

IMPORTANT COMMUNICATION ON THE OPENING OF THE 14TH OF NOVEMBER 2024 PDE REGISTRATION

The PPRA is pleased to announce that the PDE scheduled to take place on the 14 November 2024 is now open for registration on the PPRA portal – www.theppra.org.za.

A) Procedures for PDE Registration - The exam registration process is strictly completed on MyPPRA portal and will remain open until 31st of October 2024. This includes registration on the portal and payment which must be completed on or before this cut-off date.

B) Eligibility Criteria to write PDE - Persons who wish to write must be in possession of a valid FFC for the current year to be allowed to enrol/register for PDE relevant to their practicing status. In addition, the following is applicable:

- **Exam Candidates who are issued an FFC as candidate property practitioners and non-principal property practitioners** must have completed or been granted an equivalency exemption from completing the required NQF 4 Real Estate qualification to be eligible to register for PDE 4. The NQF 4 must have been sent to the PPRA and already updated on the PPRA system (reflecting “Tick and Verified” on the portal) for the exam registration to be completed successfully on MyPPRA portal. Therefore, if the copy of the NQF 4 qualification is not yet received by the PPRA, such a copy which must also be **CERTIFIED** must be sent to upgrades@theppra.org.za for the PPRA to update the system accordingly. Candidate property practitioners must have ALSO completed the compulsory 12-month internship period and submitted compliant logbook and associated portfolios of evidence which must have ALREADY been approved by the PPRA (reflecting “Tick and Verified” on the portal) to be eligible to register to write PDE 4. All candidate property practitioner whose internship period has been completed and have also completed their logbooks must submit compliant and signed-off letter confirming successful completion of internship period and logbook to logbooks@theppra.org.za for approval. The letter template to complete for submission is available on the link: https://theppra.org.za/article/communication_on_the_letter_to_be_submitted_by_candidate_property_practitioners_confirming_completion_of_logbooks_and_practical_training_with_effect_from_1_july_2024

- **Exam Candidates who are issued an FFC as principal property practitioners** must have completed or been granted an equivalency exemption from completing the required NQF 5 Real Estate qualification to be eligible to register for PDE 5. The NQF 5 must have been sent to the PPRA and already updated on the PPRA system (reflecting “Tick and Verified” on the portal) for the registration of the portal to be completed successfully. PDE 4 must also be reflecting “Tick and Verified” on the portal. If the above aren’t reflecting as such, the principal property practitioner must submit the NQF 5 qualification and a request for PDE 4 updating to upgrades@theppra.org.za for the PPRA to update the system in order to be able to register and write PDE 5 on the portal.
 - **Non-principal property practitioners** who have completed PDE4, attained the NQF5 Real Estate qualification or have been granted an equivalency exemption and wish to register for PDE5 will be advised before the closing date of the exam registration date of how to register for PDE5.
- C) The PPRA Venue or address displayed on my PPRA portal when registering/enrolling for PDE - All exam candidates are informed to DISREGARD the published PPRA venue and/or physical address that is currently attached to or used for the examination registration process on MyPPRA portal. This PPRA address is built into the registration system for the purposes of aiding the exam registration and DOES NOT SUGGEST THAT THERE WILL BE ANY VENUE-BASED EXAM at any province. PDE is strictly now a take-home exam and is not conducted at any designated venue or via any system-based platform.**
- D) Personal information update on MyPPRA portal - It is a legislative duty placed on all property practitioners in terms of the provisions of the PPA to advise the PPRA when their personal details change. All property practitioners and prospective exam candidates are therefore required to update their emails and mailing addresses by accessing MyPPRA Portal accordingly to ensure that the PPRA is aided to communicate the pertinent exam and general information in time and as required. For instance, a take-home exam implies that the PPRA will be required to email exam question papers to exam candidates on the date of the exam and therefore if the email address on the system is not current or is not valid, it becomes impossible for the PPRA to communicate with registered exam candidates.** Property practitioners are advised that in the event that MyPPRA portal doesn’t require them to update the email address when they visit MyPPRA portal for exam registration for any transaction,

they should immediately log a query on MyPPRA Portal Query Management System (link: https://www.theppra.org.za/myffc/query_logging) with their new personal details and most importantly their email addresses included in their request for an update of email address (this is in alignment with the provisions of POPIA). Exam candidates are specifically requested to provide personal email addresses and not that of the firm as personal email addresses will be utilised, in communicating directly with the candidates, pre-and post the examination (e.g. in terms of exam results and issuing of certificates, etc). **The PPRA will not be held liable for exam candidate's failure to update their email address.**

