

# APEAS<sub>LTD</sub>

ARCHITECTS' PROFESSIONAL EXAMINATION AUTHORITY in  
SCOTLAND Ltd.

THE EXAMINATION IN PROFESSIONAL PRACTICE & MANAGEMENT:  
PART 3, 2018/19

## GUIDANCE NOTES

and

## DECLARATION

**All the characters, locations and incidents contained in this Paper are fictitious.**

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## EXAMINATION IN PROFESSIONAL PRACTICE AND MANAGEMENT (PART 3)

### PRACTICE PAPER – 2018/19

**EXAMINATION DATES TUESDAY, 27<sup>th</sup> NOVEMBER and  
WEDNESDAY, 28<sup>th</sup> NOVEMBER 2018**

In order to become a Registered Architect, candidates must demonstrate their ability to deal competently with situations which arise in the ordinary course of general architectural practice.

This Practice Paper is intended to test the professional competence of candidates under realistic conditions.

Candidates have **48 hours** to respond to the issues raised in various letters, notes, memoranda and other documents contained in the Paper. The format is as follows:-

Candidates are asked to imagine themselves as part of a hypothetical architectural practice – the practice, its financial structure, staffing structure and information about projects currently in hand are outlined in the Scenario. Candidates are required to respond to the problems set, on the assumption that they are an Architectural Assistant within the practice, with 2 years' plus professional experience and are about to sit the Professional Practice Examination.

**All questions must be answered.** They cover a wide range of professional topics, from client relations to contract administration, professional ethics to project programming.

It should be noted that specific background information for most questions is included at the back of the main Scenario. Candidates should refer to this specific background information when answering questions.

In answering, candidates may make assumptions where they consider that the information given in the Scenario is incomplete, or indecisive. It is important that any such assumptions are recorded alongside the responses.

Candidates may refer to any source of information (e.g. RIBA/RIAS documents, Codes, British Standards, text books etc.), and may take advice from colleagues, both from within their offices and from other disciplines. These sources must be cited and due acknowledgement given.

All answers must be the candidate's own work. Collusion and plagiarism are not permitted.

**The attached Declaration must be completed and signed and dated by the candidate's employment mentor and the candidate, and must be submitted with the Practice Paper.**

Candidates should base their responses on procedures and documents with which they are familiar, and may, with their office's permission, use office facilities, including standard forms and documents, where appropriate. The responses will require that reports are prepared; letters, memos and notes written, and programmes compiled. The total extent of replies, excluding citations, assumptions and acknowledgements, is unlikely to **exceed 4,000 words**.

Candidates are reminded that their full documentary submission comprises the following documents:

- The answers to the written Practice Paper;
- The Experience Based Analysis report;
- The PEDR/Certificate of Professional Experience;
- The Evaluation of Experience.

Re-sit candidates should submit those documents as advised by APEAS.

Candidates must submit their documentary submission, in PDF format, using the APEAS Online/Turnitin system (see APEAS – ‘Candidates How to Guide’ for Online Submission via Turnitin) by **12.00 noon on Thursday, 29<sup>th</sup> November 2018** unless otherwise agreed with APEAS. Additionally, candidates must submit a memory stick containing their full documentary submission, in PDF, to the address shown below by **Monday, 3<sup>rd</sup> December 2018**. If a candidate is unable to meet this deadline he/she should provide APEAS with an email showing proof of postage by Monday, 3<sup>rd</sup> December 2018.

The Practice Paper answers will be scrutinised by the candidate’s practice examiners, together with the other components of the submission, preparatory to the Oral Examination. It should be understood that the Practice Paper, Experience Based Analysis report, Evaluation of Experience and the Record of Experience point to a whole range of issues which may be discussed at the Oral Examination. In assessing the candidate’s knowledge and experience, the examiners’ will base their questions upon responses in the candidate documentary submission and other topics not covered in the documentary submission but still within the scope of the ARB/RIBA Part 3 Criteria. The candidate should retain a copy of all documents submitted for reference prior to and during the Oral Examination.

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## THE DECLARATION

We declare that the Practice Paper was carried out in accordance with the conditions prescribed. The candidate spent no more than **48-hours** on the Paper.

All sources consulted by the candidate are cited in the documents submitted.

There was no collusion or plagiarism with intent to deceive the practice examiners.

Employment Mentor (print) \_\_\_\_\_

Qualifications and Position \_\_\_\_\_

Signature \_\_\_\_\_

Candidate (print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_