



## Special Assessment Condition/s During Examinations

### Written Registration Examinations

Licensed Plumber	9192
Licensed Gasfitter	9193
Certifying Common	9194
Certifying Plumber	9195
Certifying Gasfitter	9196
Licensed Drainlayer	9197
Certifying Drainlayer	9198

## **SPECIAL ASSESSMENT CONDITION/S DURING EXAMINATIONS**

### **INTRODUCTION**

Examination candidates who have a long-term disability or 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*

Candidates with disabilities 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 16 April for the June examinations, and 16 September for the November examinations.** Requests received after that date will not be considered. (Note, however, paragraph 3, General Guidance on Special Assessment Condition/s, below).

## APPLICATION PROCEDURES

The following condition/s apply to applications.

1. Special assessment condition/s are available for candidates with a long-term disability or short-term disability (for example, through accident or injury).
2. The reason for applying for special assessment condition/s must be specified. Evidence<sup>1</sup> 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 by 16 April for the June examinations, and 14 September for the November examinations.**

Applications for special assessment condition/s must be submitted to the Trade Competency Officer of the Board at PO Box 10655, Wellington 6143, or Level 9, 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 Trade Competency Officer of the Plumbers, Gasfitters, and Drainlayers Board at the above addresses or Tel 04 494 2970, Fax 04 494 2975.

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<sup>1</sup>

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 written licensed or certifying examinations, that the candidate has had practice in the use of any special assessment condition/s that are requested.
3. 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 Trade Competency Officer 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.

Alternatively, the candidate may meet the Board’s requirements for a special examination. (Contact the Trade Competency Officer for details.)

4. Special assessment conditions must be such that they do not mislead users of the examination results, for example employers, about the candidate’s attainment.
5. 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

**PLEASE NOTE:** If the Board approves your application, the Board both appoints all writers and/or makes all arrangements for the special assistance conditions granted.