

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 9	
Survey Plans will be presented as if they were to be lodged with NSW LRS for registration	
Copy of approval from BOSSI if Strata and Community Title project requirements cannot be met	

Please Note:

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

- All individual files are merged into one file and in similar layout as per the hard copy which was submitted for the assessment.
- This file is to be in PDF format.
- This file is to also contain a copy of the base title and plan, scanned field notes and electronic data sheets, Council's letter of Determination, Architectural plans and any site photographs.
- The file is to be named using the convention:
ID_Name_Assessment_Month_Year.pdf
E.g. CA009243_John Smith_Strata_October_2024.pdf
- Project documentation must be submitted prior to the exam via SharePoint with the pdf file to be uploaded prior to 9am on the day of the exam. Each candidate will be provided with a unique link for their project submission. This link will be provided to each candidate in their examination confirmation letter.

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.