Definitions: In these Rules

“Examination Officer” means the Chairperson of the Education Committee, a sub-committee of Council, responsible for conducting the Registration Examination or a registered veterinarian with relevant experience appointed by Council.

“Registration Examination/Examination” means an examination held under the auspices of the South African Veterinary Council (SAVC) for persons without approved qualifications / or as determined by Council for purposes of registration to practice a Veterinary or Para-Veterinary Profession in South Africa.

“SAVC Administration” mean the officers of the Council at the registered address of the Council.

1. Examination dates

1.1 The Registration Examination is conducted annually in September in Pretoria. No supplementary examinations are held for candidates who fail the examination.

1.2 Recommended dates for the examination will be determined within the first two months of each year.

2. Requirements to sit the Registration Examination

2.1 Application on the prescribed form completed and signed before a Commissioner of Oaths on or before 1 April. Late applications or incomplete applications are not accepted. *If an application is transferred to the next year then a new completed and signed application form must be submitted.

2.2 Payment of the prescribed non-refundable and non-transferable application fee. The amount will be available from the SAVC Administration annually after February. Payment to: SAVC, ABSA, Hatfield Branch, Branch code 335 545, Cheque Account: 020 166 762 by no later than 1 April. NB: Indicate a clear reference using surname, initials and year of examination (e.g. Modiba TA 2014). Submit proof of payment to the SAVC Administration on exams@savc.org.za or fax: (012) 342 4354 – Attention: Exams. Attach a copy to the application.

2.3 Payment of the prescribed non-refundable examination fee. It will be transferable once to the next year only with accrual of the annual examination fees for the following year. Payment to: SAVC, ABSA, Hatfield Branch, Branch code 335 545, Cheque Account: 020 166 762 by no later than 1 April. NB: Indicate a clear reference using surname, initials and year of examination (e.g. Modiba TA 2014). Submit proof of payment to the SAVC Administration on exams@savc.org.za or fax: (012) 342 4354 – Attention: Exams. Payments must be made in full. No down payments will be accepted. No refund will be allowed after May.

2.4 A clear original passport photograph. The applicant should write his/her name on the back of the photograph and staple it to the front of the application form.

2.5 Certified true copies of veterinary qualification certificates must be submitted with the application form. To confirm authenticity, original certificates must be produced prior to sitting the examination. The SAVC may require the submission of the full details of curricula should it deem it necessary.
2.6 Council reserves the right to request further supporting documentation.

2.7 A certificate of good standing (not older than 3 months) issued by the veterinary authorities in the country in which the applicant has been registered as a veterinarian OR in the absence of a professional Council/Board or registering authority, then a certified reference from the faculty where the applicant qualified OR from the present employer. *If an application is transferred to the next year then a new updated certificate of good standing must be submitted.

2.8 A police clearance certificate (not older than three months) from the authorities in the country where the applicant resided the preceding years/months. *If an application is transferred to the next year then a new updated police clearance certificate must be submitted.

2.9 Certified proof of identity e.g. passport/ID must be provided. The original proof of identity must be provided on the first day of the examination.

2.10 Certified copy of applicant’s legal permit e.g. work, study or other legal entry visa. If the applicant is working in South Africa then the work/residence permit must accompany the application if the applicant is not a South African citizen.

2.11 The entry permit must be provided on the first day of the examination.

2.12 Applicants must submit proof of proficiency in English as a requirement to sit both the Computer Based Examination (CBE) and to undertake the practical and oral/practical examination. Any formal training and proof thereof will be accepted. The requirement is waived for persons whose medium of instruction for their veterinary training was in English and proof is furnished.

2.13 In view of the fact that arrangements for the examination commence immediately after registration of candidates for the examination and are based on the number of candidates: no applicant, who after having been registered for the examination and issued with an examination number and who subsequently withdraws from the examination, will be permitted to re-enter the candidate list for the examination for which the applicant was registered.

3. **Examination Rules**

3.1 An attendance register with the names of candidates will be available at the examination room (see 3.2 below).

3.2 Candidates must present themselves at the examination venue at least 15 minutes prior to commencement of the CBE and the practical and/or oral/practical examination. A candidate whose name is on the attendance register may be allowed to enter the examination room for a period of 30 minutes after commencement of the examination at the discretion of the Examination Officer. No-one may leave the examination room during the first 30 minutes of the examination.

