



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

INFORMATION BULLETIN:

PROFESSIONAL DESIGNATION

EXAMINATION



ESTATE AGENCY AFFAIRS BOARD
OF SOUTH AFRICA

1. INTRODUCTION

Pursuant to the powers vested in the Board in terms of section 27(a)(vi) of the Estate Agency Affairs Act, (No. 112 / 1976), the Board introduced its education programme for estate agents in 1984. The EAAB compiled the syllabus of the prescribed examination in terms of the authority contained in Government Notice R631 of June 2000, (as amended). The EAAB, as the examining authority, publishes this Bulletin to clarify policy and procedures relating to its examination programme.

2. WHY THE PROFESSIONAL DESIGNATION EXAMINATION (PDE)?

The Professional Designation Examination (PDE) is an integrated test of knowledge for estate agents contemplated in regulation of the Education Regulations promulgated under Government Notice R.633 on 04 June 2008. In terms of regulations 4(3) no persons may be registered by the EAAB as a full status agent unless that person has successfully completed the Professional Designation Examination (PDE). This exam has nothing to do with the old EAAB Board exam as this falls under the old education curriculum. The PDE focuses only on the new curriculum introduced in 2008.

For the financial year 2012, the following are applicable examination dates:

- 14 June 2012
- 23 August 2012
- 22 November 2012
- 07 March 2013.



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3. GUIDELINES FOR THE EXAMINATION

3.1 Eligibility Criteria for entering the exam

Only registered estate agents who have been issued with a valid full status Fidelity Fund Certificate will be eligible to enrol for the exam provided they also have:

- Been certified as having successfully completed the relevant qualification will be eligible to write the exam;
- Been certified exempted in line with the EAAB Equivalency Matrixes;
- Not exempted by the EAAB from writing PDE.

3.2 Examination fees

- The following examination fees will apply:
 - R550 for PDE 4 (compulsory examination level for non-principal estate agents)
 - R750 for PDE 5 (examination level for principal estate agents)
- These fees are subject to change from time to time and those wishing to apply for enrolment into the examination are required to verify applicable fees either on the website, www.eaab.org.za or by contacting the EAAB directly on (011) 731 5600;
- Applicable fees must be paid after verifying eligibility to write the specific examination. If uncertain, exam candidate may contact the EAAB on (011) 731 5600;
- Exam applicants are required to verify their Unique/Individual reference numbers as they have to use this number as payment reference when making payments. Unique/individual reference numbers can be verified by contacting the EAAB on (011) 731 5600.
- Cash payment and electronic payments are allowed and can be made to the following account:



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Account Name: Estate Agency Affairs Board

Bank: ABSA Bank

Account no: 4052033310

Branch Code: 632005 / Branch: Protea Park

3.3. Examination centres

- The EAAB will make use of examination centres that are accessible to all eligible PDE candidates.
- The examination centres will be in all South African Provinces, except in cases where we receive insufficient enrolments to continue with a venue booking. Therefore, the EAAB, reserves the right to cancel any centre should an insufficient number of candidates select such a centre.
- Candidates are requested to clearly indicate preferred examination centre on their application form. Once candidates have registered for his/her examination date, the examination venue may not be changed. Only under exceptional circumstances can an application be made to the EAAB for change of an examination venue. No application will be considered after the close of registration.
- **Restriction of entries**
 - Since the number of seats available at each examination venue is limited, examination applications for a particular centre will be accepted on a "first-come, first-serve" basis. Applications received after all the seats at a centre have been allocated, will be treated as applications to write the next scheduled examination at that centre. Applicants will, however, be advised in writing if they cannot be allocated an examination seating due to insufficient seating such.



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3.4. The Examination application process

- Estate Agents not exempted from writing PDE must write and pass the PDE level applicable to their current practicing status within 2 years of being certified competent or of being granted equivalency matrix exemption;
- Candidates must lodge their examination application following the correct procedures outlined in this document and also contained in the application form to pde@eaab.org.za or faxed to **0866181101** or be lodged via an on-line application system (**when this facility is available**);
- Candidates who lodge their examination enrolment form are deemed to have already acquired the relevant study material from the EAAB prior to lodging their exam enrolment application. If the applicant has not acquired the study material, s/he needs to do so immediately after reading this Bulletin to make sure that the study material reaches him/her on time to be ready for the examination;
- Candidates who lodge applications for the PDE are deemed to be ready and available for the examination;
- Only applications that meet eligibility criteria will be processed further;
- Exam applicants are required to submit the correctly application form to the EAAB accompanied with the following supporting documents:
 - Copy of ID document; and
 - Copy of certificate issued by the Services SETA as a confirmation that the candidate is competent against the relevant qualification; or
 - Copy of statement of results issued by the Services SETA as a confirmation that the candidate is competent against the relevant qualification; or
 - Copy of letter (on correct letter head, dated and signed) issued by the Services SETA as a confirmation that the candidate is competent against the relevant qualification; or



