Standards.
- When sections of Acts, Regulations, Standards or Codes of Practice are required to be used to assist answering a question in an examination the Board will make the relevant extract available.
- No cell phones or electronic equipment are permitted to be taken into the examination room.
- Candidates will be notified precisely what equipment – for example, scientific calculator – may be taken into the examination room.