

APEAS Examination Regulations

1. Purpose of Examination and Regulations

The regulations:

- set minimum standards for candidates and examiners
- set out the rules for the conduct and assessment of the APEAS Examination in Professional Practice (ARB/RIBA Part 3)

** Regulations are numbered and are followed by guidance notes on their application*

If you require a copy of this document in an alternative format please contact the APEAS Chief Executive Officer

2. Administration

The Chief Executive Officer is appointed by the APEAS Board to oversee the administration of the examination, appointment of examiners and external examiners, production and distribution of the examination papers, examination organisation, and is responsible for the receipt and notification of results on behalf of the Board.

3. Compliance

Every candidate, examiner and employee of APEAS must comply with these regulations.

4. Registration

4.1 A new candidate must complete an APEAS Registration Form in full ensuring that they provide accurate and up to date information.

4.2 A candidate who has registered with APEAS may defer sitting the Part 3 Examination only prior to the Practice Paper Examination

- *APEAS will publish details of all its fees and deadlines for payment of its fees in January of each year*
- *Information on the fees applicable for deferment is given in the Guide for Candidates and in the Fees section of the APEAS website*
- *A candidate who is re-sitting a component, or components, of the Part 3 Examination, or who deferred sitting the Part 3 Examination previously, is not required to submit a new Registration Form. However, he/she must provide APEAS with an update of any change in details from that given in their original Registration before the deadline for payment of the Registration Fee*

5. Additional support needs

5.1 Candidates with a specific learning profile, or who may require adjustments in support of the examination, and who has identified this to APEAS, will be required to provide APEAS with evidence of their disability/condition from an appropriate health professional or other suitable source.

5.2 It is the responsibility of all candidates, including those for whom English is an additional language, to ensure that their level of English listening, reading, speaking and writing skills are sufficient to enable them to have a realistic prospect of passing the Part 3 Examination

- *Information on the additional support/adjustments APEAS provides to candidates with a specific learning profile can be found in the Special Requirements section of the APEAS website*
- *Information and advice on English skills for overseas candidates can be found in Section 1.5.2 of the Guide for Candidates and in the Special Requirements section of the APEAS website*

6. Documentary Submission

6.1 The APEAS Part 3 Examination in Professional Practice and Management will be based on the current version of the ARB/RIBA criteria at Part 3

6.2 The professional experience eligibility criteria used as part of the APEAS Part 3

Examination in Professional Practice and Management will be those jointly agreed by the ARB and RIBA.

6.3 A candidate must present all three components of the documentary submission the first time he/she sits the APEAS Part 3 Examination.

6.4 All work submitted must be the sole work of the author

- *Information on the details of the documentary submission are given in the Guide for Candidates*
- *APEAS may use plagiarism detection software to check documentary submissions. Failure to acknowledge the work of others, using correct citations and references, will be treated as Misconduct*
- *Suspected plagiarism, collusion, cheating, impersonation, falsification or deceit will be treated as Misconduct*

7. Assessment

7.1 In order to pass the APEAS Part 3 Examination in Professional Practice and Management a candidate must pass each of the three individual components of the Examination, namely – Experience, Experience Based Analysis and Practice Examination following oral examination.

7.2 A candidate must attend for oral examination on the date and time and at the venue specified by APEAS

7.3 Each candidate will be assessed by two practice examiners drawn from the APEAS pool of practice examiners.

7.4 An external examiner may be present at a candidate's oral examination as part of his/her role of reporting on the standard and rigour of the APEAS examination process. The external examiner is not present to assess the candidate

- *A sample of the candidates' documentary submissions will be reviewed independently by the external examiners*
- *Each practice examiner must cross-mark candidate documentary submission components which their partner examiner has initially awarded a marginal pass or fail*
- *APEAS will publish the date, time and venue for a candidate's oral examination at least 28 days before the oral examination is to take place*
- *The oral examination will normally not be less than 45 minutes and must not exceed 1 hour. The oral examination will be conducted by the two practice examiners who initially assessed the candidate's documentary submission (except in extraordinary circumstances)*
- *Questioning at oral examination will be based on the candidate's documentary submission plus any other questions not covered in the candidate's documentary submission but which lie within the scope of the current ARB/RIBA Part 3 criteria*
- *The oral examination is not a separate component in the APEAS Part 3 Examination process. Its purpose is to allow examiners to further assess the candidate's knowledge, understanding, awareness and judgement of current architectural practice*
- *A candidate is allowed to take his/her documentary submission and/or any notes which they consider will be helpful into the oral examination, and may refer to these during the examination*
- *A candidate is not permitted to hand their practice examiners any additional written materials at the oral interview*

