

SECTION 01
GENERAL INFORMATION FOR THE PROFESSIONAL PRACTICE EXAMINATION
14 & 15 MAY 2024

The next Professional Practice Examination (PPE) will take place on 14 & 15 MAY 2024.

Please note the following important dates:

14 MAY 2024	-PAPER 01 - Examination Date.
15 MAY 2024	-PAPER 02 - Examination Date
30 JANUARY 2024	- Applications open (Candidates must allow for one week of feedback from the date of application)
25 MARCH 2024	-Closing date for PPE applications and preliminary application fee. (Preliminary Application Fee of R390)
25 MARCH 2024	-Closing date for payment of PPE fee. (PPE Fees of R2377)
05 JULY 2024	-Results to be released
08 JULY 2024	-Applications for remark open
12 JULY 2024	-Applications for remark closes
19 JULY 2024	-Remark Results to be released via email

NB: NO LATE PAYMENTS AND APPLICATIONS WILL BE ACCEPTED

SECTION 2
IMPORTANT INFORMATION REGARDING ELIGIBILITY TO WRITE THE PPE

In terms of the PPE Policy, the following requirements must be met before an applicant is eligible to write the PPE:

- 1) A Candidate can only apply to write the PPE if he/she has completed the full period of required recognized practical experience. This implies that the Candidate must adhere to the following conditions, before he/she will be allowed to write the PPE:

- Candidates must have been registered for the following number of months:
 - o A minimum of two years for persons registered as Candidate Architects, Candidate Senior Architectural Technologists, and Candidate Architectural Technologists. Ensure that a minimum of 24 Monthly Training Records (MTRs) are uploaded from the date of registration. Candidate are also required to obtain a minimum of 400 value units during the period of practical training.

http://mtr.sacapsa.com/login_page.mtr

- o A minimum of three years for persons registered as Candidate Architectural Draughtspersons. Ensure that a minimum of 36 Monthly Training Records (MTRs) are uploaded from the date of registration.

Candidates are also required to obtain a minimum of 400 value units during the period of practical training.

http://mtr.sacapsa.com/login_page.mtr

- Candidates must have submitted the required number of Monthly Training Records (MTRs) for the period stated above.
- The period of internship shall commence on the date of registration, confirmed to the candidate in the letter confirming their SACAP registration number.
- MTRs for any period that a Candidate has not been registered or that a Candidate has been removed will not be taken into consideration;
- The minimum value units for each category of experience, as set out in the Practical Training Policy, must have been claimed.
- All applicants are required to pay the full PPE fee with the submission of this application.
- No application will be considered without the full payment.
- Failure to abide to the Professional Practice Examination Rules and Regulations will result in a disqualification from writing the examination and disciplinary action will be taken by the council.

NOTE: TO VERIFY YOUR ELIGIBILITY TO WRITE THE PPE EMAIL MR R. MOODLEY

rickey.moodley@sacapsa.com BEFORE APPLYING.

SECTION 3
EXAMINATION FEE

Do not submit multiple applications, as that will result in multiple incorrect invoices.

Please note: When making a direct bank deposit or electronic transfer, please use your **invoice number** as the recipient reference, this will assist the finance department in allocating the funds received directly into your SACAP account and eliminate errors.

You can follow the below link for instruction on how to pay SACAP using the top 5 banking apps where SACAP is listed as a public beneficiary:

[https://cdn.ymaws.com/sacap.site-ym.com/resource/resmgr/2022/How to effect payment to SAC.pdf](https://cdn.ymaws.com/sacap.site-ym.com/resource/resmgr/2022/How_to_effect_payment_to_SAC.pdf)

DEBIT ORDER PAYMENT ARRANGEMENT (Contact the account Department for more information)

To assist with seamless payment of annual fees, SACAP has introduced a new payment method /option that allows the Registered Persons to pay annual fees through a debit order.

By using the debit order option, a Registered Person may sign a mandate giving SACAP permission to debit their bank account each year with:

1. the full invoice amount on either the 15th and 25th of any month before the extended payment period lapse; or
2. the invoice amount in equal monthly instalments on 15th and 25th before the extended payment period lapse .

If you would like to make use of the newly available debit order option, please complete the debit order mandate and send the signed version to Debitorders@sacapsa.com. The agreement reference number is your invoice number/SACAP registration number.

The link to the debit order mandate is: https://sacap.site-ym.com/resource/resmgr/2023/SACAP_Debit_Order_Mandate_20.pdf

The signed debit order mandate must be sent back to Debitorders@sacapsa.com 3 working days before the debit order date. **Only debit order mandates received on Debitorders@sacapsa.com will be process.**

SACAP will only debit the Registered Person's account on 15th and 25th of each month and if the debit order date fall on a Sunday or a holiday the debit order will run on the next working day.

For general queries please go to our website under FAQ's or send an email to info@sacapsa.com.

If your query relates to a specific department please follow the link below for more contact list:
https://sacap.site-ym.com/resource/resmgr/2023/SACAP_Departmental_Contact_D.pdf

PPE EXAMINATION FEES

Preliminary Application Fee: R390-00 (non-refundable)

Professional Practice Examination Fee: R2377-00

PLEASE DO NOT SUBMIT MULTIPLE APPLICATIONS, AS THAT WILL RESULT IN MULTIPLE INCORRECT INVOICES.

