

Practice Examiner Appointment

1. Recruitment

Recruitment of Practice Examiners will normally be by:

1. Advertisement in architectural journals/newsletters (eg RIAS Newsletter)
2. By recommendation from a PSA, a current practice examiner or a Board member

On receiving an expression of interest from an applicant the CEO will contact the applicant providing further information and requesting a copy of their CV.

2. Selection

The CEO will arrange a suitable date and time for an applicant to be interviewed by the Convenor of the Examination Committee and the Senior Examiner of the Practice Examiners Committee. The CEO will also participate in the interview process.

At the interview the applicant will be provided with suitable opportunities to ask questions about the role and time commitments of being a practice examiner so that they can make an informed choice as to whether they want to become a practice examiner or not should they be invited to do so.

The CEO will write to the applicant within seven days of the interview to indicate whether or not they have been accepted into the APEAS pool of practice examiners. Where they have not, the CEO will provide feedback as to why they have not been accepted.

3. Personnel Specification for a Practice Examiner

Essential Criteria	Desirable Criteria	How measured
UK Registered Architect		Check of Registration Number on-line at ARB website
Have a minimum of 5 years professional experience post-registration		Record of professional experience provided in CV
Have a good range of high quality architectural professional experience with a broad knowledge of practice management, procurement and job administration		From CV and at interview
Have a positive commitment to the maintenance of professional standards in Architecture		From CV and at interview
Have the potential to act as a competent practice examiner		At interview (interviewers will wish to assure themselves, amongst other things, that the applicant has the potential to examine in an open-minded, impartial and consistent manner)
	Have acted as an Employment Mentor (preferably under the APEAS system)	From CV and at interview

4. Role of a Practice Examiner

Practice Examiners will work in pairs during the examination process. No pair of examiners will assess more than 8 candidates and during the Oral Examination pairs of examiners will not interview more than 5 candidates per day.

The duties of a Practice Examiner are listed below.

- **Training and development**

Attend practice examiner training and development events organised by APEAS (eg Annual Seminar)

Read documentation provided by APEAS that supports the Part 3 Examination process (eg Guide for Examiners, Guide for Candidates).

- **Prior to the Oral Examinations**

Undertake independent initial assessment and grading of candidates' documentary submissions

Submit initial grades to the Chief Executive Officer by the date specified (so that a sample of candidate documentary submissions can be forwarded to the external examiners for independent review)

Cross-mark failed and marginal pass candidates documentary submissions

Consult with paired practice examiner prior to the Oral Examinations to discuss all candidates

- **The Oral Examinations**

Participate in the meeting of the Practice Examiners Committee on the first morning of the Oral Examinations

Undertake Oral Examinations interviews with paired practice examiner and moderate candidate grades as necessary

Agree final candidate grades with paired practice examiner

Complete all results documentation and submit to the Chief Executive Officer.

During the period of the Oral Examinations practice examiners should feedback to Professional Studies Advisors on the reasons candidates failed the Part 3 Examination

Participate in the Practice Examiners Committee meeting following the Oral Examinations and present results including reasons for candidates failing

Co-operate fully with the Senior Examiner, External Examiners, the Convenor of the Examination Committee and the Chief Executive Officer to ensure the smooth running of the examination process

5. Length of Service as a Practice Examiner

New practice examiners will initially be paired with a senior or long serving examiner.

Practice examiners will only be allowed to participate in a maximum of 7 continuous Part 3 examinations with APEAS before being required to 'step down' for a period of at least one year

It is important to note that APEAS cannot guarantee that a practice examiner will examine each year. The selection of examiners will be agreed by the Examination Committee each year

6. Time commitment involved in being a Practice Examiner

Practice examiners must attend the two days of the Oral Examinations including the two Practice Examiners Committee meetings.

In addition, time is required to carry out the role as described above. The amount of time involved in these activities varies considerably but is normally between 35 and 50 hours

7. Payment for being a Practice Examiner

A fee will be paid to practice examiners who are selected to participate in the examination process each year. This fee will be set by the Board annually.

Reasonable expenses incurred while attending the seminar and the Oral Examinations will be reimbursed.