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- Copy of letter (on correct letter head, dated and signed) issued by the Training Provider confirmation that the candidate is competent against the relevant qualification and the letter will make reference to the fact that the candidate's results have been verified/moderated and declared final by the Services Seta Verifier/Moderator; or
 - Copy of letter (on correct letter head, dated and signed) issued by the Training Provider confirmation that the candidate is exempted against the relevant qualification equivalency matrix ; or
 - Copy of certificate (on correct letter head, dated and signed) issued by the Training Provider confirmation that confirmation that the candidate is exempted against the relevant qualification equivalency matrix.
- Applications made through the on-line system must also be accompanied by the following supporting documents uploaded prior submitting the application on-line:
 - Copy of ID document; and
 - Copy of certificate issued by the Services SETA as a confirmation that the candidate is competent against the relevant qualification; or
 - Copy of statement of results issued by the Services SETA as a confirmation that the candidate is competent against the relevant qualification; or
 - Copy of letter (on correct letter head, dated and signed) issued by the Services SETA as a confirmation that the candidate is competent against the relevant qualification; or
 - Copy of letter (on correct letter head, dated and signed) issued by the Training Provider confirmation that the candidate is competent against the relevant qualification and the letter will make reference to the fact that the candidate's results have been verified/moderated and declared final by the Services Seta Verifier/Moderator; or



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- Copy of letter (on correct letter head, dated and signed) issued by the Training Provider confirmation that the candidate is exempted against the relevant qualification equivalency matrix ; or
 - Copy of certificate (on correct letter head, dated and signed) issued by the Training Provider confirmation that confirmation that the candidate is exempted against the relevant qualification equivalency matrix.
- Applications must be submitted before or by the closing date and be accompanied with payment proof. Applicants will make sure that prior to making payments; they have verified their Unique/Individual Reference numbers with the EAAB as they will use this number as their payment reference to ensure their payment is linked to their accounts with the EAAB. Failing to use the correct reference number will delay tracking of fees paid and may result in the application not processed on time.
 - Regrettably, applications which are incorrectly completed, those that are incomplete and those that are not accompanied by the correct supporting documents and proof of payment will not be processed and applicants will therefore not be enrolled into the examination regardless of the fact that they have made payments and or have submitted such before or by the closing date.

3.5. The Examination format

- The professional designation examination will be a four hour, open book examination
- The examination will incorporate knowledge component as well as the application or case study component;
- Applicants will be required to achieve an overall 50% passing mark for the exam in order to be certified;

3.6. Examination rules, terms and conditions

3.6.1. Acknowledgement of receipt of applications



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All applications received by the EAAB will be acknowledged. Should you not receive acknowledgement within 2 working days from the date of submission of your application, please contact the EAAB, Molly on (011) 731 5663 or Audrey on (011) 731 5601.

The onus is on you to ensure receipt by the EAAB of both the application and the fee. Please confirm if the application and all its supporting documents are received,

3.6.2. Confirmation of registration

All applicants who submit exam enrolment form that meets eligibility criteria and with correct payment to the correct addresses/fax mentioned above will receive written confirmation from the EAAB, confirming the date and time of the examination and the address of the examination centre. This Confirmation also contains the examination number which has been assigned to you. This number is very important - write it on your examination answer sheet and also refer to it in any correspondence with the EAAB regarding the examination. Your confirmation letter/message entitles you to admission to the examination venue. Please double-check the venue details for correctness and if in correct, advise the EAAB, Molly on (011) 731 5663 or Audrey on (011) 731 5601 so that the correct venue can be allocated and new confirmation letter be issued.

