

## Examinations policy

*This policy was reviewed and approved by the Board on 11 September 2018*

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## Purpose

1. The Plumbers, Gasfitters, and Drainlayers Board protects the health and safety of members of the public by ensuring the competency of people engaged in the provision of sanitary plumbing, gasfitting and drainlaying services.
2. This policy sets out the Board's processes and requirements around setting and administering examinations.

## Legislation, relevant policies and information

3. The following legislation is relevant to this policy:
  - a the Plumbers, Gasfitters, and Drainlayers Act 2006
  - b the Plumbers, Gasfitters and Drainlayers (Plumbing Registration and Licensing) Notice 2016
  - c the Plumbers, Gasfitters and Drainlayers (Gasfitting Registration and Licensing) Notice 2016
  - d the Plumbers, Gasfitters and Drainlayers (Drainlaying Registration and Licensing) Notice 2016
  - e the Plumbers, Gasfitters and Drainlayers (Fees, and Disciplinary and Offences Levy) Notice 2018.
4. This policy must be read in conjunction with the following policies:
  - a decision-making
  - b delegations
  - c registration
5. This policy must be read in conjunction with the following information:
  - a Examination information booklet: Certifying examinations
  - b Examination information booklet: Tradesman examinations
  - c Special Assessment Condition/s During Examinations: Registration Examinations

## Definitions

6. In this policy, unless the context otherwise requires:
  - a **Act** means the Plumbers, Gasfitters, and Drainlayers Act 2006
  - b **agent** means any third party engaged to carry out functions on behalf of the Board
  - c **Board** means the Plumbers, Gasfitters and Drainlayers Board
  - d **fees notice** means the Plumbers, Gasfitters, and Drainlayers (Fees and Disciplinary Levy) Notice 2018
  - e **Gazette notices** means the Plumbers, Gasfitters and Drainlayers (Plumbing Registration and Licensing) Notice 2016, and the Plumbers, Gasfitters and Drainlayers (Gasfitting Registration and Licensing) Notice 2016, and the Plumbers, Gasfitters and Drainlayers (Drainlaying Registration and Licensing) Notice 2016
  - f **minimum standards for registration** means the minimum standards for registration prescribed in *Gazette* notices
  - g **Registrar** means the Registrar of the Plumbers, Gasfitters and Drainlayers
  - h **staff** means employees of the Board
  - i **trade** means sanitary plumbing, gasfitting or drainlaying.

## **Guiding principles**

7. The Board is responsible for setting examinations that are part of the minimum standards for registration for the trades.
8. The purpose of examinations set by the Board is to ensure that any person who wishes to be registered in a trade is competent to practice in that trade at the level at which they wish to become registered.
9. Ensuring that tradespeople achieve the minimum standards of competence for registration is a key part of fulfilling the Board's purpose of protecting the health and safety of members of the public.
10. In setting, administering and marking examinations, the Board and its agents have regard to practices that are in common use in the education sector.

## **Board delegation of examination responsibilities to Registrar**

11. The Board has delegated the exercise of its responsibilities for arranging examinations to the Registrar.

## **Board examinations**

12. The Board sets and administers<sup>1</sup> the following examinations:
  - a tradesman plumber (9192)
  - b certifying plumber (9195)
  - c tradesman gasfitter (9193)
  - d certifying gasfitter (9196)
  - e tradesman drainlayer (9197)
  - f certifying drainlayer (9198).
13. Application forms, and information about all aspects of Board examinations, are available on the Board's website<sup>2</sup>, or by contacting the Board.

## **Setting examinations**

14. Examination papers are prepared having regard to the competencies for each trade published in the *Gazette* notices.
15. Examination questions are prepared by Board-appointed examiners and are subject to a moderation process involving tradespeople with training provider backgrounds, an examination expert, and industry representatives.

## **Enrolling in examinations**

16. Certifying examinations are run twice a year, in June and November. Tradesman examinations are available throughout the year.

