

LOGISTICS FOR THE REGULATORY EXAMS

As we count down the hours to the launch of the exam, let's take a look at some practical aspects.

A number of readers enquired about the logistics of the exams, particularly individuals in outlying areas and training coordinators at corporate institutions. We provide hereunder a brief summary of our approach to the matter.

Venues

Moonstone will have 4 permanent venues where examinations can be taken on a daily basis. These venues are situated in Cape Town, Durban, Johannesburg and Pretoria.

There will be an additional 40 satellite venues country wide, within an approximate 200km radius of each other spread across the 9 provinces. These will include cities and towns like Stellenbosch, Bloemfontein, Kimberley, Mafikeng, Nelspruit, Polokwane and Port Elizabeth. This means that the venues are within easy reach of anyone.

Exams at these venues can be scheduled according to demand.

The venues will be similar to those that Universities and other Higher Educational bodies such as UNISA use, as well as schools and churches.

Moonstone will also provide examinations at corporate and other venues for a minimum of 20 examinees, subject to the facilities being in accordance with Moonstone's criteria. These include:

1. Adequate parking facilities
2. The venue must be reasonably accessible to public transport
3. All examinees with disabilities should be able to use the venues, e.g. wheelchair access
4. Additional facilities for people with hearing or speech impairments who need to take down specialised examinations – read to them or written for them with a specialist invigilator
5. Adequate toilet facilities – also for the physically disabled
6. Adequate lighting
7. The venue must have good airflow, and/or equipped with an air conditioner
8. Seating: Must be preferably equipped with examination type tables and suitable chair for a single person
9. An average of 1.5m² must be allocated to each table/ chair unit

10. Venue size: minimum 30 examinees per session

11. The venue must comply with safety regulations. Moonstone requires a copy of the venue's Occupational Health & Safety Policy statement in compliance with the Occupational Health and Safety Act no 181 of 1993 and its associated regulations

Exam Registration

Examinees will have a choice of 4 registration options: on-line, or via telephone, fax, or bulk import.

Exam Format

You will be given a choice as to how you wish to write:

- Electronically (Main Centres: Cape Town, Durban, Johannesburg and Pretoria)
- Paper based (All)
- Special arrangements for special needs e.g. visual or hearing impaired

Our mission is to make the registration process as well as the actual writing of the exams as painless as possible.

Please feel free to contact us with any questions you may have. Corné can be phoned at 021 883 8000 or via e-mail to CVanDerNest@moonstoneinfo.com.