



**GENERAL INFORMATION FOR THE PROFESSIONAL PRACTICE EXAMINATION  
21 & 22 OCT 2021**

The next Professional Practice Examination (PPE) will take place on 21 & 22 OCT 2021. Please note the following important dates:

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|---------------------|--|
| <b>21 OCT 2021</b>  | - PAPER 01 -Examination Date.  |
| <b>22 OCT 2021</b>  | - PAPER 02 -Examination Date   |
| <b>04 JUNE 2021</b> | - Applications open (Feedback on applications will be provided one week from date of receiving the application); |
| <b>15 AUG 2021</b>  | - Closing date for applications to write the PPE;  |
| <b>31 AUG 2021</b>  | - Closing date for all payments to be made towards the PPE;  |

**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.  
[https://sacap.site-ym.com/page/prac\\_training](https://sacap.site-ym.com/page/prac_training)
  - 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.  
[https://sacap.site-ym.com/page/prac\\_training](https://sacap.site-ym.com/page/prac_training)



- 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 / 072 024 5426 BEFORE APPLYING.**

## LANGUAGE POLICY

### 1. LANGUAGE POLICY

The 11 official languages are isiNdebele, isiXhosa, isiZulu and siSwati (referred to as the Nguni language group); Sesotho, Sepedi and Setswana (referred to as the Sotho language group); Tshivenda, Xitsonga, English and Afrikaans. SACAP emphasises that all official languages must be treated equitably, thereby enhancing the status and use of all official languages. SACAP takes "legislative and other measures" to regulate and monitor the use of disadvantaged languages.

Therefore, any candidate who wishes to write the PPE papers in their own official language should notify SACAP of this request upon registration for the PPE.

## EXAMINATION FEE

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.
- No application will be considered if the required payments 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.

**To Submit an Application Kindly follow the Steps Below:**

**-Click on the link [PPE Application Standard Venues - South African Council for the Architectural Profession \(site-ym.com\)](#)**

**-Complete the online application form and submit;**

**-An invoice will be generated for R390 this will be uploaded onto your SACAP profile (This is the preliminary application fee);**

**-Once your application is successful an invoice for the full amount will be sent to you. The invoice will be uploaded onto your SACAP profile (R2377.00)**

## 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.
- **To protect the integrity of the examination, ensure that the computer is equipped with a camera or webcam and a microphone. These items must be fully functional throughout the examination session.**
- Ensure that you have a stable internet connection.
- The online system comprises of a split screen. The top half displays the question and the bottom half is where 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 during the exams. 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)**
- Any candidates that submit the exams offline. That candidate exams will not be marked and he/she will obtain a zero for that exams.
- On the day of the examination a link will be emailed to all candidates 5 minutes before the commencement of the examination session.

## 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.

## 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- 3 Hours.*
- The second paper will deal with –
  - Construction Law and Building Contracts,
  - The Resolution of Building Disputes

*This is an open book paper. 3 Hours*

*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 thereference 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: ALL CANDIDATES ARE ONLY FULLY REGISTERED FOR THE PPE ONCE BOTH THE PRELIMINARY APPLICATION FEE AND THE PPE FEE ARE PAID IN FULL.***