

5 step 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 log book 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 the Breach of exam rules policy

5

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