



IMPORTANT INFORMATION OF THE PDE SCHEDULED FOR 16 NOVEMBER 2023

The PPRA is excited to announce that the PDE scheduled to take place on the 16th of November 2023 will be conducted via an **On-Line Platform/system**. This means that there will not be any other mode of exam used for November 2023 exam other than the On-Line platform. The PPRA will ensure all successfully enrolled candidates are notified of their successful registration on the platform, provided with the necessary online examination information and all such candidates will be trained on how to use the platform.

In addition, all prospective exam candidates are urged to ensure that they have access to a Computer or Tablet that has a functional Camera (No cell phones will be allowed for the purposed of an exam) and also ensure that the Computer is installed with Chrome. Prospective exam candidates are assured that the new online exam system is compatible with all Apple and Android devices.

Personal information update: All property practitioners and prospective exam candidates are therefore **required** to update their email and mailing addresses by accessing MyPPRA portal accordingly to ensure that the PPRA is able to communicate the relevant exam information in time for the exam. Failing to update the information will lead to a situation where candidates are unable to receive the relevant logon details for the On-line platform/ system including the very important pre-and post-exam instructions.

PDE registration: To register for the exam, property practitioners must logon to MyPPRA portal, select the only PDE venue currently available on the Professional Designation Examination page and make the correct payment (PPRA schedule of fees is available on this link: https://theppra.org.za/download.php?data_id=127038). The PPRA will, upon receipt of the correctly referenced payment, process and allocate an exam seat number which is the candidate's reference for the examination and for future queries on the exam enrolled for. Exam seat numbers are also important for PPRA admin purposes.

PDE Study material: Examination candidates requiring study guides and or querying on study guides orders should direct their requests and queries to studyguides@theppra.org.za or loyiso.kibido@theppra.org.za

November exam postponements where required: In line with procedures on exam postponements which can be accessed by clicking on this link below:

https://theppra.org.za/article/notice_to_stakeholders_on_examination_postponement_procedures), all postponement requests must be made in writing and accompanied with supporting documents to Audrey.mohajane@theppra.org.za in order for such requests to be processed further.

VERY IMPORTANT INFORMATION ON EXAM PROCEEDINGS:

- **Few days before the actual exam date:** PPRA together with the Online Exam service provider will conduct onboarding training sessions to assist all successfully enrolled candidates to prepare themselves on the “How TO USE THE On-Line exam platform/system” including the loading of personal information and pictures on the platform/system. Therefore, it is important that all successfully enrolled candidates attend such sessions. Dates will be communicated at least 5 - 7 days prior to the actual exam date.
- **During the exam:** All examination candidates must ensure that they sign-in on the On-Line exam platform or system at least 45 minutes before the actual exam time which is 09h00 am. This will ensure that any technical glitches encountered are resolved in time for the actual start of the exam. All exam candidates must ensure that they have a form of identification when logging onto the platform as this will be required.
- **Question Papers:** Exam Candidates are required to check on the platform if they have been enrolled into the correct PDE exam level and report to the PPRA should an incorrect PDE exam reflect in the platform. The PPRA will ensure that the issues are resolved before the actual exam starts at 09h00.
- **Calculators:** All exam candidates are reminded to ensure that they have an ordinary calculator to use on the date of the exam should the paper contain calculation questions. Cell phones must be switched off for the entire duration of the exam. An online proctor will be monitoring those who fail to follow the instructions and those may be disqualified from the exam.
- **Exam results:** Exam results will be communicated within 6-8 weeks after the exam date. These will be viewable on the PPRA website by logging into the property practitioner’s profile via the self-service portal *(MyPPRA portal).
- **Appeals against exam results** and review of exam scripts where required must be lodged within 10 - 14 days of receipt of results or the appeal will not be entertained. Appeals must be sent to resultsappeals@theppra.org.za together with payment proof.
- **The schedule of fees** on the PPRA website contains the applicable fees for exams, appeals and script review. Follow this link for PPRA schedule of fees: https://theppra.org.za/download.php?data_id=127038

PPRA takes this opportunity to wish all prospective exam candidates a success on the forthcoming exam.

Issued by:

Property Practitioners Regulatory Authority

Education, CPD and Professionalisation Department

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