8. Results

8.1 A candidate must pass all three components in the APEAS Part 3 Examination in order to successfully pass the Part 3 Examination in Professional Practice and Management.

A candidate who passes one or two components of the APEAS Part 3 Examination will have two further opportunities to pass the failed component or components within three years of first passing a component.

If the candidate does not pass the failed component or components within this timescale he/she will be required to re-sit all three components.

8.2 A re-sit candidate will be examined by two different practice examiners each time he/she is examined by APEAS

- *In the case of a re-sit candidate the oral examination may be shorter if the practice examiners are satisfied that they have asked all questions to which they require answers and allowed the candidate the opportunity to provide all information necessary in order to arrive at an assessment decision*
- *Guidance on resitting the Examination is given in the Guide of Candidates*

9. Results of the Examination

9.1 A candidate who passes the Part 3 Examination will be notified by APEAS. (This is normally within 1 week of attending the Oral Examination).

9.2 A candidate who fails the Part 3 Examination will receive a letter from APEAS identifying which component(s) he/she requires to re-sit. (This is normally within 1 week of attending the Oral examination)

9.3 The decision of the practice examiners, as confirmed by the APEAS Examination Committee, shall be final

- *The examination result is a pass or fail*
- *Candidates who fail the Part 3 Examination will receive feedback in line with APEAS current procedures*

10. Appeals and Complaints

Appeals will only be considered in line with the current APEAS Appeals procedure. Information on Appeals and Complaints is available on the APEAS website

11. Code of Conduct

APEAS candidates, examiners, staff and anyone representing APEAS are expected to behave at all times in line with the current APEAS Code of Conduct (see Appendix 1)

12. Quality Assurance

The APEAS Board has overall responsibility for the strategic direction, management and quality assurance of the company as outlined in the APEAS Quality Assurance document.

Appendix 1

APEAS Code of Conduct

All APEAS candidates, examiners, staff and anyone representing APEAS are expected to behave at all times in line with the current APEAS Code of Conduct as detailed below.

- 1 Act at all times in an honest, professional, respectful and courteous manner.
- 2 Under no circumstances discriminate against anyone on the grounds of any of the protected characteristics as defined by the UK Equality Act (2010)
It should be noted that practice and external examiners will be advised by the CEO of any candidates who have a Specific Learning Profile for which adjustments are required or for whom English is an additional language (with the consent of the candidate). They will be expected to take such circumstances into account in arriving at their assessment decisions.
- 3 Provide APEAS with accurate and complete information in a timely manner to enable APEAS to carry out its' duties
- 4 Do not reveal any confidential and/or sensitive information without appropriate permission.
- 5 Under no circumstances should a candidate engage in any form of Misconduct including collusion or plagiarism whilst sitting the APEAS Part 3 Examination in Professional Practice and Management.
- 6 All examiners will be expected to display open, fair and equal treatment in all areas of the APEAS examination process.
- 7 All examiners will be expected to declare an interest if they are presented with a candidate who is related to them or known to them in a personal or professional capacity or where they consider there is a conflict of interest
- 8 APEAS staff must display at all times honesty and openness.

EXAMPLES OF MISCONDUCT (this list is not intended to be exhaustive):

Collusion

Working with another person, or persons, but passing off the work as one's own

Impersonation

Assuming another person's identity

Misconduct in the Written Examination (Practice Paper)

Acting inappropriately in the written examination includes copying another candidate's work or working with another candidate to produce answers

Misrepresentation

Presenting false or misleading information

Plagiarism

Presenting another person's ideas or work as one's own