

Candidates must ensure that they have a sound understanding of all requirements, competencies and deliverables for the examinations. These are contained in the *BOSSI Determination – Board Examinations*. The information below is provided to assist candidates.

Submission check - deliverables



Project Certification Form	
Project fulfils minimum requirements: <ul style="list-style-type: none">include the creation of a minimum of 2 strata lots and common propertythe strata must include part lots external to the building(s)	
Two full, correct scale copies of final strata or community title plan	
Title search, together with any associated instruments	
Original field notes signed and dated	
Copy of base plan defining the parcel boundaries	
Copy of the base strata plan if subdividing lots and/or common property in an existing strata	
NSW LRS strata plan lodgment checklist	
Copy of council's letter of determination if available and/or applicable	
Copy of architectural plans if available	
Photographs of the site and the building if possible	
One electronic copy of the submitted project as per the requirements outlined in Section 10	
Survey Plans will be presented as if they were to be lodged with NSW LRS for registration	
If exemption has been granted a copy of exemption form submitted to BOSSI and approval email from BOSSI	

Please Note:

All projects submitted as part of any assessment shall be additionally submitted in electronic means as per the following requirements:

Electronic submissions are to meet the following requirements:

- The submitted files are to be in PDF format unless otherwise stated.
- Candidates can choose whether to submit individual or merged files. All submissions must include a contents page. If the submission is a merged file, components of the submission must be bookmarked following the naming convention below.
- Submission is to be via a SharePoint link. Each candidate will be provided with a unique link for their project file with the files to be uploaded no later than 7am on the day of the exam. The SharePoint link will be sent the day the examination confirmation letter is provided.

Please note that if you have not submitted your project by the required time, you will not be permitted to sit the examination as you have not met the requirements.

Each file is to be named using the convention:

ID_Name_Assessment_Month_Year_AX.pdf

Where AX is the attachment number

E.g.: CA009243_John Smith_Town Planning_March_2025_A1.pdf

- This file is to also contain copies of all title and plan searches, completed check lists, scanned field notes and electronic data sheets, photographs and aerial imagery of the site.

Only the deliverables mentioned above are permitted to be referred to by the Candidate during the examination. All other documentation must be placed away for the full extent of the examination.

Dress code for the viva voce examination, for both candidates and examiners is “professional”. Candidates must dress to the same standard they would if they were attending a job interview or representing their work organisation to an influential client.

Candidates should note that the Registrar and Examiners have the power to refuse to examine a candidate who fails to provide all of the required deliverables or to meet the required dress code.