



# **Standard Procedure for Draughtsman Examinations**

## **1. Purpose**

This Standard Procedure for Draughtsman Examination outlines the standardized procedures for seating draughtsman candidates during examinations and establishes a protocol for managing candidates who consistently fail examinations. This document applies to all personnel involved in the administration and invigilation of draughtsman examinations, as well as all draughtsman candidates.

## **2. Processes**

Upon receipt of a prospective agent's file from the Seychelles Licensing Authority, it is circulated to all relevant internal personnel for review. Should the content of the file meet the requisite standards of internal assessments, the agent will be invited to attend an induction interview, to which they are advised to come prepared with a portfolio of their work. Subsequent to the induction interview, prospective agents are formally advised that they are allotted a period of one month to schedule their examination and that they will be allowed to re-sit the examination if they happen to fail. Exceptions to this one-month timeframe may be considered only in the event of unforeseen and compelling circumstances that demonstrably prevent the agent from undertaking the examination within the stipulated period.

### **3. Examination Conduct**

Candidates are to:

- I. Arrive to the SPA office at least 15 minutes before the expected start time of the examination.
- II. Declare and deposit all personal digital devices to the examination coordinator prior to entering the examination rooms.
- III. Maintain silence and conduct themselves with the same decorum and adherence to regulations as required during an international-level examination.
- IV. Be subject to being invigilated by webcams

### **4. Failure Protocol**

A candidate can fail their examination in the following ways;

- I. Non-Adherence to Examination conduct:

Non-adherence to, or disagreement with the terms and conditions (detailed in 3. Examination Conduct above) will result in the automatic failure of the individual's examination for that seating.

- II. Failure:

Failure is defined as not acquiring 80% or more of the examination questions correct at any one examination seating.

- III. Continuous Failure:

Continuous failure is defined as acquiring less than 80% of the examination questions correct for two consecutive seatings in a row.

### **5. Notification of Failure**

Following examination failure, the candidate will be notified via telephone by the examination coordinator, and subsequently, a formal email will be sent to the candidate as well as the Seychelles Licensing Authority. Content of this email will also be printed and attached to the applicant's file. The candidate will be granted a one-month period, commencing from the date of the failure notification, to retake the examination. During this period, the candidate may also request a supplementary induction interview.

### **6. Notification of Continuous Failure**

In the instance where a candidate continuously fails, he/she will also be informed through telephone call and email as is the case for failure in 5 above. Similarly content of the email

will be printed and attached to the candidates file, as well as forwarded to the Seychelles Licensing Authority.

Following this, the candidate is to be made aware that the authority advises that he/she takes a period of 3 months to better familiarise themselves with the authority's roles and functions and all other associated responsibilities and tasks of a licensed draughtsman. After this period of time, if the candidate wishes to once again try for a draughtsman license or license upgrade, he/she will have to go through the same procedure starting with Seychelles Licensing Authority.

## **7. Notification of Success**

In the instance where a candidate successfully achieves 80% or higher for any one seating of their examination, they have successfully passed that examination. The candidate will be informed through a telephone call, and a formal letter will be sent via email as well as printed and attached to their physical file.

The Planning authority will later send this candidate's file back to the Seychelles licensing authority for their processing.

## **8. Documentation**

All steps taken from initial receipt of a candidate's file will be thoroughly documented (through file minutes and folio) and maintained in the candidate's personnel file.

## **9. Communication**

This Standard Procedure for Draughtsman examination will be communicated to all relevant personnel and draughtsman candidates. Any updates or revisions to this document will be communicated in a timely manner.