



Examination information booklet

Written registration examinations

Restrictions on sitting examinations

Examination 9192 Tradesman Plumber

- Candidates for examination 9192 must be currently enrolled to complete or have completed the National Certificate in Plumbing; or have passed the third stage block course for plumbing prior to 1998; or have held a limited certificate/exemption under supervision for a continuous period of five years completed no later than 31 March 2012.
- Candidates with overseas qualifications must have applied for pre-registration with the Board and been informed in writing that they are eligible to sit the registration examination(s).

Examination 9193 Tradesman Gasfitter

- Candidates for examination 9193 must be currently enrolled to complete or have completed the National Certificate in Gasfitting; or have passed the third stage block course for gasfitting prior to 1998; or have held a limited certificate/exemption under supervision for a continuous period of five years completed no later than 31 March 2012.
- Candidates with overseas qualifications must have applied for pre-registration with the Board and been informed in writing that they are eligible to sit the registration examination(s).

Examination 9197 Tradesman Drainlayer

- Candidates must be currently enrolled to complete or have completed the National Certificate in Drainlaying.
- Candidates with overseas qualifications must have applied for pre-registration with the Board and been informed in writing that they are eligible to sit the registration examination(s).

Examinations 9195 Certifying Plumber, 9196 Certifying Gasfitter and 9198 Certifying Drainlayer

No candidate will be eligible to sit any of these examinations until:

- In the case of a candidate for the 9195 examination, s/he has passed the examination 9192.
- In the case of a candidate for the 9196 examination, s/he has passed the examination 9193.
- In the case of a candidate for the 9198 examination, s/he has passed the examination 9197.

Applications for examination entry

- Application forms are available from the Plumbers, Gasfitters and Drainlayers Board's website www.pgdb.co.nz during enrolment time, or PO Box 10655, The Terrace, Wellington 6143, phone 0800 743 262.
- Application forms must be **posted** (post-marked) or hand delivered by the enrolment's closing date.
- **Candidates for certifying examinations ONLY** are able to enrol online through their personal PGDB login. This online enrolment option is available during enrolment time only and closes at 5pm on the last day of the enrolment period.
- The closing date for applications for special assessment conditions and overseas examinations applications is **15 April for June examinations and 15 September for November examinations**. Note these applications cannot be completed online.
- The closing date for all other tradesman and certifying examination applications is **30 April for June examinations and 30 September for November examinations**.
- Applications **posted** to the Board after the closing dates will not be processed and will be returned to the applicant.
- Application forms not accompanied by payment of the examination fee of \$290, incl. GST, for each examination will not be processed and will be returned to the applicant.
- Applications received by fax or email will **not** be accepted.
- Incorrect or incomplete application forms may not be processed and may be returned to the applicant.

Change of address

- The Board must be informed of any change to your address after applying for entry to examinations immediately by emailing exams@pgdb.co.nz.

Examination venues and timetable

- The examination venues 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, or you live overseas, 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 **15 April for June examinations and 15 September for November examinations**. You must also complete and submit the appropriate application for entry to the Plumbers, Gasfitters and Drainlayers Board examinations form, together with examination entry fees, by **15 April for June examinations and 15 September for November examinations**.

Change of examination venue

- Changes to the selected examination venue can be made up to two weeks prior to the examination date.

Special assessment conditions

- Written application for assistance or special conditions must be submitted to the Board by **15 April for June examinations and 15 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.

Advice notices

- Advice notices will be mailed on or about **15 May for June examinations and 15 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 **25 May for June examinations and 25 October for November examinations**. Send notices to exams@pgddb.co.nz or alternatively post them to the Manager of Examinations and CPD, Plumbers, Gasfitters and Drainlayers Board, PO Box 10655, The Terrace, Wellington 6143.

Examination admission slips

- You will be sent an admission slip and *Instructions to Candidates* booklet around **25 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 (e.g. driver’s licence).**

Withdrawals

If you withdraw from an examination for which payment has been made to the Board, you will be refunded your full entry fees provided written advice of withdrawal is received by the Board two full weeks prior to the examination where there have been special conditions granted, or one full week prior to the date of the examination in any other case.

No fees will be refunded or withdrawals accepted after these dates.

Release of examination results

- Official result notices will be released (posted or couriered, as appropriate) 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.
- [Past examination papers](#) and model answers are available from the Board's website for reference.

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 publication or extract available.
- Candidates will be notified precisely what equipment – for example, scientific calculator – may be taken into the examination room.
- No cell phones or electronic equipment are permitted to be taken into the examination room unless specifically allowed.