

Examinations policy

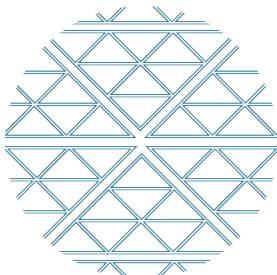
Board registration exams

This policy sets out the processes and requirements for the Plumbers, Gasfitters, and Drainlayers Board's (**Board**) practitioner registration exams.

The purpose of the Board's registration exams is to ensure that any person applying to be registered in a trade is competent to practice in that trade at the appropriate standard. 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.

Values statement

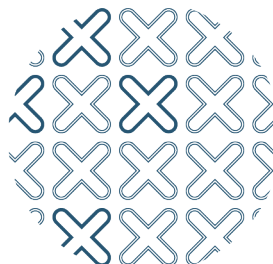
By ensuring our exams and exam process are fair, robust, and reasonable, we ensure that practitioners are competent and the public is protected, aligning fully with the Boards values of:



Mahi tahi
Working together



Manaakitanga
Protecting



Whakapono
Leading



Kia Māia
Having courage

Delegation to Registrar

The Board has delegated the exercise of its responsibilities for arranging exams to the Registrar of Plumbers, Gasfitters, and Drainlayers.

Board exams

The Board is responsible for the following exams:

- Plumber (9192)
- Certifying Plumber (9195)
- Gasfitter (9193)

- Certifying Gasfitter (9196)
- Drainlayer (9197)
- Certifying Drainlayer (9198)

Exam questions are written by experienced subject matter experts approved by the Board. Exam questions are reviewed frequently and candidates' feedback on the exams is reviewed quarterly. All exam questions are the intellectual property of the Board and are confidential. To protect the integrity of the exam process, exam questions are not released to any candidate or other organisation.

Board exams are set to evaluate an applicant's knowledge, experience, and practical understanding of the competencies for each trade at each level of registration set in the [Plumbers, Gasfitters, and Drainlayers \(Registration and Licensing\) Notice 2025](#).

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

Exams are conducted online on a year-round basis and applicants can enrol for an exam via their trade login on the Board's website. All enrolments must be accompanied by the exam fee specified in the [Board's fees notice](#). Locations for sitting the exam are across the North and South Islands and can be found [here](#). A special venue outside of these locations or a special time for sitting the exam can be arranged through a special assistance application. A different location or time may incur additional costs which must be paid by the candidate.

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](#).

If candidates have further questions regarding the exams, they can contact the Board on 0800 743 262 (+64 4 494 2970 from overseas) or email exams@pgdb.co.nz.

Sitting exams

Exams are managed and conducted by Aspeq Limited on behalf of the Board. Information about Aspeq's exams policies and procedures, as well as booking information, can be found on their [website](#).

Candidates sitting Board exams must comply with Aspeq's [Code of Conduct](#) including comply by its exam rules.

Exam rules

While undertaking the exam, candidates must not:

- copy from another person
- refer (by hardcopy or electronic means) to any unauthorised source of information

- take (by hardcopy or electronic means) any material other than the permitted material listed on the candidate's booking confirmation into the exam
- communicate in any way with another person, except the person administering the exam
- take an exam on behalf of another person
- remove in any form, exam material from the exam room, unless authorised to do so by the person administering the exam
- act in any way that is threatening or abusive towards the exam staff or other candidates
- attempt to manipulate records or data in relation to Aspeq's exam booking and results system
- use an electronic recording or transmitting device in the exam room unless prior permission from Aspeq in writing exists.

Failure to comply with these rules will result in an investigation and may impact a candidate's results or ability to re-sit the exam.

Special exam conditions

Exam assistance

A person with a medical, physical, or learning disability that may impair their ability to sit an exam can apply to the Registrar for assistance with sitting their exam. Assistance can be in the form of one or more of the following:

- exam assistant
- a separate room
- 30 minutes extra time
- hardcopy resources
- verbal examination

Exam assistance includes the assistant reading the exam questions to the candidate and entering their answer. Where the question is multichoice or requires the candidate to select an answer, the candidate must answer the question themselves. The exam assistant will not click or select answers for a candidate.