- E) **Exam fee payment and exam seat numbers - Exam candidates are advised to access the PPRA website www.theppra.org.za or the link https://theppra.org.za/schedule_of_fees_2023_2024_effective_01_april_2023 to obtain applicable fees payable for the PDE they are registering for as well as banking details for making payment before the exam closing date. **All exam candidates are required to use their seven-digit reference numbers when making payment (without adding any space or letter on the ref number).** This correct payment process facilitates a speedy allocation of payments made and issuance of exam seat numbers. If unsure of the seven-digit reference number, our Call Centre number 087 285 3222 or email eab@theppra.org.za can be contacted in order to be provided with the correct details. **All exam candidates are requested NOT to send the PPRA proof of payment for exam fees unless contacted by the PPRA to do so.** This is because if payment was properly made using the seven-digit reference number, the PPRA will be able to access and process all received payments on the bank statement and allocate an exam seat number accordingly. **All exam candidates are advised to access their allocated seat numbers by logging on MyPPRA portal and checking against their profile.****
- F) **PDE Study material - Exam candidates are advised to acquire PPRA study guides (relevant to their PDE level) prior to registering for the exam and/or in order to thoroughly prepare for the exam. PDE study guides requests/orders including follow up queries for ordered study guides must STRICTLY be sent to studyguides@theppra.org.za (not any other email address) for speedy assistance or resolution.**
- G) **The nature of the November exam 2024 - PDE to be written on the 14th of November 2024 will also be a take-home exam AND exam papers (PDE4 and PDE5) will be accessible via the Homepage of the PPRA Website (www.theppra.org.za) at 08h00 on Thursday, 14th of**

November 2024 (NO PAPERS WILL BE EMAILED TO EXAM CANDIDATES). Exam papers will be on MS Word format and exam candidate must answer ALL the questions by typing the answers into the GREY SHADED space provided on the document/exam paper they are writing. Exam candidates are warned that **ONLY answers that are completed on the exam paper, in the GREY SHADED spaces will be considered valid and marked.** The completed Exam Paper must be emailed in time and NO LATER THAN 14H00 ON THE SAME DAY to the PPRA's Examination department by attaching the completed MS Word document to an email and sending it to examsupport@theppra.org.za. Exam candidates are requested not to copy or include any individual email address when submitting their completed document. This is an exam script and therefore confidentiality and security of your answers is important to PPRA. Completed documents sent to or copying any other email address and/or sent after the cut-off time will not be marked.

H) Exam postponements - Exam candidates whose postponements were communicated and APPROVED by the PPRA must also follow normal exam registration procedures by registering again on MyPPRA portal. The previous payment will be linked to the new exam registration completed on the portal except where top-up payment and such top-up payment must be made using the seven-digit reference number for the PPRA to pick up the additional payment and allocate to the new exam registration. **Failing to top-up when required will render the exam candidate not registered for the exam.** Exam candidates are reminded of the POSTPONEMENT PROCEDURES which are accessible through the link below: [https://theppra.org.za/article/notice to stakeholders on examination postponement procedures](https://theppra.org.za/article/notice%20to%20stakeholders%20on%20examination%20postponement%20procedures). All postponement requests must be made in writing and accompanied by supporting documents and sent to examsupport@theppra.org.za in order for such requests to be processed further to avoid disappointment.

I) Exam results - Exam results will be communicated and made available on MyPPRA portal within 6-8 weeks after the exam date. Exam candidates are required to access the portal in order to view their exam results. **Appeals against exam results and review of exam scripts -** Where required, appeals must be lodged within 10 - 14 days of receipt of results or the appeal will not be entertained. Appeal notices/covering letters together with proof of payment of the required appeal/review of script fee must be sent to resultsappeals@theppra.org.za within the stipulated timelines in order for the appeal to be entertained.

J) ABSENT STATUS on the Exam Candidate's Myppra profile after writing the exam or during the period whilst waiting for exam results - All exam candidates are advised that their portal profile will carry an ABSENT status immediately after the date of exam. This status will remain on the profile of the candidate until results have been updated. Therefore, candidates need not panic or query this when this status reflects on their profile after the exam has been written.

K) General tips for Exam Candidates: Exam candidates are advised of the following tips:

- PDE to be written on the 14th of November 2024 will be available for downloading by exam candidates from the Homepage of the PPRA Website (www.theppra.org.za). Exam papers will be on MS Word format and exam candidate must answer ALL the questions by typing the answers into the GREY SHADED space provided on the document/exam paper they are writing. Exam candidates are warned that ONLY answers that are completed on the exam paper, in the GREY SHADED spaces will be considered valid and marked. The completed Exam Paper must be emailed to the PPRA's Examination department by attaching the completed MS Word document to an email and sending it to examsupport@theppra.org.za by no later than 14h00 on the same day as the exam (14 November 2024).
- Ensure that you download the right paper. Check and double check to avoid writing the wrong paper. No credit will be allowed if the wrong paper was written.
- **Ensure that you complete your details on the Exam Paper and also insert your 7-digit reference number in the subject title of the email when submitting your exam.**
- The Take Home Exam is for the candidate to demonstrate not just the memorization of facts or ideas, but also the ability to use critical thinking in applying or explaining the material. Do not underestimate the new format.
- Although not specifically required, candidates have full access to online resources as well as the PDE Study Guide and their own notes whilst completing the Exam.
- The PPRA envisages utilizing an Originality/Similarity Checking service to prevent plagiarism and encourages academic integrity. Any candidate found to have copied and or colluded with and or plagiarized another exam candidate's work will fail the exam and be subjected to disciplinary action by the PPRA.
- One (1) mark is awarded for each fact/correct answer. Use the mark allocation as a guide as to the length of and extensiveness of your answer(s).



Issued by:

Property Practitioners Regulatory Authority Education, CPD and Professionalisation Department

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