



Special Assessment Condition/s During Examinations

Registration Examinations

Tradesman Plumber	9192
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SPECIAL ASSESSMENT CONDITION/S DURING EXAMINATIONS

INTRODUCTION

Examination candidates who have a long-term disability/difficulty or a short term-disability (for example, through accident or injury), which they believe will significantly impair their performance in particular examinations, may apply to the Plumbers, Gasfitters, and Drainlayers Board ("the Board") for special assessment condition/s in those examinations.

In developing the guidelines to be applied to applications for special assessment condition/s, the Board has given precedence to its prime function, namely, that the health and safety of the public is paramount. The Board must be satisfied that any demonstration of a candidate's knowledge and skills satisfies it that the person is able to:

- read and follow complex installation instructions when installing appliances on site, particularly health and safety instructions. These include instructions for commissioning high pressure mains hot water systems, complex gas appliances and antiscalding equipment;
- read and interpret legislative standards and codes together with recording test calculations, where necessary, on site;
- follow occupational health and safety instructions on all work sites, including large construction sites; and
- take into account all health and safety issues to ensure the safety of the consumer, work colleagues and the registered person.

The Board has identified the risk of allowing examination candidates to obtain registration following assistance being provided to assist them to pass the Board's registration examinations. The Board has no discretionary power under the present legislation to withhold a licence from a person who has passed an examination(s) nor does it have the power to require a registered person to have a writer available when working on site.

PLUMBERS, GASFITTERS, AND DRAINLAYERS BOARD RULES AND PROCEDURES

Special Assessment Condition/s

Candidates with Disabilities/Difficulties

Candidates with disabilities/difficulties may seek permission from the Board to sit the examination papers under special conditions. Such requests should be made on the appropriate form, available from the Board's website during the enrolment period.

Applications MUST be made and received no later than 15 April for June certifying examinations, and 15 September for November certifying examinations. Requests received after that date will not be considered. (Note, however, paragraph 3, General Guidance on Special Assessment Condition/s, below).

Applications for special conditions for tradesman examinations will be considered throughout the year and processed within 10 working days.

APPLICATION PROCEDURES

The following condition/s apply to applications.

1. Special assessment condition/s are available for candidates with a long-term disability/difficulty or short-term disability (for example, through accident or injury).
2. The reason for applying for special assessment condition/s must be specified. Evidence¹ is required to support the application for the special assessment condition being sought. If relevant evidence is not provided the application **will not** be accepted.
3. The Board reserves the right to:
 - require an independent assessment of a candidate's special assessment condition/s to be undertaken by a medical practitioner or any other appropriately qualified person appointed by the Board at the expense of the Board;
 - make an inquiry of any person(s) identified in the application made for special assessment condition/s;
 - make any other inquiry the Board may deem necessary.
4. All applications are to be made on the approved form. **Applications must be made to the Plumbers, Gasfitters and Drainlayers Board. For certifying examinations, applications are to be received by 15 April and 15 September for June and November examinations respectively.**

Applications for special assessment condition/s must be submitted to the Manager of Examinations and CPD at PO Box 10655, The Terrace, Wellington 6143, or Level 8, 70 The Terrace, Wellington 6011. The Board has responsibility for the consideration and approval of such applications.

All specific enquiries and requests for advice must be made to the Manager of Examinations and CPD of the Plumbers, Gasfitters, and Drainlayers Board at the above addresses or in writing to exams@pgdb.co.nz or by phone to 0800 743 262 / +64 4 494 2970.

¹ Evidence to include

- A report and/or certificate together with any supporting documentation from medical practitioner or any other appropriately qualified person regarding condition obtained within 1 year of sitting the examination
- previous assistance provided during trade training including
 - writer assistance
 - extra time

GENERAL GUIDANCE ON SPECIAL ASSESSMENT CONDITION/S

1. The special assessment condition/s must not give the candidate an unfair advantage over other candidates. For example, the fact that a student is a “poor speller” does not, in itself, justify special assistance.
2. It is important to ensure that before sitting the Board’s tradesman or certifying examinations, that the candidate has had practice in the use of any special assessment condition/s that are requested.
3. The assistance provided will not cover the navigation and use of any resource documents provided for open book questions; and all drawings and calculations are to be done by the candidate.
4. Special assessment condition/s may be granted to candidates who suffer an accident, for example a broken arm or a sprained wrist, after the closing date for the application and prior to the examination(s) commencing. The candidate must contact the Manager of Examinations and CPD to obtain the appropriate application form. A report and/or medical certificate from a registered medical practitioner or any other appropriately qualified person must accompany the application.
5. Special assessment conditions must be such that they do not mislead users of the examination results, for example employers, about the candidate’s attainment.
6. Special assessment condition/s should not reduce the validity and reliability of the assessment and must not compromise the integrity of the examinations.

SPECIAL ASSISTANCE CONDITION/S WHICH MAY BE GIVEN

The codes below represent the forms of special assessment condition/s available.

WA30	Writer Assistance, separate accommodation and extra 30 minutes
30	Extra 30 minutes and separate accommodation
SV	Special Venue
HC	Hard copy resources (available for tradesman examinations only)

PLEASE NOTE: If the Board approves your application for WA30, the Board both appoints all writers and/or makes all arrangements for the special assistance conditions granted. Extra costs may apply for SV situations.