

## Guidance Note for Candidates on Good and Bad Examination Practice

### 1 Collusion

The APEAS Examination Committee regards collusion as a very serious form of examination misconduct and those candidates found to have colluded in producing a written response (s) will automatically fail the component, or components, of the Part 3 Examination where collusion has occurred

Collusion is most likely to take place where more than one candidate is sitting the Practice Paper in an office. APEAS places a measure of professional trust on candidates not to collude in any way while sitting the Practice Paper. It is important to remember that both your mentor and you are required to sign a declaration which includes the following statement 'There was no collusion or plagiarism with intent to deceive the Practice Examiners.' Falsely signing the declaration when collusion has taken place will be regarded by APEAS as a very serious breach of professional trust.

APEAS has provided the following advice to mentors where more than one candidate is sitting the Practice Paper in their office.

*'It is not uncommon for this situation to arise. APEAS does not expect a mentor, or someone else assigned by the mentor, to supervise the candidates for the full 48-hours they are sitting the Practice Paper. This would simply be impractical and unrealistic. There has to be an assumption that the candidates should be professional enough to work on their own and not to collude with each other. However, it is entirely appropriate for a mentor to drop in unannounced on the candidates on various occasions while the candidates are sitting the Practice Paper just to assure himself/herself that the examination is being conducted properly.'*

As far as is practicable, mentors are asked to arrange that candidates have a quiet area(s) to work in with sufficient space between the candidates so that they cannot see each other's work.

When answering Practice Paper questions candidates are likely to seek the views of colleagues within the office. It can be somewhat annoying if two or three candidates go and see a person in the office at different times requiring repetition of the answer previously given. However, APEAS would ask that during the time the candidates are sitting the Practice Paper that those consulted by the candidates show patience in repeating their answers to individual candidates. It is important to appreciate that all candidates should be working on their own and while some candidates may consult a person for an opinion on a certain question another candidate may not. APEAS does not believe it appropriate that a person consulted by a candidate gives a single response to all the candidates as this may give unreasonable help to the other candidates.'

### 2 Plagiarism and Referencing

The APEAS Examination Committee regards plagiarism as a very serious form of examination misconduct, and a candidate who has been found to have plagiarised a significant amount of materials will fail the component, or components, where the plagiarism has taken place. It is important to remember that whenever you include material which is not referenced in your text then this may be construed by your examiners as plagiarism.

The APEAS Examination Committee understands that in writing an Experience Based Analysis report or Practice Paper answers candidates may wish to use a range of sources of information (eg RIBA/RIAS documents, Codes, British Standards, text

books, images etc.) to support, for example, a description or argument. This is entirely acceptable providing the materials are appropriately referenced in the text.

APEAS has no strong views on how information cited in text should be referenced, although once having chosen a particular referencing system consistency throughout all the written material you submit to APEAS will help to enhance a professional presentation. Candidates may use the Harvard referencing system or any other referencing system they are familiar with. A good source of information for using the [Harvard system can be found here](#)

There are a few other points it is worth thinking about if you are going to include external sources of information in your text. Just including a piece of text, or an image, because you think it will impress your examiners is not a good practice. For example, sometimes candidates have included images in their PEDR sheets, or EBA report, to 'show off' the kind of design work the office they work for is involved in. You should be assured that the inclusion of such images seldom impresses examiners. It is important to emphasise that any source of external information cited should only be included if it supports the description or argument you are trying to develop.

Examiners have also commented that some candidates have quoted some other person's arguments, appropriately referenced, without making their own argument in a Practice Paper answer, or an EBA report. This is not good practice as your examiners will be looking for you to make your own arguments in your own words. Once you have made such arguments it is acceptable for you to say something along the lines of - this argument is supported by so and so who make the following points.

### **3 Study Groups**

Many candidates sitting their Part 3 Examinations work in study groups to develop, for example, answers to previous Practice Paper questions, and, after having sat the Practice Paper, review the answers given to the Paper. The APEAS Board and Examination Committee are happy for candidates to work in study groups believing this reflects what happens in 'real life' architectural practice where an architect may gather views or opinions from various sources before deciding on an answer to a particular issue.

However, examiners have reported that some candidates at oral examination tend to give the 'study group answer' to Practice Paper questions. When the examiners probe more deeply into the candidate's answer(s) they often find that the candidate has a fundamental lack of knowledge and understanding on the subject(s) covered by the question(s). It is important to appreciate that it is not sufficient to simply use study group answers, but rather you should develop a sound knowledge and understanding of the answers you will be giving to Practice Paper questions at oral examination so that you can respond effectively to all questions raised by your practice examiners.

### **4 Definitions**

- Napier Students' Association provided the following helpful definition for collusion '*Conspiring or working together with (an)other(s) on a piece of work that you are expected to produce independently*<sup>(1)</sup>.
- Collins on-line dictionary gives a definition of plagiarism as follows '*Plagiarism is the practice of using or copying someone else's ideas or work and pretending that you thought of it or created it.*' <sup>(2)</sup>
- The Oxford Dictionary gives a similar definition as follows '*The practice of taking someone else's work or ideas and passing them off as one's own.*' <sup>(3)</sup>
- Synonyms for plagiarism include copying, theft, stealing and infringement of copyright.