
THE NEW ZEALAND MINING BOARD OF EXAMINERS:

ORAL EXAMINATION CANCELLATION AND RESCHEDULING POLICY

The New Zealand Mining Board of Examiners (the Board) has set the following policy where an applicant for a certificate of competence (CoC) needs to cancel and/or reschedule an oral exam.

Once applicants have received the letter notifying their scheduled oral exam date, they need to confirm their attendance two weeks before the stated exam date. If no confirmation is received an applicant will lose their slot.

If an applicant:

- > arrives later than 30 minutes after the scheduled time they will not be able to sit the exam on the day
- > does not attend a scheduled exam without notifying the Board secretariat

the applicant will need to write to the Board outlining the reason/s for the lateness or non-attendance to be able to re-schedule. The Board will consider, on a case by case basis, whether a special consideration will be granted.

If bereavement or sickness is the reason, an applicant must provide the Board with:

- > evidence of the death such as a Death Notice.
- > evidence of sickness such as a medical certificate to cover the date of the scheduled exam.

If an application is declined because of non-attendance, the applicant will need to re-apply to the Board as a new applicant in accordance with the regulations, including paying the prescribed fee.

For further information on the Cancellation and Rescheduling Policy contact:

BoE_Secretariat@worksafe.govt.nz

or phone 04 901 0696.