

**BOARD NOTICE 79 OF 2009****SOUTH AFRICAN COUNCIL FOR THE QUANTITY SURVEYING  
PROFESSION****REVISION DATE: 28 NOVEMBER 2008****COUNCIL EXAMINATIONS PARTS 1 & 2****1. INTRODUCTION**

The South African Council for the Quantity Surveying Profession (SACQSP) currently publishes on its website, 'registration routes' for candidate quantity surveyors who wish to register as Professional Quantity Surveyors (PrQS). This structure requires candidates from differing educational / professional backgrounds to attain such status through a combination of 'work experience'; in some cases 'Council Examinations (which may comprise two parts, dependant upon educational background); and either an 'APC interview', or a 'Professional Interview'. The document presented here describes the procedural arrangements, and requirements to be met by candidates that are required to write either / both of the Council Examinations.

It should be noted that the current 'registration route' approach is being radically amended. From 1 January 2013, the 'council exam' route will be discontinued, and will be replaced by a Professional Skill Modules approach to 'in training' development. This new approach is described in detail on the SACQSP website.

**2. PURPOSE OF THE EXAMINATIONS**

The purpose of the Examinations is to establish a minimum threshold test of quantity surveying knowledge in terms of learning-based outcomes

**3. APPLICATION PROCEDURES APPLICABLE UP TO THE FINAL DATE ON WHICH COUNCIL EXAMINATIONS ARE WRITTEN IN SEPTEMBER 2012**  
Examinations occur bi-annually in March and September.**3.1 Application for admission to the examination(s) should be made to :**

The Registrar  
South African Council for the Quantity Surveying Profession  
P.O. Box 654  
HALFWAY HOUSE  
1685

Telephone : 011-3122560

Fax : 011-3122562

**3.2 The closing date for receipt of applications is :**

- a) Mid-February – for the March examinations
- b) Mid-August – for the September examinations

**3.3 Knowledge at NQF Level 7 is to be acquired in accordance with SACQSP-Accreditation Standards****3.4 The South African Council for the Quantity Surveying Profession will not accept membership of a professional body as proof of prior learning, sufficient**

for an applicant to claim credits against individual unit standards. Where there is reciprocity of qualification acceptance between professional bodies, the specific levels of programme transferability are available from each body.

- 3.5 Each application is to be accompanied by a *comprehensive* curriculum vitae (supported by certified copies of diplomas and certificates) which presents complete information in respect of the applicant's
- personal details
  - tertiary education (specifically indicating where tertiary education was gained, and the programme of study undertaken). Where claims are made that prior learning has occurred for which academic recognition should be given, full details of such completed work should be provided and the associated unit standard clearly identified
  - certified skills enhancement (a minimum of 25 hours per annum)
- 3.6 Candidates may apply to write Council Examinations at any time during their 'in-training' period.

#### 4. EXAMINATION FEES

All applications must be accompanied by the prerequisite examination fee which is determined annually by the Council, and is published on the SACQSP website, or alternatively, is available from the Registrar.

#### 5. THE EXAMINATION

Prior to the event, Candidates will be informed of the exact dates, times and venues of the examinations. These details will be published on the SACQSP website.

- 5.1 Each examination session will comprise two (2) papers viz. Part 1 and Part 2, which are
- each of three (3) hours duration
  - written on consecutive days
  - Part 1 in the morning (09h30 to 12h30) on the first day
  - Part 2 in the morning (09h30 – 12h30 ) on the second day
  - all written examinations are supervised by an invigilator
- 5.2 At the Registrar's discretion, examinations are written in centres where an adequate number of Candidates /Applicants resides. Whilst every attempt is made to accommodate overseas candidates, this can only be considered where suitable venues and invigilators are available in a specific location. Examinations conducted overseas are scheduled at the same time and under the same conditions as local examinations
- 5.3 The results of the examination(s) should be published within 6 weeks of the of the examinations having been written.
- #### 6. PREPARATORY WORKSHOPS
- During February and August, preparatory workshops, focussing on the structure and requirements of the Council examination system, will be presented in Midrand by the Examiner/s or an SACQSP representative.

