



## SACAP/PPE0003

### GENERAL INFORMATION FOR THE PROFESSIONAL PRACTICE EXAMINATION 11 & 12 MAY 2022

The next Professional Practice Examination (PPE) will take place on 11 & 12 May 2022.

Please note the following important dates:

- |                 |  |
|-----------------|--|
| 11 MAY 2022     | - PAPER 01 - Examination Date.   |
| 12 MAY 2022     | - PAPER 02 - Examination Date  |
| 25 JANUARY 2022 | - Applications open  |
| 31 MARCH 2022   | - Closing date for applications for the PPE and payments<br>for the <b>Preliminary Application Fee of R390 and the PPE Fees<br/>of R2377</b> |
| 30 JUNE 2022    | - Results to be released   |
| 30 JUNE 2022    | - Open Applications for remark open  |
| 07 JULY 2022    | - Applications for remark closes   |
| 14 JULY 2022    | - Remark Results to be released via email  |

**NB: NO LATE PAYMENTS AND APPLICATIONS WILL BE ACCEPTED**

### 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 recognised 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:
    - 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 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](http://mtr.sacapsa.com/login_page.mtr)

- 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 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](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 of time 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 council.

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

**[rickey.moodley@sacapsa.com](mailto:rickey.moodley@sacapsa.com) or 011 479 5000 or 0720 024 5426 BEFORE APPLYING.**

<b>EXAMINATION FEE</b>
------------------------

**PLEASE do not submit multiple applications, as that will result in multiple incorrect invoices.**

- All applicants are required to pay the full PPE fee with the submission of their application.
- No application will be considered without the full payment.
- No cash or cheque payments will be accepted.
- The applicant must ensure that he/she is logged in on their online-profile in order to complete the online application. After completing the application online, the applicant must

ensure that he/she proceeds to 'check out' in order to ensure that an invoice for the administration fee is generated by the system.

#### **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.**

#### **SUBMISSION OF APPLICATION**

- Applications must be completed and submitted online.
- Applicants must ensure that they are logged into their profile in order to complete the online application.
- Applications can be found on the SACAP website ([www.sacapsa.com](http://www.sacapsa.com)) under  
**REGULATION > EDUCATION > PROFESSIONAL PRACTICE  
EXAMINATION > DOWNLOAD THE GENERAL INFO DOCUMENT.**  
  
**OR**
- Click on link below  
  
[PPE Application Standard Venues - South African Council for the Architectural Profession \(site-ym.com\)](http://www.site-ym.com)
- 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 set date.

#### **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:

- 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.
- Candidates are required to ensure that they have all 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 so as 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 automatic 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.
- In the event of load shedding. You are required to notify SACAP immediately via email and telephone.
- 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 excepted or allowed)**)

#### **APPLICATION PROCEDURE FOR THE PROFESSIONAL PRACTICE EXAMINATION:**

- **Candidates are required to complete an online application form**
- **Preliminary application fee Invoice will be generated and upload onto the candidates profile (R390)**
- **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 PPE invoice onto candidates SACAP profile.**

- Once preliminary fee and the PPE fee is paid the candidate is considered to be fully registered for the exams.

#### STUDY MATERIALS

- A list of the relevant study material will be published on the SACAP website.
- The relevant syllabus will also be published on the SACAP website.
- SACAP is under no obligation to provide any of the suggested study materials to persons that applied to write the PPE.
- The PPE Study Guide can be obtained from SAIA.

#### EXAMINATION 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 Technologist and Candidate Architects have to pass both papers (with a minimum of 50% per paper) in order to pass the examination.
- The examination will consist of two three-hour papers:
- The first paper will deal with –
  - The Architectural Professional as Practitioner, and
  - Architectural Service to the Client.

*This is a closed book paper.*
- The second paper will deal with –
  - Construction Law and Building Contracts,
  - The Resolution of Building Disputes

*Although this is an open book paper, only the publications listed as Reading Material will be allowed for reference. No notes, hand written or otherwise, are permitted in any of the reference material.*

#### EXAMINATION RESULTS

- Results of the PPE will be distributed 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 : ONLY WILL CANDIDATES BE FULLY REGISTERED FOR THE PPE ONCE BOTH THE PRELIMINARY APPLICATION FEE AND THE PPE FEE ARE PAID IN FULL.***