Plumbers, Gasfitters and Drainlayers Board

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Special assessment conditions information sheet

You can get special assessment conditions for your exam if you have a disability or difficulty which you think could impair your performance.

All applications for special conditions must be approved by Board before booking your examination.

What special assessment conditions are available?

The following special assessment conditions are available:

- Hardcopy resources - This special condition means that you get a hard copy of the codes and standards provided.
- Extra 30 minutes and separate place to sit the exam.
- Reader/Writer assistance - You will be assigned a person to help you read or write the exam. You will also get a separate place to sit the exam and an extra 30 minutes. Extra costs may apply.
- Special venue - a special venue is for people who want to sit the examination outside of the scheduled exam dates and times. This is only available for certifying examinations. Extra costs may apply.

You can apply for one or more of these special conditions.

How can I apply for special conditions?

You will need to fill in an application form and provide evidence to support your application. Please complete and submit this to the Board this prior to booking your exam.

What information do I need to submit with my application?

You will need to supply the reason(s) why you are applying for special assessment conditions and supporting evidence, such as:

- a report and/or medical certificate from a registered medical practitioner
- a literacy assessment report.

How long does it take to process my application?

Your application will be processed within 10 working days. We will contact you by email if we need more information from you.

What happens if my application is approved?

You will receive an approval email from the Board. You will then need to contact Aspeq Ltd on (04) 913 9812 or info@aspeq.com to book your examination.

Aspeq Ltd appoints all writers and makes all the arrangements for the special assessment conditions.

What happens if my application is declined?

You will receive an email outlining the reasons why your application has been declined.

For more information refer to our examination policy.