



South African Council
for the Architectural Profession



51 Wessel Road, Right Wing,
Rivonia, Sandton, 2128



P.O. Box 1500, Rivonia, 2128



Tel: 011 479 5000 | Fax: 011 479 5100



Email: info@sacapsa.com

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Professional Practice Examination Rules and Regulations 2025

THE EXAMINATION CONSISTS OF TWO PAPERS:

- Persons registered as Candidate Architectural Draughtspersons only have to write and pass
- Paper 1 (with a minimum of 50%).
- Persons registered as Candidate Architectural Technologists, Candidate Senior Architectural Technologists, and Candidate Architects have to pass both papers (with a minimum of 50% per paper) in order to pass the examination.

NB: The Professional Practice Examination (PPE) is a single examination comprising of two papers.

- The Professional Practice Examination (PPE) consists of TWO examination papers.
- In order to successfully qualify for the appropriate professional category of registration, the following will apply:
 - Persons who wish to qualify for professional registration as Architectural Draughtspersons are required to write and pass **PAPER ONE** only (*with a minimum result of 50%*).
 - Persons who wish to qualify for professional registration as Architectural Technologists, Senior Architectural Technologists and Architects are required to write and pass both **PAPER ONE** and **PAPER TWO** (*with a minimum result of 50% in each paper*).
- The examination papers will comprise the following sections of the Syllabus:
 - **Paper ONE:**
 1. *The Architectural Professional as Practitioner*
 2. *The Architectural Professional and their Office*
 3. *The Provision of Architectural Services*
 4. *Dispute Resolution*
 - **Paper TWO:**
 1. *The Architectural Professional as Practitioner*
 2. *The Architectural Professional and their Office*
 3. *The Provision of Architectural Services*
 4. *Dispute Resolution*
 5. *Construction Procurement and Contracting*

This is a CLOSED BOOK paper. Candidates are not permitted to refer to any notes, supplementary documents. No online or online referencing is permitted.

NOTE: Examination paper TWO will comprise the content of the entire Syllabus, with particular focus on part 5: *Construction Procurement and Contracting*



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This is an **OPEN BOOK** paper. Candidates are only permitted to refer to the documentation that is contained in the List of Study Material is permitted. Candidates may not refer to any other notes or supplementary documents. No online access or online referencing is permitted.

NO HAND-WRITTEN NOTES OR OTHER REFERENCE MATERIAL IS PERMITTED.

PROFESSIONAL PRACTICE EXAMINATION (PPE)

Requirements for passing the examination:

The pass rate for each paper is a minimum of 50% per paper. In accordance with the PPE Policy,

Please note that persons registered as Candidate Architectural Draughtspersons are only required to write and pass Paper 1 of the PPE.

1. EXAMINATION RULES:

- The examination is written strictly online.
 - Candidates are required to ensure that you have a fully functional computer eg a Desktop or Laptop.
 - Candidates are required to ensure that you have a **stable** internet connection.
- **Ensure that you have a mobile webcam covering a wide spectrum of your exam area and a microphone.** This view must include yourself and the device that you are using to write the examination.

(Note you would not be allowed the use of your built-in camera on your laptop/device that you are using for the examination during the exam process)

- Every candidate will receive a link to the examination 5 minutes before the commencement of the examination session.
- A candidate must follow the online instructions to commence with the examination session.
- The candidates are required to ensure that he/she is logged into the correct question papers.
- Candidates will be allowed a 5 minutes reading time before the start of the paper.



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- It is the responsibility of all candidates to ensure that they log in at the required commencing time stipulated to ensure that they complete the examination within the specified time allocated for that paper.
- The complete submission of the examination is the onus of the candidates. (Before submitting your examination, candidates are required to ensure that they are connected to the internet **(No offline submission will be accepted or allowed)**).
- No candidate will be allowed to enter the examination session after one hour from the commencement of the examination.
- It is the responsibility of the candidate to ensure that the correct information is completed upon the commencement of the exams.
- The use of virtual machines is not allowed during the examination process and will be regarded as a sign of cheating.
- Candidate may not sit two or more in the same room to write the online exams.

CANCELLATION OF APPLICATION TO WRITE THE PPE

- Candidates who do not write the PPE, after applying to do so, will not be liable for a refund what so ever.
- Should a candidate wish to cancel his/her application to write the PPE, or not attend the examination, he/she will be required to make a submission in writing three weeks before the date of the exams. Candidates are reminded the preliminary application fee is non-refundable.
- In the case of illness or any other circumstances beyond the control of the candidate, a medical certificate or affidavit must be submitted to SACAP. The PPE fees will be carried forward to the next examination date.
- Candidates who are absent for the examination with no valid reason will not receive any refund what so ever.
- If a candidate is unable to write (or complete) the examination for reasons other than illness or injury, a written report in which the circumstances are set out, must be submitted to SACAP within two weeks from the date of the exams.
- If in the event candidates wish to postpone their PPE to the following exam sitting a submission must be done in writing and the candidate must be fully aware that they will be liable for the increase in the PPE fees and are required to re-register and pay the preliminary application fee (Non-Refundable amount).

3. EXAMINATION MARKING PROCESS

- Exam scripts will be downloaded and sent to the markers within three days from the date of the exams.



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- A percentage of the Scripts will be sent for moderation.
- Results sheets will be emailed to all candidates as per email address on the online PPE application form.
- Candidates may request for a remark by completing the online application form on the SACAP website.
- Scripts are submitted for remark. (Each candidate is only allowed one remark per paper)
- Results sheets are adjusted if there are any changes and re-emailed to candidates.

4. EXAMINATION RESULTS

- Results of the PPE will be distributed to all candidates within a period of **two months** from the date of the examination. In a format determined by the council.
- Candidates are entitled to apply for one re-mark per paper within one week from the date of releasing the results if he/she is not satisfied with the results. No late submission will be accepted or allowed.
- The decision of the registrar and/or moderators is final and binding and SACAP will not enter into any correspondence on the outcome of an examination.
- Candidates are not permitted to contact the examiner and/or marker(s) regarding his/her examination paper(s).
- Exam scripts will, under no circumstances, be made available for perusal.
- Results will be communicated to applicants by e-mail only.

4. LOAD SHEDDING

- It is the responsibility of the candidate/professional to ensure that all necessary measures are put in place to accommodate loadshedding during the examination.
- **Candidates wishing to write at the SACAP offices are required to make prior arrangements ideally one(1) month in advance.**

5. GENERAL:

- Candidates must ensure that their cell phones are on throughout the exam session so that SACAP can contact the candidate in the event of any **irregularities that might arise during the session**. You might however need a calculator to determine the answer(s) of question(s).
- Please ensure that all fields within the online system is completed, including your Full Name, Surname, and SACAP Registration number.
- Ensure that your answers are clearly marked as per the question paper.



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- No online discussions what so ever are permitted during the examination session eg WhatsApp, Facebook etc.
- Candidates suspected of any irregularity will be disqualified and examination scripts will not be marked. The candidate will be immediately logged out of the examination session. The candidate/ professional will thereafter obtain zero for that paper.



Council President: Mr C Nduku. Council Vice President: Ms L Shongwe.

Council Members: Mr R Vuzane CA (SA); Ms M Pepeta; Mr K Bingham; Dr J Miremba; Mr V Phailane; Ms K Cupido; Ms S Bongela; Mr L Nematswerani; Mr D Basdew.