4. SUPPORTING EXAM CANDIDATES

4.1. Support to exam candidates with special needs

The EAAB is a supportive organisation. Exam candidates who have special needs and or have disabilities that enable them to undertake written exams or undertake exams conducted under normal conditions may request that special arrangements to be made to enable them to write it either on a scheduled examination date or on a specially arranged date. Such persons should submit their requests in writing together with written proof of their disability/ties to the EAAB when forwarding their application forms. Should a specially arranged examination be deemed necessary, the EAAB will, upon receipt and assessment of the application form, examination fee, written request and proof of disability/ties, confirm, in writing, the arrangements and



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indicating made at the examination venue and or special date and time of the examination and or any arrangements deemed necessary to ensure the candidate is reasonably accommodated.

4.2. Obtaining study material

The EAAB has publicised study material at both PDE levels for use as study material by estate agents wanting to study towards the prescribed qualifications and for those wanting to undertake the exam. The material can be accessed by downloading or requesting the study material order form from the EAAB website, www.eaab.org.za and submitting together with the applicable fee and the EAAB will ensure that the material is mailed to the requester. The material is also obtainable for the EAAB offices. It is advisable that all exam candidates obtain the study material as the examination questions are based on the study material. It is the responsibility of exam candidates to obtain the study material well in advance to allow time to study well prior to enrolling for and undertaking the examination.

4.3. Preparation tips

The EAAB has published examination preparation tips on the website www.eaab.org.za. These tips are also available from the EAAB offices. These outline what preparation examination candidates need to embark on as well as a sample of previous examination questions. It is advisable that and it is the responsibility of, examination candidates to access such tips as these will be helpful in examination preparations.

4.4. General tips at the examination centre

4.4.1. All examinations will be conducted in the morning this arrangement enables most candidates to arrive and depart on the day of the examination without having to stay overnight.

4.4.2. Examinations will commence promptly at 09h00. Candidates must, however, be seated by no later than 08h30.

4.4.3. Examination candidates who arrive late will be refused admission to the examination.



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4.4.4. In addition to their registration letter, candidates must provide positive proof of identity. An I.D. book, passport or valid driver's licence will suffice.

4.4.5. Although there will probably be a wall clock at each examination venue your own watch will help you to pace yourself during the examination.

4.4.6. Identifying information

Before an examination commences, the chief invigilator will instruct candidates to enter certain identifying information on their answer sheets. All the information required is printed on your confirmation letter. If it is not correctly recorded on your answer sheet, your results could be delayed.

4.4.7. Standard instruction

Prior to the commencement of an examination, the chief invigilator will read out the standard examination instructions. Although these instructions may seem unnecessary, they help to ensure that the identifying information which applicants provide on their answer sheets is correct and that examination conditions are uniform regardless of where the examination is conducted.

4.4.8. Calculators and slide rules

Candidates should bring their own stationary including calculators.

5. REGULATIONS AT THE EXAMINATION VENUE

- To ensure that all candidates are tested under equally favourable conditions, the following regulations and procedures must be observed at the examination venue:
 - Smoking is not permitted during the examination and in the examination venue;
 - Candidates will be permitted to take books or papers of any kind into the examination room as the PDE is an open exam;
 - Under no circumstances will candidates be permitted to work beyond the time allotted for an examination;
 - All rough work must be done in the margins or on the blank pages of the question book,



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not on the answer sheet. Apart from the identifying information entered before the commencement of an examination, answer sheets should contain only the answers to the examination questions;

- Candidates who wish to leave the room while an examination is in progress may do so only with the permission of the invigilator;
- Any kind of misconduct - such as communicating with another candidate, using unauthorised aids, attempting to take the examination for someone else, or removing examination material or notes from the examination room - will result in a candidate being summarily expelled from the examination. In addition, he/she will be reported to the EAAB and disciplinary action may be instituted against such person/s;
- Candidates are reminded that all question books and answer sheets remain the property of the EAAB. On completion of an examination, candidates must hand in both their question books and answer sheets. Candidates will not be permitted to leave the examination room without first having complied with this rule.

6. TAKING THE EXAMINATION

- When handed question books, candidates are advised to read through the instructions carefully and make sure that they understand them before answering any questions.
- It is not compulsory to read all the examination questions before commencing answers but candidates are advised to read through them and start-off with answering questions they are comfortable with tackling, without having to follow the order at which the questions are arranged. It is important, however, to number answers correctly.
- Candidates are advised to use the allotted time of the exam economically.
- Candidates must enter their answers eligibly on the answer sheet contained in the question book: **no credit will be given for an answer written or indicated in the question book itself.**