

Extra Assistance Request Application



Please see the back of the form for additional information. Please print clearly in black or blue pen and complete all required sections of the form.

Personal Details

Last Name **Email**
First Name **Street address**
Middle Name
Date of Birth / /
Home Phone () **Work** () **Mobile** ()
Postcode

Extra Assistance Required

Additional time - 30 minutes A reader Separate facilities in which the candidate can sit the exam
 Additional time - 1 hour A writer

Information Supporting My Request

Electrician Theory Electrical Installer Theory Electrical Service Technician Written Line Mechanic
 Electrician Regulations Electrical Appliance Serviceperson Written Plumber and/or Gasfitter Written Cable Jointer

Examination Centre
Training Centre
Examination Date / /
Candidate Code
Have you sat this examination before? Yes No **If so, state year**

Reason for extra assistance

Declaration

I declare the information I have given is correct.

Signature
Date

Training Provider Support

Please have your training provider complete this section or attach a letter of support with your application. THIS SECTION MUST BE COMPLETED.



EXMxA

Information for Candidates

Assistance is not available to candidates for the Electrical Inspector theory examination. Assistance can be granted to candidates who have difficulty with written examinations in the form of:

Additional time

This is usually up to 1/2 an hour for Electrical Appliance Service Person, Electrical Service Technician, and Plumber and/or Gasfitter examinations and up to 1 hour for other examinations.

A reader

The reader reads the question to the candidate and the candidate writes the answer in the examination paper. The reader cannot be an electrical worker or a person with electrical knowledge and must be approved by the Board.

A writer

The candidate reads the question and provides the answer, which is written into the examination paper by the writer. The writer cannot be an electrical worker or a person with electrical knowledge and must be approved by the Board.

Separate facilities in which the candidate can sit the examination

Separate facilities can only be offered with the agreement of a training provider. The training provider has to provide a separate room and supervision. The candidate may need to pay for the separate supervision.

A combination of the above.

Candidates with a learning difficulty (such as dyslexia) or a medical condition that makes examinations difficult should provide supporting documentation from a special needs tutor (most polytechnics have these) or a medical practitioner.

There is no restriction on the type of assistance that can be offered.

Candidates for whom English is a second language can be offered the assistance of additional time, a writer or separate facilities. As (potentially) registered workers they must be able to read and understand technical written material (regulation, Standards etc.), therefore cannot be offered a reader.

Candidates who have failed the same examination two or more times can be offered the assistance of additional time, a writer or separate facilities. As (potentially) registered workers they must be able to read and understand technical written material (regulation, Standards etc.), therefore cannot be offered a reader.

All applications must be made in writing and supported by the training provider and exam centre.

Extra assistance may incur additional costs to the exam centre which may be passed on to the candidate.

Privacy Notice

Any personal information submitted on this application will be kept and maintained by the Electrical Workers Licencing Group ("the EWLG") in accordance with the New Zealand Privacy Act 1993. Personal information submitted will be used by the EWLG for determining whether applications for extra assistance may be granted, and for the maintenance and administration of the Electrical Workers Register. You may request access to see any information held about you and where that information is inaccurate, ask for it to be corrected.

Please return this form to:
**Electrical Workers Registration Board,
PO Box 10 156, Wellington 6143, New Zealand**

**For more help, call our helpline on 0800 661 000 between 8 am and 5 pm Monday to Friday
or email info@ewr.govt.nz.**