

# EXAMINATION RULES AND REQUIREMENTS

Information for candidates



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## Introduction

This guide outlines the rules and requirements for candidates sitting a certificate of competence examination. If you have been invited to take a certificate of competence examination you need to read this guide before you send your application.

The Resources Regulator will issue you with a certificate of competence when you can demonstrate knowledge and skills at the level expected for a person performing that statutory function. The granting of the certificate is governed by the *Work Health and Safety (Mines and Petroleum Sites) Act 2013*.

Before granting a certificate of competence the Resources Regulator takes into account any recommendations by the Mining and Petroleum Competence Board regarding the issuing of a certificate. This is in line with Work Health and Safety (Mines and Petroleum Sites) Regulation 2014.

Under the Act, the Mining and Petroleum Competence Board has the function of undertaking initial and ongoing assessments of the competence of persons exercising functions at a mine or petroleum site that may impact on the health and safety of workers.

## Examination timetable

### Dates and times

Examination calendars for the certificate of competence are published on the [Resources Regulator website](#). To apply for a certificate of competence you need to complete and submit an application by the closing date. No late or incomplete applications are accepted.

If your application is approved for you to sit an examination, you will be sent an invitation letter. The letter will include your examination details including the date, start time, duration, venue and any additional instructions.

You need to ensure your letter correctly lists all examination papers you wish to and are eligible to sit. If your letter is missing any information please contact the [Mining Competence Team](#) on 02 4063 6461.

We recommend that you arrive at the examination venue no later than 30 minutes before the start time of your examination.

You must be seated in the examination room 10 minutes before the start of the examinations reading time begins.

You will **not** be allowed into the examination room once reading time is complete and the examination has commenced. No exceptions apply.

## Venues

Examination venues are selected based on the number of candidates in each region. Your examination invitation letter will specify the examination venue you have been allocated. You cannot attend another examination venue without prior written approval from the mining competence team. Attending an examination is at your own expense.

We recommend that you familiarise yourself with the examination venue prior to the examination date. You will be assigned a seat during the examination. You can find your assigned seat by looking for the table that has been marked with your candidate number.

If you are unable to attend the examination at your allocated venue due to exceptional circumstances, please contact the Mining Competence Team on 02 4063 6461.

## Candidate responsibilities

You are responsible for:

- familiarising yourself with the examination venue
- ensuring the correct examination papers are listed on your invitation
- being on time for your examination. You will not be able to enter once the examination has started
- producing your photo identification and your invitation letter at the examination
- where requested, provide a completed pandemic declaration form, and undergo a temperature check
- ensuring the correct examination paper has been provided to you for the certificate of competence exam you applied for
- checking your examination papers to make sure that there are no pages missing when asked to do so by the supervisor
- bringing the correct equipment to the examination
- ensuring you do not have any prohibited items with you at any time while under examination conditions

- keeping your contact details up-to-date with the Mining Competence Team. At times, additional information or instructions are emailed to candidates in the days leading up to the examination
- requesting a change to another examination venue, if the need arises.

## Identification at examination

You must present photo identification along with your invitation letter when you enter the examination room. Supervisors will refuse entry to any candidate who does not possess the required invitation letter and photo identification.

Please place your identification and letter at the top right hand corner of your assigned desk for easy review by the examination supervisor. The examination supervisor will mark you off on the attendance list.

**Note:** Failure to produce photo identification on the day will result in the candidate being ineligible to sit the examination.

## Work health and safety (WHS)

You must comply with the WHS requirements of the Resources Regulator, as instructed by the exam supervisors and the venue requirements.

Additional control measures are in place for pandemics for candidates until further notice, which include

- if unwell, do not attend the exam venue and to call/email their contact person in the MCA Unit
- comply at all times, including before, during and after exams (including break times) with the measures in place to maintain social distancing
- avoid physical contact with others such as shaking hands
- avoid sharing items such as pens, rulers and tissues by bringing your own
- if sitting more than one exam on the same day, you should not leave the exam venue site and if necessary, bring any food or drinks items with you for the day
- do not share any food or drink with other people
- expected to follow general hygiene practices such as hand washing before entering class (including after breaks); sneezing and coughing etiquette (into a tissue and disposing of them immediately in a bin OR into their elbow).

# Bringing materials into the examination

## Authorised materials

You may have in your possession during the examination:

- a highlighter, which can be used in reading time
- lead pencil, which can be used for drawings
- pens to be used for all written answers
- coloured pencils for mine plans
- non programmable calculators
- clear bottle of water
- watch (to be placed on the desk so you can view the time but not access it during the exam).

## Unauthorised materials

You are **not** permitted to have in your possession **at any time** during the examination:

- smart phones or mobile phones
- computers, laptops, notebooks, tablets, other electronic devices that can access information or any type of recording device
- bags - wallets may be placed under the desk
- pencil cases - a clear zip lock bag may be used for pencils and pens
- white out - if an error is made candidates are to put a line through the mistake
- study materials - please refer to exceptions in the examination rules for the specified exam listed on the website
- extracts of legislation - please refer to exceptions in the examination rules for the specified exam listed on the website
- hats - to be removed as you enter the examination room
- glasses cases

- any other material that the supervisor deems inappropriate.