3.3 Candidates must ensure that their names and candidate numbers are correctly logged in on the computer.

3.4 Candidates must carefully read and apply the directions given on the computer.

3.5.1 A candidate may not be in possession of books, electronic equipment (cell phones), memoranda, note(s), sketches, maps, films or any other documents (including unused paper) or any other resources that may be relevant to the examination, other than what is provided to the candidate by the Examination Officer. The SAVC will make calculators available to candidates.
NOTE: Candidates involved in examination irregularities will immediately be suspended from the examination and the matter referred to Council.

3.5.2 A candidate who aids or attempts to aid another candidate, or obtains or attempts to obtain assistance from another candidate, or communicates or attempts to communicate in any way with another candidate or unauthorised person, may be disqualified.

3.5.3 All rough work must be handed in before the candidate leaves the examination room.

3.6 Smoking, eating and drinking are prohibited in the examination room, other than what is provided by the SAVC.

3.7 The Examination Officer and moderators for each CBE session will be present at the commencement of the examination for at least 20 minutes to answer any questions that the candidates may have and to give direction with regard to time available.

3.8 The Examination Officer will be available during the examination should the need arise. Candidates will sign the attendance register on leaving the CBE room and the practical and/or oral/practical examination.

3.9 The candidates will leave the examination room as soon as the time for the CBE and the practical and/or oral/practical examination expired. No extra time will be allocated for the completion of the examinations.

3.10 Candidates must please note that the practical examination may be conducted at a different venue from that of the CBE. A marked road map will be available from the SAVC Administration.

3.11 Sub-minimum requirements are as follows:

A. Veterinary Examinations

There are two CBE sessions with a sub-minimum of 50% in each of the sessions (180 marks each session). The two CBE sessions will contribute equally to a mark for the CBE.

There are four (4) practical/oral panels with a sub-minimum of 45% per panel, and a sub-minimum of 50% for the whole practical and oral/practical examination. No more than one (1) panel may be failed.

A final combined mark of 50% is required to pass the examination and allow registration. The final combined mark will be computed as follows:

- CBE component: 50%
- Practical and Oral/Practical component: 50%

B. Veterinary Nursing Examinations

There are two CBE sessions with a sub-minimum of 50% in each of the sessions and a sub-minimum of 40% per section within a session. The two CBE sessions will contribute equally to a mark for the CBE.

There are seven (7) practical/oral panels with a sub-minimum of 45% per panel, and a sub-minimum of 50% for the whole practical and oral/practical examination. No more than one (1) panel may be failed.

A final combined mark of 50% is required to pass the examination and allow registration. The final combined mark will be computed as follows:

- CBE component: 50%
Practical component 50%

C. Veterinary Technology Examinations

A combined sub-minimum of 50% in the CBE and a combined sub-minimum of 50% in the practical examination as well as a final combined mark of 50% is required to pass the examination and allow registration. The final combined mark will be computed as follows:

CBE component 50%
Practical component 50%

D. Animal Health Examinations

There are two CBE sessions with a sub-minimum of 50% in each of the sessions and a sub-minimum of 40% per section within a session. The two CBE sessions will contribute equally to a mark for the CBE.

There are two (2) practical/oral panels with a sub-minimum of 45% per panel, and a sub-minimum of 50% for the whole practical and oral/practical examination. No more than one (1) panel may be failed.

A final combined mark of 50% is required to pass the examination and allow registration. The final combined mark will be computed as follows:

CBE component 50%
Practical component 50%

3.12 A candidate who does not at least obtain 50% in the CBE component will be prevented from entering the practical examination. No practical roster will be issued prior to the finalisation of the CBE component.

3.13 Permission to enter the practical examination with any component below the 40% sub-minimum or 50% CBE final mark will not be granted. All queries or complaints arising from automatic exclusion should be submitted in writing to the SAVC Administration.

3.14 For CBE there is no re-mark and no redress, and no provision of a memorandum, but should there be a query a candidate’s performance as assessed by the computer can be provided.

3.15 Council does not accept responsibility for incorrect information obtained from unauthorised persons on examination arrangements/or results. All enquiries must be made directly to the SAVC Administration. The results will only be made known once ratified by Council.

3.16 Requests for a candidate’s performance as assessed by the computer to be handed over and/or requests to be allowed to participate in the practical examination must be received in writing immediately upon receipt of the notification to proceed with the practical or not permitted to proceed with the practical examination, subject to payment in advance of the prescribed fee. There will be no redress of the CBE results once the practical examination commenced.