

Examinations policy

Board registration exams

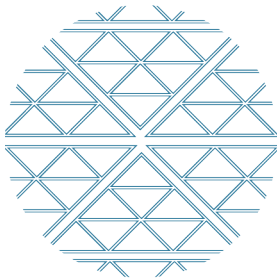
This policy sets out the processes and requirements around the Board's registration exams.

The purpose of the Board's registration exams is to ensure that any person who wishes to be registered in a trade is competent to practice in that trade at the level they wish to be registered at. Ensuring that practitioners meet 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.

In setting, administering, and marking exams, the Board and its agents have regard to practices that are in common use in the education sector.

Values statement

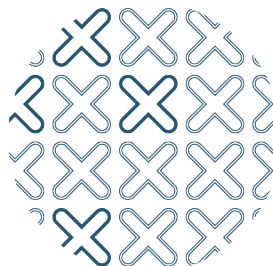
By ensuring our exams and exam process are fair, robust, and reasonable, we ensure that practitioners are competent and the public is protected.



Mahi tahi



Manaakitanga



Whakapono



Kia Māia

Delegation to Registrar

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

Board exams

The Board is responsible for the following exams:

- Tradesman Plumber (9192)
- Certifying Plumber (9195)
- Tradesman Gasfitter (9193)
- Certifying Gasfitter (9196)
- Tradesman Drainlayer (9197)

- Certifying Drainlayer (9198)

Board exams are set to test an applicant's knowledge, experience, and practical understanding of the competencies for each trade at each level of registration set in the Board's registration and licensing *Gazette* notices at:

- [Plumbing notice](#)
- [Gasfitting notice](#)
- [Drainlaying notice](#)

A person must meet the Board's eligibility requirements set out in the appendix to this policy to enrol for the Board's exams.

Board exams are run online throughout the year and applicants can enrol for an exam by going through their trade log-in on the Board's website. All enrolments must be accompanied by the exam fee specified in the [current Board fees notice](#).

A person may apply in writing to the Registrar for a waiver or refund of the exam fee. For information on how to do this, see the Board's [Fees waiver policy](#).

Special exam conditions

Exam assistance

A person with a long-term or short-term medical, physical, or learning disability that would significantly impair their ability to sit an exam can apply to the Board for assistance with the exam.

Assistance can be in the form of one or more of the following:

- writer assistance
- a separate room
- 30 minutes extra time
- Hardcopy resources
- professional conversation (oral examination).

Writer assistance includes the assistant reading the exam questions to the person and entering their answer. Writer assistance does not include reading from any source materials allowed in the exam.

An urgent application for exam assistance can be made where a person suffers from an accidental injury such as a broken arm between the date of enrolling and the date of sitting the exam.

An application for exam assistance must give reasons for seeking the assistance and must be supported by a current report from an independent, registered professional recommending the assistance that is required to address the person's specified needs.

Where necessary, when considering application for assistance the Board may carry out its own inquiries in relation to the application. An applicant must provide the Board with any information or assistance it needs to assess their application.

In determining whether to grant an application for exam 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 exam
- e. whether assistance could give the person an unfair advantage over others sitting the exam
- f. the need to ensure that any person who passes an exam with assistance will be competent to practice to the required level.

Following consideration, an application for exam assistance may be approved or declined. Where an application is approved, the Board will make all necessary arrangements and notify the person of what those arrangements are.

Professional conversation

An application for a professional conversation must be supported by a recommendation from Literacy Aotearoa for this specific assessment method.

Where a professional conversation is approved, the candidate must pay any additional costs associated with the assessment.

Sitting an examination overseas

A person based in New Zealand but overseas at the time of the examinations (not including where they are on holiday), or an overseas-based person may apply to sit a Board exam overseas. A person may only sit the examination in locations where Aspeq Limited has a representative.

Where a person sits an exam overseas, they must pay any additional costs associated with sitting the exam.

Passing Board examinations

To pass a Board exam, a person must receive 60% or over. Exam marks are not rounded up and any mark below 60% (eg 59.5%) will not be a pass mark.

All tradesman registration exams are fully marked automatically at the time of sitting. Certifying exams are marked automatically at the time of sitting with the exception of the design questions. Design questions are marked manually within 10 working days of sitting the exam. People sitting the certifying registration exams will be advised of their final mark (including the marks for the design questions) by email.

A person can sit a Board exam as many times as required. However, if a person has sat and failed an consecutive sittings of the exam they must complete a three month compulsory stand down before they can re-sit the exam.

A person can apply to have the marking of their exam reconsidered. Any person seeking a reconsideration must apply to Aspeq Ltd and pay the required fee for the reconsideration. The results of any reconsideration are final.

The Board will not consider any complaint about the outcome of an exam unless it considers some form of error or unlawful activity may have occurred.

The Board investigates any allegations of cheating during Board exams. In addition to any other action the Board considers appropriate, any person found to have cheated on a Board exam may have their exam result cancelled and may be prevented from re-sitting the exam for a specified period of time.

Appendix

Eligibility requirements for Board examinations

Examination code	Examination	Prerequisites
9192	Tradesman plumber	<ul style="list-style-type: none"> a. Currently enrolled to complete the New Zealand (or National) Certificate in Plumbing, or completed the National Certificate in Plumbing, or b. Granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9192 examination, or c. Advised in writing they are eligible to sit the 9192 examination as a result of an assessment of their overseas qualification
9195	Certifying plumber	Passed 9192 examination
9193	Tradesman gasfitter	<ul style="list-style-type: none"> a. Currently enrolled to complete the New Zealand (or National) Certificate in Gasfitting, or completed the National Certificate in Gasfitting, or b. Granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9193 examination, or c. Advised in writing they are eligible to sit the 9193 examination as a result of an assessment of their overseas qualification
9196	Certifying gasfitter	Passed 9193 examination

9197	Tradesman drainlayer	<ul style="list-style-type: none"> a. Currently enrolled to complete the New Zealand (or National) Certificate in Drainlaying, or completed the National Certificate in Drainlaying, or b. Granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9197 examination, or c. Advised in writing they are eligible to sit the 9197 examination as a result of an assessment of their overseas qualification
9198	Certifying drainlayer	Passed 9197 examination

Version management

Date	Details
February 2024	Approved by Chief Executive
February 2027	Next review date