



**PROPERTY PRACTITIONERS  
REGULATORY AUTHORITY**

**IMPORTANT COMMUNICATION ON THE 29 FEBRUARY 2024 PDE EXAMINATION**

Further to the Communication of 8 January 2024 “IMPORTANT COMMUNICATION ON THE OPENING OF 29 FEBRUARY 2024 PDE REGISTRATION”, the PPRA is excited to announce that the PDE scheduled to take place on the 29<sup>th</sup> of February 2024 will be conducted, as a pilot project, in a new format.

**A) New Format of the PDE:** In an attempt to address the numerous constraints that have plagued the PDE historically, the PPRA has elected to pilot a new format for the February examination. The February PDE will be presented as a “Take-Home Exam”. In a Take-Home Exam, candidates answer the examination paper (e.g. short-answer question, calculations/problems, essay-type questions) offline and then simply email their completed exam to the PPRA by the specified deadline.

There are 3 core principles to Take-Home Exams:

- The exam is completed in a location of the student’s choice, with full access to resources (both online and offline)
- The exam is non-proctored (i.e. there is no invigilation)
- The time limit for the exam is extended from a set number of hours (as with a typical exam) to an extended period of several hours.

Although not without its challenges, in a systematic review of the literature on Take-Home Exams, Bengtsson [Bengtsson, L. (2019). Take-home exams in higher education: A systematic review. *Education Sciences*, 9, 267] outlines a number of advantages to this form of assessment.

These include:

- Promotion of meaningful learning rather than memorisation;
- A positive learning experience for students; and
- Effectiveness in testing higher order thinking skills (e.g. analysis, synthesis of material).

**B) How will the Take-Home Exam be conducted?** The examination paper will be provided to every registered candidate by 08h00 on the day of the exam (29 February 2024) in MS Word format. The exam paper will be sent via e-mail and also be downloadable from the PPRA website.

The exam is completed by the candidate answering the questions on the exam paper by typing their answers in the allocated spaces.

Candidates will have until **16h00 on the day of the exam** (29 February 2024) to return their completed exam to **the PPRA via email**. Detailed instructions will accompany the examination paper on the day of the examination.

Further advantages of the “Take-Home Exam” to PDE candidates:

- Once downloaded, the exam is completed offline, thereby reducing the required data;
- Exam paper does not need to be printed, it is completed electronically and then emailed to the PPRA on completion;
- Extended time period for completion allows for unforeseen eventualities such as technological malfunction, loadshedding, data loss, etc.;
- Although not specifically required, candidates will have full access to online resources as well as PDE Study Guide and their own notes whilst completing the Take-Home Exam

In Bengtsson’s (2019) review, the biggest challenge associated with this form of assessment was that it is not possible to prevent breaches of academic integrity, such as collusion. To this end, the PPRA envisages utilising an Originality/Similarity Checking service to prevent plagiarism and encourage academic integrity. **Any candidate found to have colluded with any other candidate will fail the exam and be subject to disciplinary action by the PPRA.**

**C) PDE Registration:** The exam registration process will remain open until **09 February 2024**. The PDE will be conducted **strictly** via an **online platform/e-mail**. **This means that no physical or venue-based examination will be allowed for any exam candidate. Oral examination will be available only for registered exam candidates who successfully show cause for wanting the exam to be conducted orally.** Upon registration on the portal, the candidate who has also updated their contact email address will be issued with a notification to the fact that they have booked for the exam and must make a payment within the stated period prior to the exam closing date in order for an exam seat number to be issued and populated on the exam candidate’s profile on My-PPRA portal. Candidates are requested to make use of the portal to check for exam seat numbers or call the Call Centre 087 285 3222 should they not be sure about how to view the exam seat number. Payments for exam registration fees must be completed via EFT (the credit card option should not be selected as this is currently not in use).

