



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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SACAP/PPE0003

SECTION 01 GENERAL INFORMATION FOR THE PROFESSIONAL PRACTICE EXAMINATION 13 & 14 MAY 2025

The next Professional Practice Examination (PPE) will take place on 13 & 14 MAY 2025.

Please note the following important dates:

13 MAY 2025	-PAPER 01 - Examination Date
14 MAY 2025	-PAPER 02 - Examination Date
01 FEB 2025	- Applications open (Candidates must allow for one week of feedback from the date of application)
25 MARCH 2025	-Closing date for PPE applications and preliminary application fee. (Preliminary Application Fee of R390)
25 MARCH 2025	-Closing date for payment of PPE fee. (PPE Fees of R2377)
04 JULY 2025	-Results to be released via email
04 JULY 2025	-Applications for remark open
15 JULY 2025	-Applications for remark closes
21 JULY 2025	-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:

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

<http://mtrlogbook.sacapsa.com/>

or

<http://mtrlogbook.sacapsa.com/default.mtr>



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- 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://mtrlogbook.sacapsa.com/>
<http://mtrlogbook.sacapsa.com/default.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 by 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 / 0720245426 BEFORE APPLYING.

SECTION 3 EXAMINATION FEE

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

Once the online application is completed :



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- The candidate is required to pay the preliminary application fee online using either pay online, net cash or debit card
- The preliminary invoice and the payment will be captured and displayed on the candidate's profile

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 APPLICATION PROCEDURE FOR THE PROFESSIONAL PRACTICE EXAMINATION & PAYMENT PROCESS

- 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 exam tab
 - Select the Professional Practice Examination (PPE) Application and complete the online application form.
- Review the important dates outlined
- Review the terms and conditions
- Click on Proceed



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- Candidates are required to enter information under the four stages:

Sacap Finance

DASHBOARD PAAPPLICATIONS EXAMS CERTIFICATE URLS MTRS CPD ASSESSMENTS LIBRARY LOGOUT

1 Update your details 2 PPE Preliminary Application 3 Pay Online 4 Admin Review

Summary

Stage	Date Completed		
Update your details	15 Jan 2025 14:57		Update Details

Update your details (PPE application is still incomplete)

- Click on update details here to update your details on the right-hand side of your screen
- Click on Proceed
- Continue to update your information
- Click on Update details to go back to your application

-PPE Prel

Sacap Finance

DASHBOARD PAAPPLICATIONS EXAMS CERTIFICATE URLS MTRS CPD ASSESSMENTS LIBRARY LOGOUT

1 Update your details 2 PPE Preliminary Application 3 Pay Online 4 Admin Review

Select a Membership Type

Membership Type PPE Preliminary Application Fee

Proceed Back

- Click on pull down arrow
- Select PPE Preliminary Application Fee from the dropdown menu
- Click on Proceed



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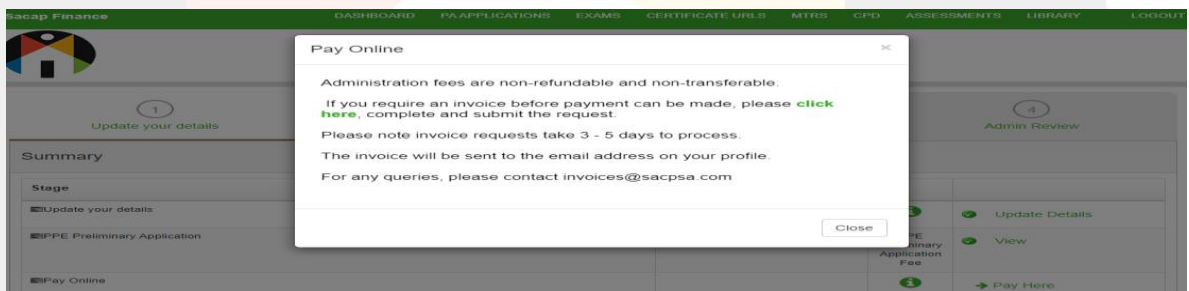
Email: info@sacapsa.com
Web: www.sacapsa.com

-Pay Online (PPE application is still incomplete)

- click on pay here
- The system will display the preliminary application fee amount
- Click on Pay Online
- Once and only once the preliminary application fee is paid will the candidates' applications be evaluated or verified
- Or If you require an invoice before payment can be made then please click on the below Icon



The below message should be displayed on your screen



- Click on the highlighted part to capture your company details and attached a letter from your company, once done your page should

SACAP Finance																													
Dashboard Applications Exams Certificate URLs MTRs CPD Assessments Library Logout																													
<div>1 Update your details</div> <div>4 Admin Review</div> <div>3 Pay Here</div>																													
<div>Summary</div> <table><thead><tr><th>Stage</th><th>Date Completed</th><th></th><th></th><th></th></tr></thead><tbody><tr><td>1 Proforma Invoice Request Info</td><td>22 Aug 2024 15:52</td><td>1</td><td>View</td><td></td></tr><tr><td>2 Confirm Application</td><td>22 Aug 2024 16:05</td><td></td><td>View</td><td></td></tr><tr><td>3 Supporting Documents</td><td>22 Aug 2024 16:05</td><td></td><td>Upload Supporting Documents</td><td></td></tr><tr><td>4 Admin Review</td><td>22 Aug 2024 16:10</td><td></td><td></td><td></td></tr></tbody></table>					Stage	Date Completed				1 Proforma Invoice Request Info	22 Aug 2024 15:52	1	View		2 Confirm Application	22 Aug 2024 16:05		View		3 Supporting Documents	22 Aug 2024 16:05		Upload Supporting Documents		4 Admin Review	22 Aug 2024 16:10			
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3 Supporting Documents	22 Aug 2024 16:05		Upload Supporting Documents																										
4 Admin Review	22 Aug 2024 16:10																												

-Admin Review (PPE application is complete and awaiting approval)

Once the application has been approved PPE fee invoice will be uploaded onto your SACAP profile



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CANDIDATES REQUIRING THE PPE INVOICE ARE REQUIRED TO FOLLOW THE STEPS BELOW:

- Login to SACAP profile
 - Click on Update Details
 - Click on Financial
 - Scroll and click on view in the customer zone (**Green Bar**)
 - Click on the Invoice Tab
 - Click and view the preliminary invoice or select the **pay now** option for online payment
-
- Final confirmation of the PPE examination will only be issued one week after the closing date.
 - Candidate is only fully registered for the PPE once both the preliminary application fee and the PPE fees are paid in full. Otherwise, the application will be regarded as incomplete.
 - An invoice for the PPE fee will be requested for all successful candidates from the accounts department(R2377)
 - The accounts department will upload the PPE invoice onto the candidates' SACAP profile.
 - Once the preliminary fee and the PPE fee are paid the candidate is fully registered for the exams.
 - No application will be considered if the required payment has not been made.
 - The preliminary application fee is non-refundable or transferable.
 - 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.

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 outlined in this document in preparation for the online examination:

- Applicants will be identified by the invigilator, on the day of the examination, using their bar-coded SA ID document, driver's 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.



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- 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. The camera should be placed either on the left or right of yourself.
- or
- 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 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 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 at 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 load shedding 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 regarded 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))



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SECTION 6 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 7 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) 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%*).



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- 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**



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SECTION 8 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 9 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.