Plumbers, Gasfitters and Drainlayers Board

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Applying for a verbal examination information

This document provides candidates with information on how to apply for a verbal examination.

What is a verbal examination

If you have a long-term or short term medical, physical, or learning disability that would significantly impair your ability to sit an exam you may be eligible for a verbal examination. For example, a head injury or dyslexia.

A verbal exam allows you to have an assessor who will:

- read the exam question to you; and
- write down the answers you give.

Verbal exams are held in a private room with just you and your assessor.

Your assessor cannot guide you, or help you answer the exam questions.

Supporting evidence

If you want to apply for verbal assessment, you must supply evidence that you have a long-term or short term medical, physical, or learning disability that would significantly impair your ability to sit an exam.

The two forms of evidence we accept are:

Literacy Aotearoa report:

Literacy Aotearoa offer an exam support program. Once they make their assessment of your needs, they can supply the Board with a report confirming what special conditions you may require sitting your exam. Literacy Aotearoa must provide a report stating that you require a verbal exam to be eligible.

Links to more information

If you want to register or need more information Contact Literacy Aotearoa on 0800 678910 or via email admin@literacy.co.nz.

Medical report:

We accept a report from a registered psychologist or speech therapist that confirms your diagnosis and why you require a verbal exam. This report cannot be from your General Practitioner.

Cost of the verbal examination

There are some extra costs when completing a verbal exam. You will be required to pay for:

- cost of the exam and the assessor to conduct your exam ($1,115).
- travel costs of the assessor (if required)
- venue hire fees (if required)
- accommodation of the assessor (if required).

You will be charged these fees before you sit your examination.

How to make an application

If you want to make an application to have a reader/writer, collect your evidence and fill in an application form.

Please email your evidence and completed form as a PDF to exams@pgdb.co.nz.