



Conduct of Theory Examination Protocols

Date Issued:	6/2/2019	Last updated:	31/8/25
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Purpose

To ensure that the theory examinations are conducted in an open and transparent manner and in a consistent way across the country.

Contents

- Scope
- Principles
- Protocols
- Review

Scope

This policy applies to all those supervising theory examinations for the Association.

Principles

All members of the NZDJA entrusted with supervising theory examinations of the Association are duty bound under the Constitution of the Association to comply with the provisions of this Protocol and any other direction given by the Board for the management of the Associations examinations.

Protocols

1. The date and time for the examination will be set by the Board.
2. The Board will advise candidates of the location and supervisor for the examination.
3. No approval will be given by the Board for examinations to be conducted overseas or at an alternative time or venue.
4. Supervisors will arrange separate tables and chairs for all candidates placed sufficiently apart so that candidates cannot see one-another's device screens.
5. Supervisors will check that no written material has been brought into the examination room by the candidates.
6. Candidates will need to provide their own device for sitting online exams. No more than one device is permitted. No ear pods or similar to be used during the exam.
7. The Board will ensure the location has suitable Wi-Fi access.

Review

This policy is reviewed annually or as necessary in response to new regulations, system updates and/or policy changes.

Breach of any NZDJA Policy and/or Procedure may result in termination of board membership by majority vote of the Members in accordance with Section 22.1(b) of the Constitution.