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<sup>1</sup> The tradesmen examinations are administered by an agent of the Board's

<sup>2</sup> <http://www.pgdb.co.nz/trade/exams.html>

17. A person must satisfy applicable eligibility requirements to enrol for any of the Board examinations. Eligibility requirements are set out in the examination information booklets.
18. The enrolment period for certifying examinations in June is:
  - a 1 March – 30 April for posted applications, or
  - b 1 March – 10 May for online applications.
19. The enrolment period for certifying examinations in November is:
  - a 1 August – 30 September for posted applications, or
  - b 1 August – 10 October for online applications.
20. In exceptional circumstances, the Board may accept late enrolments.
21. All enrolments must be accompanied by the examination fee prescribed in the fees notice.
22. A person may apply in writing to the Registrar for a waiver or refund of the fee.<sup>3</sup>
23. Applications for enrolment that accompany an application for a waiver of the fee will be held by the Board until the waiver application has been determined.
24. Where the waiver application is granted in full, the application for enrolment will be accepted for processing in the normal way.
25. Where the application is declined in full or declined in part, the application for enrolment will not be accepted for processing until the applicant has paid the fee or any required part of the fee.

### **Special examination conditions**

26. A person enrolling to sit an examination may apply for a special condition in relation to the examination, including:
  - a assistance sitting the examination
  - b sitting the examination in a non-standard location
  - c sitting the examination overseas
  - d a professional conversation.
27. A person must apply for a special condition by:
  - a 16 April for June examinations
  - b 14 September for November examinations.

#### *Assistance sitting examination*

28. A person with a long-term or short-term medical, physical or learning disability that would significantly impair their ability to sit an examination may apply to the Board for assistance to sit the examination.
29. The following examination assistance is available for certifying examinations:
  - a writer assistance, and/or
  - b separate room, and/or
  - c 30 minutes extra time.

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<sup>3</sup> Refer Fee or levy waiver or refund policy.

30. Writer assistance includes the assistant reading the examination questions to the person, writing the person's dictated answers on the answer paper, and reading the answers back to the person. Writer assistance does not include reading from any source materials allowed in the examination.
31. An urgent application for examination assistance can be made where a person suffers an accidental injury such as a broken arm between enrolling and the date of the examination.
32. An application for examination assistance must give the reasons for seeking assistance and be supported by a current report from an independent, registered professional recommending the assistance required to address the person's specified needs.
33. An application for a professional conversation must be supported by a recommendation from Literacy Aotearoa for this specific assessment methodology.
34. When considering an application for assistance, the Board may make such inquiries in relation to the application as it considers necessary.
35. In determining whether to grant an application for examination assistance, the Board has regard to:
  - a the primary importance of the Board's role in protecting the health and safety of the public
  - b the need to recognise and support people with learning disabilities to work in the trades where they can do so safely
  - c the nature and extent of the needs of the person making the application
  - d whether assistance will fairly allow the person to demonstrate their knowledge, skills and understanding in the examination
  - e whether assistance could give the person an unfair advantage over others sitting the examination
  - f the need to ensure that any person who passes an examination with assistance will be competent to practice to the required level.
36. Following consideration, an application for examination assistance may be approved or declined.
37. Where an application for examination assistance is approved, the Board makes all necessary arrangements and notifies the person of the arrangements.
38. Where a professional conversation is approved, the candidate must pay all additional costs associated with the assessment.

#### *Non-standard locations*

39. In exceptional circumstances, a person may apply to the Board to sit a Board examination at a location other than a normal Board examination location.

#### *Sitting examinations overseas*

40. A person based in New Zealand but overseas at the time of the examinations<sup>4</sup>, or an overseas-based person, may apply to sit a Board examination overseas.
41. A person applying to sit an examination overseas must arrange a venue and examination supervisor that is acceptable to the Board, eg, a room and supervisor arranged through a local tertiary education institution.
42. A person applying to sit the tradesman examination overseas may only do so in locations where Aspeq Ltd has a representative.
43. Where sitting an examination overseas is approved, the candidate must pay all additional costs associated with sitting the examination.

