

Guide

Examination rules and requirements

Information for candidates

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Introduction

This guide outlines the rules and requirements for candidates sitting a certificate of competence examination. If you have been invited to take a certificate of competence examination, you must read this guide before attending the examination.

If you are unsure at any time about what is required, you must seek clarification as soon as possible before the exam, or if at the exam, with a member of the Competencies team (includes written exam supervisors and examiners).

Written examination

Dates and times

If your application is approved for you to sit an examination, you will receive an email. You will be sent an invitation email for each exam paper closer to the examination date. The email will state your examination details including the date, start time, duration, venue, how to pay and any additional instructions.

You need to ensure your invitation email(s) correctly lists all examination paper(s) you wish to and are eligible to sit. If your invitation email is missing any information, please contact us as soon as possible by replying to the email or you can contact us with the details at the end of this document. You will need to accept the invitation for the examination.

We recommend that you arrive at the examination venue no later than 30 minutes before the start time of your examination.

You must be seated in the examination room 10 minutes before the examination reading time begins.

You will not be allowed into the examination room once reading time is complete and the examination has commenced. No exceptions apply.

Venue

Examination venues are selected based on the number of candidates in each region. Your examination invitation email will specify the examination venue you have been allocated. You cannot attend another examination venue without prior written approval from the mining competence team. Attending an examination is at your own expense.

We recommend that you familiarise yourself with the examination venue prior to the examination date.

If you are unable to attend the examination at your allocated venue due to exceptional circumstances, then you can withdraw through the Mining Worker's portal or replying to your invitation email. If you have any other difficulties, please contact us as soon as possible, details are at the end of this document.

You will be assigned a seat during the examination. The seating plan will be displayed at the entrance to the examination room. You can find your assigned seat by looking for the table that has been marked with your candidate number. Please seek assistance from the exam supervisor if you have trouble finding your desk.

Candidate responsibilities

You are responsible for:

- familiarising yourself with the examination venue for travel time and examination room location
- ensuring the correct examination papers are listed on your invitation
- be on time for your examination. You will not be able to enter once the examination has started
- producing physical or electronic photo identification and electronic copy or print out of your invitation email at the examination
- ensuring the correct examination paper has been provided to you for the certificate of competence exam you applied for
- checking your examination papers to make sure that there are no pages missing when asked to do so by the supervisor
- bringing the correct equipment to the examination
- ensuring you do not have any unauthorised items with you at any time while under examination conditions e.g. mobile phone, any form of notes
- keeping your contact details up to date via the Mining Worker's Portal. At times, additional information or instructions are emailed to candidates in the days leading up to the examination.
- requesting a change to another examination venue, if the need arises.

Identification at examination

Failure to produce photo identification on the day will result in you being ineligible to sit the examination.

You must present physical or electronic photo identification along with a printout or electronic copy of your invitation email when you enter the examination room. Supervisors will refuse entry to any candidate who does not possess photo identification and the required invitation email.

If your ID is stored electronically, you will be asked to show your ID upon entry, turn off your device and place them in designated area. We suggest that you have a printout of your electronic ID.

Place your identification and invitation letter at the top right-hand corner of your assigned desk for easy review by the examination supervisor.

Authorised materials

You may have in your possession during the examination:

- a highlighter, which can be used in reading time
- lead pencil, which can be used for drawings
- pens to be used for all written answers
- coloured pencils for mine plans
- non-programmable calculators
- clear bottle of water
- non-smart watch (to be placed on the desk so you can view the time but not access it during the exam).

Unauthorised materials

You are not permitted to have in your possession at any time during the examination:

- smart phones or mobile phones
- smart watches
- computers, laptops, notebooks, tablets, other electronic devices that can access information or any type of recording device.
- bags - wallets may be placed under the desk
- pencil cases - a clear zip-lock bag may be used for pencils and pens
- white out - if an error is made candidates are to put a line through the mistake
- hats - to be removed as you enter the examination room
- glasses cases
- spare paper or notebooks
- any other material that the supervisor deems inappropriate

You will be directed by the supervisor to place any unauthorised equipment or materials, including bags, in a designated area. Make sure you remove any valuables from your bags before entering the examination room. Security cannot be provided for any item left in the designated area specified by the supervisor.

If you are found in possession of any materials or devices that are not permitted, you will be deemed to be in breach of the examination rules.

Conduct during examination

When you are in the examination room you are under examination conditions.

