

Examination process

1 Review and read

- Read the guide: Applying for a certificate of competence
- Review briefing session recording for exam content
- Review competency framework for scope of exams
- Read best practice guides for candidates, employers and training organisations

2 Prepare

- Download and use the logbook template to record visits to mining operations
- Complete plan to prepare form if taking exam for the third time or for your benefit

3 Access resources

- Check the latest exam calendar and your emails
- Review past exam papers and examiner reports for your specific function
- Study sample questions and marking criteria (available for some positions)

4 Know the rules

- Read the guide: Certificate of competence examination rules and requirements
- Familiarise yourself with Breach of exam rules policy
- Attend the specified exam venue at least 30 minutes before the designated start time and be seated in the examination room 10 minutes before reading time begins. Late entry is not allowed once the examination has commenced, no exceptions

Results and review

Written exams: expect results back within 4-6 weeks, with general feedback from examiners and exam papers published

Oral exams: request feedback within a month of receiving results by having examiner comments read to you over the phone

If you think your results are incorrect, review the Review of exam outcome policy

At no stage is a candidate to contact an examiner directly