### **Once enrolled**

#### *Cancelling enrolments*

44. A person can cancel their enrolment up to:
  - a one full week prior to the date of the examination
  - b two full weeks prior to the date of the examination where they have been granted a special condition.
45. A person is entitled to a full refund of their examination fee where they cancel an enrolment in accordance with the timeframes above.
46. A person cancelling their enrolment less than one week prior to the date of the examination, or two weeks where there is a special condition, is not entitled to a refund of any of their examination fee.
47. Examination fees are not held over by the Board from one examination sitting to another.

#### *Changing exam venue*

48. A person may apply to change from one standard Board examination venue to another up to two full weeks prior to the date of the examination.

### **Sitting examinations**

49. A person sitting a Board examination must comply with all rules and procedures set out in the examination instructions for each examination.
50. The Board may disqualify, or decline to mark the examination paper of any person who does not comply with the rules and procedures.

### **Passing Board examinations**

51. To pass a Board examination, a person must receive 60 percent or over.
52. Examination marks are not be rounded up. Any mark below 60 percent will not be a pass mark (eg, 59½ percent).

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<sup>4</sup> This does not apply to any person holidaying overseas at the time of the examination.

## **Marking certifying examinations**

53. All certifying examination papers are marked by Board-appointed markers.
54. The marking of Board examinations is subject to a moderation process attended by Board markers, an examination expert, and representatives from all training providers.
55. The Board publishes correct answer papers for each examination on its website following the release of examination results.

## **Results**

56. All examination results are recorded on the Board's examinations database.
57. Results notices for certifying examination are posted to people, along with their examination question and answer papers by:
  - a 10 August for June examinations
  - b 24 January for November examinations.

### *Re-mark*

58. A person who finds an adding error in the marks for their examination or unmarked questions can apply to the Board to have their paper re-marked at no charge.

### *Reconsideration*

59. A person can apply to have their examination paper reconsidered (ie, completely re-marked by a different marker).
60. The fee for reconsideration of an examination paper is the fee specified in the fees notice.
61. The results of reconsideration are final.
62. The Board will not consider any complaint about the outcome of an examination unless it considers some form of unlawful activity may have occurred.

### *Fraud*

63. Where the Board finds evidence that a person has altered their examination paper before applying for a re-mark or reconsideration, it may cancel the person's examination results for that examination.

## APPENDIX

### Eligibility requirements for Board examinations

The following eligibility criteria apply from **1 September 2014**

No.	Title	Prerequisites
9192	Tradesman plumber	<ul style="list-style-type: none"><li>a Currently enrolled to complete the New Zealand (or National) Certificate in Plumbing, or completed the National Certificate in Plumbing, or</li><li>b Granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9192 examination, or</li><li>c Advised in writing they are eligible to sit the 9192 examination as a result of an assessment of their overseas qualification</li></ul>
9195	Certifying plumber	Passed 9192 examination
9193	Tradesman gasfitter	<ul style="list-style-type: none"><li>a Currently enrolled to complete the New Zealand (or National) Certificate in Gasfitting, or completed the National Certificate in Gasfitting, or</li><li>b Granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9193 examination, or</li><li>c Advised in writing they are eligible to sit the 9193 examination as a result of an assessment of their overseas qualification</li></ul>
9196	Certifying gasfitter	Passed 9193 examination
9197	Tradesman drainlayer	<ul style="list-style-type: none"><li>a Currently enrolled to complete the New Zealand (or National) Certificate in Drainlaying, or completed the National Certificate in Drainlaying, or</li><li>b Granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9197 examination, or</li><li>c Advised in writing they are eligible to sit the 9197 examination as a result of an assessment of their overseas qualification</li></ul>
9198	Certifying drainlayer	Passed 9197 examination