

**GUIDELINES FOR THE
LAND SURVEYORS EXAMINATION IN JAMAICA
FOR TRAINEES/CANDIDATES**

ARRANGEMENT OF SECTIONS

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A. VIVA VOCE

1. Preamble

A Viva Voce Examination may be described as a formal style of assessment, involving oral means of communicating questions and answers.

In Jamaica, by virtue of the Land Surveyors Act Section 11 (2), of the Land Surveyors Act, the Land Surveyors Board is the body “responsible for the management and control of all examinations and professional education”. Candidates pursuing the qualifications of Commissioned Land Surveyor (CLS) are required to sit the Land Surveyors Board Examinations.

The Land Surveyors Board is responsible, among other duties to:

- (1) Appoint the Examination Panel
- (2) Advise Candidates and Examiners about the procedures relating to Viva Voce Examinations and Plan Interviews
- (3) Provide training in the conduct of Oral/Viva Voce Examinations and Plan Interviews to all Examiners as part of the Land Surveyors Board Examination Development Programme.

2. Notification to Candidates

- (1) Trainees will be informed via a National Media Publication of the:
 - (a) date on which the Viva Voce will be held;
 - (b) the venue for the Examination; and
 - (c) the deadline for application to sit the Examination.
- (2) Candidates/Trainees should be reminded of their responsibility to make themselves available to attend the Viva Voce.
- (3) Each individual Trainee should be provided with a standard summary sheet containing the following information:
 - (a) when and where the Viva voce will be held;

- (b) a named person (the Board's Secretary) for the Candidate/Trainee to contact with any query;
- (c) the composition of the Viva Voce Panel;
- (d) the form/structure of questions that will be asked of the Trainees;
- (e) the likely length of the Viva Voce; and
- (f) the consequence of non-attendance.

B. PRACTICAL TASK

1. Guidelines:

- (1) Subdivision of a minimum of ten (10) residential lots (approximately $\frac{1}{4}$ acre), or a minimum of six (6) homestead lots (approximately 1 acre each), or a minimum of three (3) agricultural lots (approximately 5 acres each). Orientation is to be achieved by Static Post Processed Global Navigation Satellite System (GNSS) Surveying.
- (2) Re-establishment of a minimum of 500 m in length of boundary, with a minimum of ten (10) marks, significant changes in direction of the boundary, and that the original survey be a minimum of ten (10) years old.
- (3) The Board reserves the right to exercise discretion in the application of these guidelines to any student's application to sit the examination.

C. DAIRY and LOG BOOKS

A Diary summarizing the information (type of survey, property name, title reference, area, client, work performed) on surveys, with the Principal's comments, signature and date, against each task, is to be presented with an application for every sitting of an Examination.

A Log book in the form shown in Table 1 below, setting out the time spent, within a given month, on a particular type of survey, is to be submitted with each diary. Attention is drawn to the requirement to submit the Diary and Log Book within six (6) months of the commencement of an Agreement for Attachment (see the Land Surveyors (Alternative Qualifications) Notice 1977 Rules for Attachment and Oral Examination [Revised

Edition]). Thereafter, a Dairy and Log Book is required to be submitted to the Land Surveyors Board every six (6) months.

Table 1: Log Book Sample

Showing the days/hours spent on each category of work, over each six (6) month period of Attachment

Nature of work	Jan 2020	Feb 2020	Mar 2020									Dec 2020	Total Hours/ Days/Months
Cadastral													
Topographic													
Engineering													
Strata													
Surveyors Identification Report													

D. AGREEMENT OF ATTACHMENT

All Agreements of Attachment is for a minimum of one (1) year.

E. APPLICATION FOR EXAMINATION

An application to sit the Examination must be accompanied by:

- A copy of the current Agreement of Attachment
- Diary and Log Book
- 2 Affidavits
- Principal’s Certificate of Student’s Compliance
- Examination Fee Receipt
- Field Book
- Computer Sheets (both Re-opening and Sub-division)
- Plans (Re-opening and Sub-division)
- Traverse Overlays (Re-opening and Sub-division)

- Reports (Re-opening and Sub-division)

Failure to submit any of these mandatory items will result in a non-acceptance of the application.

Copies of plans of the work undertaken during the last Attachment period is to be submitted to Examiners on the day of the Practical Task Interview.

Prepared by: Land Surveyors Board (Revised August 24, 2021)