You will be directed by the supervisor to place any unauthorised equipment or materials, including bags, in a designated area. Make sure you remove any valuables from your bags before entering the examination room. Security cannot be provided for any item left in the designated area specified by the supervisor.

If you are found in possession of any materials or devices that are not permitted, you will be deemed to be in breach of the examination rules.

## Conduct during examination

When you are in the examination room you are under examination conditions.

You **must not**:

- speak to any person other than a supervisor during an examination. For oral examinations, you are not to discuss questions with any person other than the examiner until all oral examinations have been conducted.
- write or annotate on your examination paper in any way during reading time. Only highlighting is permitted.
- write your name anywhere on your answer book.
- remove any examination material from the examination room.
- leave the examination room, except in the following circumstances:
  - you have completed the examination early: raise your hand and wait for the supervisor to collect your paper.
  - in the case of an emergency: raise your hand and wait for the supervisor to collect your paper.

if escorted by a supervisor you may leave the room temporarily and return to complete the examination. Raise your hand and wait for the supervisor, who will escort you. The supervisor will record your candidate number and the time and reason for the break on the supervisor's report.

You **must**:

- follow the supervisors' instructions at all times, including placing any unauthorised equipment or material in a designated area.
- be seated in the examination room 10 minutes before the start of reading time. You will **not** be allowed into the examination room once reading time is complete and the examination has commenced. No exceptions apply.
- behave in a polite and courteous manner towards the supervisors and other students.
- keep your examination papers face down on the desk until instructed by the supervisor to turn the paper over.
- read the examination paper instructions and questions carefully.
- write your candidate number clearly on the cover sheets. This includes any ventilation plans and all of your answer books. Please note that spare paper will not be provided. If you are unable to fit the answer in the allocated space provided, please utilise the blank page opposite the question or at the back of the examination paper.
- raise your hand to ask any questions and wait for a supervisor to approach you.

## Concluding the examination

- Once 10 minutes remaining has been announced by the examination supervisor, you must wait until the end of the examination before leaving.
- On completion of the examination, you are to remain seated at your desk until the head supervisor has announced that you are permitted to leave.
- You must **not** remove any papers from the examination room.
- Please ensure you have collected all personal items prior to leaving the room.
- You will **not** be permitted to return to the examination room until all exam papers and materials have been collected and counted.
- If you fail to adhere to the examination room conduct, you will be deemed to be in breach of examination rules.

## Breach of examination rules

The department takes all allegations of any breach of examination rules seriously. The examination supervisor has an obligation to report any suspected breach of examination rules that they observe, or that are brought to their attention.

All alleged breaches will be subject to a process of investigation. Candidates under investigation will not be eligible for a certificate of competence until the matter is resolved. The candidate's paper will not be marked during that time.

If the allegation is found to be legitimate, then the candidate may be penalised.

## Illness / misadventure

If you have a disability, serious illness or sustain an injury that will make it difficult to attend or complete an examination, contact the Mining Competence Team on 02 4063 6461 as early as possible before the exam date.

Where possible, special arrangements will be made to allow you to complete the examination.

Please note that relevant supporting medical documentation must be provided.

## Review of examination results

The department is committed to an effective, timely and transparent marking process for certificates of competence. If you are not satisfied with your examination results, there are a number of options available. Our review process is designed to encourage the fast and efficient resolution of your issue at the first contact.

Please be aware that you have a responsibility to:

- make your request for a review following the process below.
- ensure that you provide any information that the board, the exam panel or the department requests from you.
- make sure provided information and documents are accurate and complete.

## Stage 1: First contact

If you are not satisfied with your examination results you can contact the [Mining Competence Team](#) within 28 days of your examination on 02 4063 6461. Feedback and comments will be provided on your assessment outcome.

## Stage 2: Examination review

You can request an examination review if you are not satisfied at stage 1. To do so, you must complete our [Application form 'Request an examination review'](#) and send it by email within 28 days from the date that you were advised of your examination result. There is a fee of \$100 for review. You must include the reason(s) why you believe your examination results were wrong, made in error or were otherwise inadequate.

We will complete the review within 1 month of receiving your complete application. It will be carried out by an exam panel member who did not participate in the original assessment. Your review may lead to a changed or unchanged result. Changed results may be favourable or unfavourable, and you will be notified in writing of the review outcome. Your fee will be refunded if the review results in a favourable outcome.

Contact type	Contact details
<b>Mining Competence Team</b>	
Phone	(02) 4063 6461
Email	<a href="mailto:mca@planning.nsw.gov.au">mca@planning.nsw.gov.au</a>
Postal address	Resources Regulator PO Box 344, Hunter Region Mail Centre NSW 2310