You must not:

- speak to any person other than a supervisor during an examination
- write or annotate on your examination paper in any way during reading time. Only highlighting is permitted.
- write your name anywhere in your answer book
- remove any examination material from the examination room
- leave the examination room, except in the following circumstances:
 - you have completed the examination early: raise your hand and wait for the supervisor to collect your paper. Note: you cannot leave the exam if less than 10 minutes before it ends.
 - You require a toilet break: raise your hand as early as possible as your candidate number will be listed on a board and people will be escorted to toilets in that order.
 - in the case of an emergency: raise your hand and wait for the supervisor to collect your paper.
 - If escorted by a supervisor, you may leave the room temporarily and return to complete the examination. Raise your hand and wait for the supervisor, who will escort you. The supervisor will record your candidate number and the time and reason for the break on the supervisor's report.

You must:

- follow the supervisors' instructions at all times, including placing any unauthorised equipment or material in a designated area.
- be seated in the examination room 10 minutes before the start of reading time. You will not be allowed into the examination room once reading time is complete and the examination has commenced. No exceptions apply.
- behave in a polite and courteous manner towards the supervisors and other candidates
- keep your examination papers face down on the desk until instructed by the supervisor to turn the paper over.
- read the examination paper instructions and questions carefully
- write your candidate number clearly on the cover sheets. This includes any ventilation plans and all of your answer books. Please note that spare paper will not be provided. If you are unable to fit the answer in the allocated space provided, please utilise the blank page opposite the question or at the back of the examination paper.
- raise your hand to ask any questions and wait for a supervisor to approach you.

Concluding the examination

- Please ensure you have collected all personal items before leaving the room and venue
- If you fail to adhere to the examination room conduct, you will be deemed to be in breach of examination rules.
- Once 10 minutes remaining has been announced by the examination supervisor, you must wait until the end of the examination before leaving.
- On completion of the examination, you are to remain seated at your desk until the head supervisor has announced that you are permitted to leave.
- You must not remove any papers from the examination room
- You will not be permitted to return to the examination room until all exam papers and materials have been collected and counted.

Oral examination

Date and times

If your application is approved for you to sit an examination, you will be sent an invitation email for each exam paper closer to the examination date. The email will state your examination details including the date, start time, duration, venue, how to pay and any additional instructions.

You need to ensure your invitation email correctly lists the examination paper you wish to and are eligible to sit. If your invitation email is missing any information, please contact us as soon as possible by replying to the email. Alternatively, you can contact us with the details at the end of this document. You will need to accept the invitation for the examination.

We recommend that you arrive at the examination venue no later than 30 minutes before the start time of your examination.

Venues

Examination venues are selected based on the number of candidates in each region. Your examination invitation email will specify the examination venue you have been allocated. You cannot attend another examination venue without prior written approval from the mining competence team. Attending an examination is at your own expense.

We recommend that you familiarise yourself with the examination venue prior to the examination date.

If you are unable to attend the examination at your allocated venue due to exceptional circumstances, then you can withdraw through the Mining Worker's portal or replying to your invitation email. If you have any other difficulties, please contact us as soon as possible, details are at the end of this document.

You must check in when requested to register your attendance and be seated in the examination waiting area 10 minutes before your oral examination time. You are to remain in the waiting area until an examiner comes and takes you into the examination room. While waiting, you must not approach

any candidate who is leaving the examination room to seek what questions they were asked or who examined them. Under the WHS (Mines and Petroleum Sites) Regulation 2022, the regulator may cancel a certificate of competence if satisfied the certificate was improperly obtained.

Candidate responsibilities

You are responsible for:

- familiarising yourself with the examination venue for travel time and examination room location
- ensuring the correct examination paper are listed on your invitation
- be on time for your examination. You will not be able to enter once your allocated time slot has ended.
- producing physical or electronic photo identification and electronic copy or print out of your invitation email at the examination.
- ensuring you do not have any unauthorised items with you at any time while under examination conditions eg. mobile phone, any form of notes.
- keeping your contact details up to date via the Mining Worker's Portal. At times, additional information or instructions are emailed to candidates in the days leading up to the examination.
- requesting a change to another examination venue, if the need arises

Identification at examination

Failure to produce photo identification on the day will result in you being ineligible to sit the examination.

You must present physical or electronic photo identification along with a printout or electronic copy of your invitation email when you enter the examination room. Examiners will refuse to examine any candidate who does not possess photo identification.

If your ID is stored electronically, you will be asked to show your ID upon entry, turn off your device and place them in designated area.

