Plumbers, Gasfitters and Drainlayers Board

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Registration examination information sheet

The Plumbers, Gasfitters and Drainlayers Board (Board) registration examinations are offered through an online computerised platform delivered by Aspeq Ltd.

This guide will provide you with information on the online registration examination process.

Examination eligibility and booking information

To be eligible to sit the registration examinations you must meet the Board's eligibility criteria.

How to book an exam

To book an exam, candidates need to:

- Register with Aspeq
- Download their eligibility report from their trade login and email it to: info@aspeq.com
- After receiving confirmation that the eligibility report has been loaded, candidates must then log into their Aspeq account, book and pay for the exam.

How much does the exam cost?

The cost per exam is $330.00 (GST inclusive).

How often are the exams held?

Registration exams are available throughout the year.

Where are the exams held?

The registration exams are held at one of Aspeq's exam centres. The exam locations and session availability can be viewed on Aspeq's website.

Special assistance when sitting your exam

Candidates can get special assessment conditions if they have a disability or difficulty which they believe could impair their performance sitting the Board's registration exams.

Candidates must apply for special conditions prior to booking their exam.

How can I prepare for my exam?

Past exam papers and additional exam information can help you with your exam preparation. This information is available on the Board's website.

What does the exam involve?

The registration exams are computer based and consist of 70 questions. Each exam is 2.5 hours.

Exam Transfers

A candidate can request a transfer of an exam booking from one date or centre to another.

There is a fee $34.04 (GST exclusive) per transfer.

All transfer requests must be completed at least 7 calendar days before the exam.

What if a candidate is unable to attend the exam?

If a candidate is unable to attend their exam, they need to let Aspeq know as soon as possible.

An exam fee credit may be available where non-attendance is due to medical or compassionate reasons and:

- Aspeq is advised within 48 hours of the exam sitting
- A medical or proof of compassionate reasons is supplied to Aspeq within 10 days of the exam sitting.

What if a candidate is late to the exam?

If a candidate is running late to their exam, they need to contact Aspeq on (04) 9139812 as soon as possible.

Failure to arrive on time (at least 30 minutes before the start time stated on the booking confirmation) will in most cases result in the candidate not being able to sit the exam and forfeit the exam fee.

Can an exam be cancelled?

Candidates can cancel their exam up to 7 calendar days before the exam. Cancellation requests received within the 7 calendar days before the exam will receive a fee credit minus a cancellation fee of $34.04 (GST exclusive).

Cancellation requests received less than 7 calendar days before the exam will forfeit the examination fee.

If the cancellation is due to medical or compassionate reasons, the candidate must advise Aspeq of the reasons for not sitting the exam within 48 hours of the exam sitting, and, in addition provide a medical certificate or proof of compassionate circumstances within 10 days of the exam sitting.

Medical and compassionate circumstances are approved at the discretion of Aspeq. If a medical or compassionate reason for a cancellation is approved by Aspeq, the candidate will receive a full credit of the exam fee.

Aspeq will not accept the excuse of traffic delays, vehicle problems or unpreparedness as a valid reason to cancel.

Examination day process

Candidates must arrive at the examination centre 30 minutes prior to the examination start time.

When they arrive, the supervisor will show them to their designated seat and will check their identification.

Masks are no longer compulsory, but candidates can still choose to wear them if they wish. The supervisor will ask the candidate to lower the mask to check the candidate's identification.

The supervisor will read out the mandatory instructions aloud to candidates before the exam starts.

What Identification is required?

The candidate must present one of the following forms of identification to the exam supervisor on arrival:

- A current passport
- New Zealand driver's licence
- Identity cards issued by the New Zealand Defence Force, Police or Fire Service.

The identification must be an original, current, and valid.

If the candidate does not have acceptable identification, they must complete Aspeq's alternative identification form.

What can candidates take to the exam?

Candidates can take one non-programmable scientific calculator to their examination.

Reference materials (Codes and Standards) will be supplied as a PDF within the examination.

Can the candidate go to the toilet during the exam?

Aspeq recommends that candidates should not leave the examination room at any point during the exam, however in emergencies candidates can leave to go to the toilet.

If candidates do leave the room to use the bathroom, the exam timer will not stop.

Results

Candidates will receive their result within 24 hours.

Marks required to pass the examination

To pass your exam you must receive a mark of 60% and above.

Reviews

Candidates who receive a mark greater than 50% in an examination or have not achieved the desired level of competency may request a review. The review request and fee of $134.60 (GST inclusive) must be received by Aspeq within one month of the exam date.

A review involves an independent evaluation of questions or aspects of the exam that the candidate has highlighted as unsatisfactory.

A review will check:

- Relevance to appropriate subject matter
- Technical correctness of the question stem and answer, and suitability of other options
- The language used, including grammar, syntax, level, and style
- Instructions to candidates and any other points which the candidate may have raised.

If a candidate has applied for a review, it is advised that the candidate does not resit or rebook the exam until the review outcome has been issued.

The candidate will be advised of the outcome, and any changes to examination marks will be reflected on the results page on the Boards and Aspeq's online portals.

Any review that returns a positive result for a candidate, i.e., a change in exam mark from a fail to a pass, will have the review fee refunded in full.

Examinations, markings, and any recordings will not be released. They will be withheld, pursuant to section 52 of the NZ Privacy Act 2020.

Candidates can apply for a review from their candidate portal.

All results of reviews are final.

What happens if a candidate fails the exam?

Candidates can re-attempt the examination at any time. A 3 month stand down period will be enforced after a failed second attempt.

What do candidates need to do once they have passed the exam?

When a candidate has passed the exam and has met the requirements for registration as a plumber, gasfitter, or drainlayer they will be eligible to apply for registration.

Candidates can apply for registration here.

Further questions?

If you have any questions about the exam process, please contact:

- The Plumbers, Gasfitters and Drainlayers Board: 0800 743 262
- Aspeq Limited: (04) 913 9812