



Resources Safety & Health
Queensland

Board of Examiners Consent, information and rules for supervisors and candidates

The Secretary
Board of Examiners
Resources Safety and Health Queensland
GPO Box 1321
BRISBANE QLD 4001

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One of the functions of the Board of Examiners is to assess applicants, or have applicants assessed, for certificates of competency. The written law examination tests an applicant's knowledge of the appropriate Queensland legislation (*Coal Mining Safety and Health Act 1999 / Mining and Quarrying Safety and Health Act 1999* and relevant regulations).

Written examinations are held at the listed locations around Queensland on a monthly basis. Examinations at other offices (i.e. Townsville, Mount Isa) are organised according to demand and availability of staff.

For areas outside the ones listed, candidates may organise their own examination venue at a courthouse, library, school or similar government premises.

SUPERVISOR

You have been approached to act as an examination supervisor by an applicant who is required to undertake a 2-hour examination (3 hours for metalliferous) prior to gaining registration to work as a mine official in Queensland. This is a "closed book" examination and the applicant is not permitted to take anything other than writing implements into the examination room.

If you agree to act in this capacity, please complete and sign the attached letter of consent. The applicant is required to lodge this letter of consent with the Board of Examiners with their completed application form.

When the candidate's application has been processed, the Board Secretariat will contact you to discuss the most suitable method of providing and returning the examination paper.

- On the day of the examination, the applicant **must** present original photographic evidence of identity to you before being allowed to sit the examination.
- The examination is closed book.
- The candidate will bring their own writing materials. If you permit, the candidate may bring something to drink whilst sitting the examination.
- No other materials are to be taken to the examination room (bags, mobile phones, laptop computers and study material are not permitted).
- All paperwork used during the examination must be returned with the examination paper.
- Examination answers must be written in **BLACK** ink.

A statutory declaration attesting to the proper conduct of the examination must be signed and returned with the completed examination paper. This statutory declaration will be sent to you with the examination papers.

This is an official examination and must be kept confidential at all times. The applicant's name **must** not appear anywhere on the exam paper. An identification number will be assigned to each application when submitted and this will appear on every page of the examination paper.

If you have any queries regarding the process, please contact the Secretariat on the details above.

CANDIDATE

Any costs incurred by organising an external examination are the responsibility of the candidate.

What to Bring

1. You must bring your own writing materials into the examination. Drinks may be allowed if permitted by the supervisor. No other materials are to be taken to the examination room (bags, mobile phones, laptop computers and study material are not permitted).
2. On arrival for your examination, you **must** present original photo evidence of identity to the supervisor (for example: passport or driver's licence) before being allowed to proceed.
3. All examination paperwork including any notes made must be returned with the completed examination.

EXAMINATION PROCESS

Example of a 2 hour examination scheduled to commence at 9.30am.

9.10am: Present yourself to the examination supervisor.

9.15am: Entry to Room: On presentation of your photo identification, you will be admitted to the examination room. No bags, laptops, mobile phones, books or other documents may be taken in.

9.20am: The supervisor will distribute the examination paper and allow ten minutes perusal of the paper. Check your candidate number which will appear on the front page and on the top of every page. Check that the box on the front page of the paper is for the correct certificate type (for example, open cut examiner).

9.30am: Writing commences.

11.20am: The supervisor will issue a warning that only ten minutes remains.

11.30am: Writing ceases and the supervisor collects your exam paper.

Written Mining Law Examination – Letter of Consent

The Secretary
 Board of Examiners
 Resources Safety and Health Queensland
 GPO Box 1321
 BRISBANE QLD 4001

I have read the *Consent, information and rules for supervisors and candidates* and agree to supervise a 2 hour (3 hours for metalliferous) closed book written mining law examination as follows:

PROPOSED EXAMINATION DATE:

(To be determined by the applicant and supervisor)

Note: Allow at least 3 weeks from the date of lodgement of the application for processing of the application and delivery of the examination paperwork

Applicant to complete:

Name of applicant:	
Address:	
Telephone:	
Date of birth:	
Your file reference	
Certificate class:	
<input type="checkbox"/> 1 st Class (Metalliferous)	<input type="checkbox"/> 1 st Class (Coal)
<input type="checkbox"/> Deputy	<input type="checkbox"/> Open Cut Examiners
<input type="checkbox"/> Ventilation Officer	<input type="checkbox"/> 2 nd Class (Coal)
	<input type="checkbox"/> Site Senior Executive

Supervisor to complete:

Name of supervisor:			
Name of department /school etc.			
Position			
Venue address			Town
State			Postcode
Postal address (if different to venue)			Town
State			Postcode
Telephone	Email		

Following assessment of the applicant's application, I understand that the Secretariat of the Board of Examiners will contact me to discuss the examination date and arrange delivery of the examination papers.

Signature of supervisor	
Date	