**D) All exam candidates are requested NOT to send the PPRA proof of payment for exam fee payment. The PPRA will be able to access and process all received payments on the bank statement and allocate an exam seat number accordingly. Therefore prior to payment, please verify your unique seven-digit Reference number with our Call Centre 087 285 3222 to avoid queries and delay in allocation of exam seat numbers.**

**E) PPRA Venue on my PPRA portal when enrolling for PDE:** All exam candidates are informed to DISREGARD the published PPRA venue and/or address that is currently attached or used for the examination registration process on MyPPRA portal. This PPRA address is built into the system for the purposes of aiding the exam registration and does not suggest that there will be any venue-based exam at any province. PDE is strictly now conducted online and not at any venue.

**F) TECHNICAL REQUIREMENTS FOR A TAKE-HOME EXAM:** All exam candidates are informed of the following requirements that must be met in order for them to successfully take the exam:

- The candidate must have access to a Computer/Laptop (no mobile phones, no tablets). The Computer/Device must:
  - Be loaded with a Google Chrome Browser - please download the latest version from the internet which is usually free of charge (latest version)
  - Have access to Microsoft Word (or any application capable of opening, editing and saving a MS Word (.doc file)
  - Have access to and the ability to attach a file (MS Word doc file) to an email for transmission to the PPRA on completion of the exam.
- All candidates must ensure that they have access to a stable Internet connection with:
  - Speed: 1 MBps
  - Estimated data Usage: less than 50MB for the entire exam

**Note: If the computer does not meet these minimum requirements, the exam candidate will not be able to successfully complete the exam.**

**G) Personal information update:** All property practitioners and prospective exam candidates are therefore **required** to update their emails 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 and important pre-and post-exam instructions.

**H) 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](mailto:studyguides@theppra.org.za) or [loyiso.kibido@theppra.org.za](mailto:loyiso.kibido@theppra.org.za).

**I) Exam postponements:** exam candidates whose postponements were communicated and APPROVED by the PPRA must also follow normal exam registration procedures except that they need not make payment. The previous payment will be linked to the new registration completed on the portal. Candidates affected must write to [audrey.mohajane@theppra.org.za](mailto:audrey.mohajane@theppra.org.za) to share their new registration confirmation and previous payments in order to expedite the allocation of new exam seat numbers.

All those who would have successfully enrolled for the February 2024 exam but wish to postpone must do so in line with the requirements that are contained on this link: [https://theppra.org.za/article/notice\\_to\\_stakeholders\\_on\\_examination\\_postponement\\_procedures](https://theppra.org.za/article/notice_to_stakeholders_on_examination_postponement_procedures)). All postponement requests must be made in writing and accompanied by supporting documents and sent to [audrey.mohajane@theppra.org.za](mailto:audrey.mohajane@theppra.org.za) in order for such requests to be processed further to avoid future disappointment.

**J) 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).

**K) 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 covering letters must be sent to [resultsappeals@theppra.org.za](mailto:resultsappeals@theppra.org.za) together with proof of payment.

**L) Absent status on the Candidate's profile on MyPPRA portal after writing the exam:** All exam candidates will have an ABSENT status on their profile after the date of exam. This status will remain on the profile of the candidate until results have been updated. Therefore, candidates need not panic or query this when this status reflects on their profile after the exam has been written.

**M) Exam related fees:** 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](https://theppra.org.za/download.php?data_id=127038)

#### **VERY IMPORTANT INFORMATION ON EXAM PROCEEDINGS ON THE 29<sup>TH</sup> OF FEBRUARY 2024:**

- **Few days before the actual exam date:** The PPRA together with the Examiner will conduct training sessions to assist all successfully enrolled candidates to prepare themselves on the "How To Complete a "Take Home Exam". **Therefore, it is important/COMPULSORY** that all successfully registered candidates attend such sessions. Dates will be communicated at least 5 - 7 days prior to the actual exam date.

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

**Issued by:**

**Property Practitioners Regulatory Authority**

**Education, CPD and Professionalisation**

**Department Date: 01 February 2024**