**SECTION 4
SUBMISSION OF APPLICATION**

- Applications must be completed and submitted online.
- Applications can be found on the SACAP profile or RP Login:
 - Candidates are required to log into their SACAP profile
 - Click on the examination tab
 - Select Professional Practice Examination (PPE) Application and complete the online application form.
- No application will be considered if the required payment has not been made.
- The preliminary application fee is non-refundable.
- Should an applicant wish to cancel his/her application to write the exam, or not attend the examination, he/she will not be entitled to a refund of the Examination fee. The fee will only be carried forward to the following examination if an applicant can provide SACAP with a doctor's certificate to the effect that he/she was unable to write the examination on the setdate.

SECTION 5 EXAMINATION METHOD

- The examination will be conducted online on the exam.net platform.

GUIDELINE FOR THE ONLINE TESTING SYSTEM

All candidates are required to read and understand all guidelines outline in this document in preparation for the online examination:

- Applicant will be identified by the invigilator, on the day of the examination, by means of their bar-coded SA ID document, drivers' license or valid passport.
- Ensure that you have a fully functional computer e.g. a Desktop or Laptop.
- 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. Alternatively, the candidate can use two(2) separate laptops.**
- **(Note you would not be allowed the use of your built-in camera on your laptop during the exam process)**
- Candidates are required to ensure that they have all the necessary equipment before applying for the examination.
- The online system comprises of a split screen. The top half displays the question and the bottom half is whereby you are required to type in your answers.
- All answers are required to be typed in.
- Ensure that your system is virus free and all updates have been deactivated as this will slow your system.
- Note that the examination opens at a set time and closes at the end of the examination automatically.
- All candidates are required to ensure that they manage their time adequately per question to complete the examination on time.
- Ensure that your system is not left unsupervised for a long space of time as the system will give you 30 seconds to re-activate. Failure to re-activate the system will log you off (terminal the exams) and you will not be able to log back.
- The system has a chat so that you can communicate with the invigilator and the administrator,
- The exam will start and finish at a specific time on which the system will open and close automatically on the defined time respectively.]
 - Paper 01 09:00am-12:00pm (Closed Book Exam)
 - Paper 02 09:00am-12:00pm (Open Book Exam)
 - Do not open any other site or other browser other than the online exam page as the online system will automatically log you out from the examination.
- **It is the responsibility of the candidate/professional to ensure that all necessary measures are put in place to accommodate loadshedding during the examination.**
- In the event of load shedding during the examination. You are required to notify SACAP immediately via email and telephone.
 - **The use of virtual machines is not allowed during the examination process**

and will be regard as a sign of cheating

- The complete submission of the examinations is the onus of the candidates. (When submitting your exams after completion you are required to ensure that you are connected to the internet connection. (No offline submission will be allowed)

**SECTION 6
APPLICATION PROCEDURE FOR THE PROFESSIONAL PRACTICE EXAMINATION**

- Candidates are required to complete an online application form
- Preliminary application fee Invoice will be generated and uploaded onto the candidates' profile (R390) automatically by the system.
- Once and only once the preliminary applications fee is paid will the candidates' applications be evaluated or verified
- An invoice for the PPE fee will be requested for all successful candidates from the accounts department (R2377)
- Accounts department will upload the PPE invoice onto candidates' SACAP profile.
- Once the preliminary fee and the PPE fee is paid the candidate is fully registered for the exams.

**SECTION 7
STUDY MATERIALS**

- A List of Study Materials for the Professional Practice Examination (PPE) will be published on the SACAP website.
- Take note that the documentation within the List of Study Material is categorized as follows:
 - **OBLIGATORY** study material that is regarded as *fundamental* and *required* in the preparation for the examination(s).
 - **OPTIONAL** study material that is regarded as *recommended* and *supplementary* with the purpose of providing additional supporting information in the preparation for the examination(s).
- The relevant syllabus will also be published on the SACAP website.
- SACAP is under no obligation to provide any of the study material on this list to persons who have applied for the examination(s).
- Persons who wish to write the PPE exam are to ensure that the study material utilized is as per the edition/date of publication/promulgation/etcetera noted within the list.
- Attention must be paid to ensure that the correct edition/date of publication/promulgation/etcetera is unitized in preparation for the examination(s).
- The Syllabus for the Professional Practice Examination (PPE) will be published on the SACAP website.

- The PPE Study Guide can be obtained from SAIA.

SECTION 8 EXAMINATION PAPERS

- Persons registered as Candidate Architectural Draughtspersons only must write and pass Paper 1 (with a minimum of 50%).
- Persons registered as Candidate Architectural Technologists, Candidate Senior Architectural Technologists, and Candidate Architects must 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.
- 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*

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

- **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*

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

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.

EXAMINATION INSTRUCTIONS

For each examination paper, the following will apply:

- Candidates are required to answer **ALL** the questions.
- Questions must be answered in **SEQUENCE**. Ensure that your answers are clearly **NUMBERED**.
- All answers must be **in your OWN words** where appropriate.
- SACAP reserves the right to make use of a plagiarism detection service if deemed to be necessary.
- Where answers are duplicated between candidates, plagiarized, or copied, **ZERO** marks will be granted.
- Take note that duplicated, plagiarized, or copied answers may be subject to further investigation, penalties, and/or disciplinary action.
- Time allocation for each paper: **THREE hours**.
- Total marks for each examination paper: **150 marks**

SECTION 9 EXAMINATION RESULTS

- Results of the PPE will be distributed via email at a date and in the format determined by the council for a particular examination.
- Candidates are entitled to apply for one re-mark per paper if he/she is not satisfied with the results.
- 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.

NOTE: CANDIDATES ARE ONLY FULLY REGISTERED FOR THE PPE ONCE BOTH THE PRELIMINARY APPLICATION FEE, AND PPE FEES ARE PAID IN FULL AND RECEIVE CONFIRMATION EMAIL FROM SACAP.

SECTION 10 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.