Authorised materials

You may have in your possession during the examination:

- Your photo identification
- Your mobile phone but turned off and placed facing upwards on the table.
- A folder containing materials that are relevant to showing how you prepared for your exam such as your mine visits records, resume etc

Unauthorised materials

You are not permitted to have in your possession at any time during the examination:

- smart phones or mobile phones
- smart watches

- computers, laptops, notebooks, tablets, other electronic devices that can access information or any type of recording device
- bags – to be placed in designated area.
- hats - to be removed as you enter the examination room
- spare paper or notebooks
- notes to assist with answering the questions
- any other material that the examiner deems inappropriate.

You will be directed by the examiner to place any unauthorised equipment or materials, including bags, in a designated area. Make sure you remove any valuables from your bags before entering the examination room. Security cannot be provided for any item left in the designated area specified by the supervisor.

If you are found in possession of any materials or devices that are not permitted, you will be deemed to be in breach of the examination rules.

Conduct during examination

When you are in the examination room you are under examination conditions.

You must not:

- speak to any person other than an examiner during an examination.
- record electronically or by making any forms of notes on the content and conduct of the exam
- discuss questions asked with any person other than the examiner(s) until all oral examinations have been conducted.
- leave the examination room, except in the following circumstances:
 - You require a toilet break: let the examiner(s) know and you will be escorted to toilets
 - in the case of an emergency: follow instructions from the examiner(s)

You must:

- follow the examiners' instructions at all times, including placing any unauthorised equipment or material in a designated area.
- behave in a polite and courteous manner towards the examiner(s) and mining competency staff.

You may:

- ask for clarification of a question or ask for it to be repeated.
- pause to think about the question before giving your answer. Examiners are looking for a structured, logical, in order type response.
- be given a written list of questions that you will be asked if the panel has decided this is practicable, given alternative questions on a topic may be asked between candidates
- be prompted to elaborate or to clarify your answer but examiners will not prompt you excessively to get a sufficient answer

- be supported to keep your answers to the point to get through all the questions within the allotted time

Concluding the examination

- Please ensure you have collected all personal items prior to leaving the room.
- If you fail to adhere to the examination room conduct, you will be deemed to be in breach of examination rules
- You must not remove any papers from the examination room.
- Leave the room as soon as possible after the examiners communicate the exam is completed
- You are not to divulge the questions asked during the exam to any other candidate until all candidates are examined by the close of business on that day, or any following day, to preserve the integrity of the examination processes. Under the WHS (Mines and Petroleum Sites) Regulation 2022, the regulator may cancel a certificate of competence if satisfied the certificate was improperly obtained.

Work health and safety (WHS)

You must comply with the WHS requirements of the Resources Regulator, as instructed by the exam supervisors or examiners and the venue requirements.

Additional control measures are in place for pandemics for candidates until further notice, which include:

- if unwell, do not attend the exam venue and to contact us. Details are at the end of this document.
- comply at all times, including before, during and after exams (including any break times) with the measures in place to maintain social distancing
- avoid physical contact with others such as shaking hands
- avoid sharing items such as pens and tissues by bringing your own
- do not share any food or drink with other people
- expected to follow general hygiene practices such as hand washing before entering examination room (including after breaks); sneezing and coughing etiquette (into a tissue and disposing of them immediately in a bin OR into your elbow).
- where requested, provide a completed pandemic declaration form, and undergo a temperature check
- if requested, bring a mask with you to wear where you cannot maintain 1.5 metres social distancing, such as when dealing with exam supervisors for identification and communication

Breach of examination rules

The department takes all allegations of any breach of examination rules seriously. The examination supervisor and examiners have an obligation to report any suspected breach of examination rules that they observe, or that are brought to their attention.

All alleged breaches will be subject to a process of investigation. Candidates under investigation will not be eligible for a certificate of competence until the matter is resolved. The candidate's paper will not be marked during that time.

If the allegation is found to be legitimate, then the candidate may be penalised.

Refer to our [Breach of exam rules policy](#) for further information.

Illness/misadventure

If you have a disability, serious illness or sustain an injury that will mean you are unable to attend or complete an examination, contact us as early as possible before the exam date to resolve. Details are at the end of this document.

Where possible, special arrangements may be made to allow you to complete the examination.

Please note that any relevant supporting medical documentation must be provided.

Contact us

Field	Details
Phone	1300 814 609 (Option 2 > 3)
Email	competencies@dpird.nsw.gov.au
Regulator Portal	https://nswresourcesregulator.service-now.com/regulator