An application for assistance should be made in advance of booking the exam and will be processed within 10 working days. An urgent application for exam assistance can be made between the date of booking the exam and sitting in special circumstances. This will be assessed on a case-by-case basis.

An application for exam assistance must give the 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. For guidance on who can provide a report, see the Board's special assessment conditions [information sheet](#). The Registrar will consider applications for assistance based on other grounds on a case-by-case basis.

Where necessary, when considering an application for assistance, the Registrar may carry out its own inquiries in relation to the application. An applicant should provide the Registrar with any information or assistance they require to assess their application.

In determining whether to grant an application for exam assistance, the Registrar has regard to:

- the primary importance of the Board's role in protecting the health and safety of the public
- the need to recognise and support people with disabilities to work in the trades where they can do so safely
- the nature and extent of the need for assistance of the person making the application
- whether assistance will fairly allow the person to demonstrate their knowledge, skills, and understanding in the exam
- whether assistance could give the person an unfair advantage over others sitting the exam
- 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 Registrar will make all necessary arrangements for the assistance required and notify the person of what those arrangements are. Candidates with approved exam assistance will then need to contact Aspeq to book their exam.

Verbal exams

An application for a verbal exam must be supported by a recommendation from an independent registered professional that is adequately qualified and experience to make such an assessment. The Registrar may also approve a verbal exam at their discretion.

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

Sitting an exam overseas

A person based in New Zealand but overseas at the time of the exam (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 exam in locations where Aspeq has a representative.

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

Passing Board exams

To pass a Board exam, a candidate 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.

Exam marking

The Plumber, Gasfitter, and Drainlayer registration exams are fully marked automatically at the time of sitting. Certifier registration 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. The final mark, including the marks for the design questions, will be sent to the candidate by email.

Re-sitting exams

A person can sit a Board exam as many times as required. However, if a person has sat and failed two consecutive sittings of the exam, they must complete a three month compulsory stand down before they can re-sit the exam. The compulsory stand down is to protect the integrity of the exam process and ensure that people re-sitting the exams have adequate time to study and prepare.

Reconsideration of exam mark

A person can apply to Aspeq to have the marking of their exam reconsidered. Any person seeking a reconsideration must apply directly to Aspeq not the Board and must pay the [required fee](#) for the reconsideration. The results of any reconsideration are final.

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

The Registrar investigates any alleged breaches of exam rules during Board exams. In addition to any other action the Board considers appropriate, any person found to have breached exam rules or to have cheated in any other manner 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.

Version management

Date	Details
March 2025	Approved by Chief Executive
November 2027	Next review date

Appendix

Eligibility requirements for Board exams

Exam code	Exam	Prerequisites
9192	Plumber	<ul style="list-style-type: none"> a. completed the National Certificate in Plumbing b. currently enrolled to complete the New Zealand Certificate in Plumbing c. granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9192 exam d. advised in writing they are eligible to sit the 9192 exam as a result of an assessment of their overseas qualification
9195	Certifying plumber	Passed 9192 examination
9193	Gasfitter	<ul style="list-style-type: none"> a. completed the National Certificate in Gasfitting b. currently enrolled to complete the New Zealand Certificate in gasfitting c. granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9193 exam d. advised in writing they are eligible to sit the 9193 exam as a result of an assessment of their overseas qualification
9196	Certifying gasfitter	Passed 9193 examination
9197	Drainlayer	<ul style="list-style-type: none"> a. completed the National Certificate in Drainlaying b. currently enrolled to complete the New Zealand Certificate in drainlaying c. granted an exemption by the Board under section 52 of the Act subject to the requirement to pass the 9197 exam d. advised in writing they are eligible to sit the 9197 exam as a result of an assessment of their overseas qualification
9198	Certifying drainlayer	Passed 9197 exam