The principal aim of the workshops is to prepare potential examination candidates, by describing the various issues that they would ideally have to consider, leading to such examinations. There is no restriction on entry to these workshops and all details (time, dates, venues, admission fees) will be published on the SACQSP website.

All costs incurred by a Candidate in attending this preparatory workshop, are for the candidate's own account.

## 7. THE EXAMINERS

Each year the Council appoints the Panel of Examiners and their Alternates:

- One Examiner for Parts 1 and 2, and an Alternate;
- Two Moderators for Parts 1 and 2, and Alternates.

- 7.2 These Examiners / Moderators must be registered Professional Quantity Surveyors who are responsible for setting/moderating the examination papers, marking the answer scripts, moderating the marks and timeously submitting the mark sheets to the Registrar's office,
- One in the employ of a provider of accredited programmes at NQF Level 7;
  - Two in professional practice

The examination papers will be set by one Examiner, who sends the draft papers to both the Moderators. The Moderators review the papers and provide the Examiner with comments/proposed revisions. The final, approved examination paper will be signed by all (3) Panel members

The examination papers are submitted to the Registrar.

Within 3 weeks of the examinations having been written, the marked scripts, together with a confidential short report (2 pages maximum) are submitted to the Registrar.

After the examination results have been confirmed by the Education Standards and Research Committee of the SACQSP, a brief summary of 'Examiner's comments' on the completed examination process will be published on the Council's website.

- 7.3 The decision of the examiners / moderators is final and binding, and the Council will not enter into any correspondence on the outcome of an examination
- 7.4 The Education Standards and Research Committee will consider the examination results immediately they are made available by the examiners and moderators and will authorise the Registrar to formally release results directly to candidates within 2 weeks of receipt from moderators. Details of APC interviews which are dependent upon the outcome of the Council Examinations will then be conveyed to candidates.

**8. SCOPE OF EXAMINATIONS**

The scope of subject matter covered by the examinations is limited to the material covered in NQF Level 7 Professional Skills Modules is provided below. Details of primary reference material that relates to the various Professional Skills Modules are provided in point 9 on page 5

**9 PROCEDURES TO BE FOLLOWED WITH RESPECT TO COUNCIL EXAMINATIONS ARE:**

- Examinations are written
- Scripts are couriered to the Examiner by the Registrar
- Internal examiner marks the scripts and compiles a report
- Internal examiner couriered the scripts and the report to the Moderator
- Moderator reviews the scripts and report, and compiles his/her own report
- Moderator couriered the scripts and both reports to the Registrar
- The Registrar emails the marksheets and both reports to the Chair of the ESR
- Chair of the ESR reviews the marks and reports, and confers with the other ESR members by e-mail. A decision is made.
- Chair of the ESR communicates the decision to the Registrar
- Registrar publishes the results.

**10 PART 1 – BASIC PROJECT PRINCIPLES AND PROCEDURES****Titles of Professional Skills Modules**

- (i) Compile a project cost information database for Built Environment projects
- (ii) Manage price determination processes for Built Environment projects
- (iii) Understand the basic principles of property law in South Africa
- (iv) Understand the basic principles of South African labour law
- (v) Understand the basic principles of South African company law
- (vi) Undertake advanced descriptive quantification

**10.1PART 2 – ADVANCED PROJECT PRINCIPLES AND PROCEDURES****Titles of Professional Skills Modules**

- (i) Strategic planning of Built Environment projects
- (ii) Provide advice on contract documents and price determination methods for Built Environment projects
- (iii) Manage production processes of price determination documents for Built environment projects
- (iv) Resolve claims, settle disputes and apply close-out processes on Built Environment projects
- (v) Implement project service quality assurance on Built Environment projects
- (vi) Undertake financial feasibility studies for Built Environment projects
- (vii) Manage risk on Built environment projects
- (ix) Undertake whole life appraisals of Built Environment projects
- (x) Understand Value Management processes on Built Environment projects
- (xi) Understand professional practice management procedures in a quantity surveying enterprise