

Practice Examiners Wanted

**for the Part 3 Examination in Professional Practice
and Management**

Join our team of Practice Examiners and make a significant contribution to the profession and to the development of aspiring architects.

We're currently recruiting suitably qualified and experienced Architects to join our pool of Practice Examiners for the Part 3 Examination in Professional Practice and Management.

APEAS is committed to equality of opportunity and to being fair and inclusive. We're also committed to ensuring that our pool of Practice Examiners reflects the increasingly diverse profile of our candidate cohort, so we would particularly welcome applications from women, people with a disability and those from minority ethnic minority backgrounds – we know that diversity fosters creativity and innovation.

Please see below for information about the role of Practice Examiner. Further information is available on the Examiner section of our website at <https://apeas.org.uk/examiners/>

If you're interested, please send a copy of your CV, together with a (brief) statement setting out why you would make a good Practice Examiner to info@apeas.org.uk. We don't have a fixed recruitment timetable – simply send us your CV and we'll let you know when we have a date for the next round of interviews.

As well as making a significant contribution to the profession, many Practice Examiners acknowledge that the role enhances their own practise as well as providing them with a stimulating and enriching experience.

If you'd like to discuss the role further with either the CEO or one of our current examiners, please telephone us on 07483 153893 or email info@apeas.org.uk

If you know of anyone who you think may be interested in becoming a Practice Examiner, please share this information.

Practice Examiner

Essential Requirements

- UK Registered Architect with a minimum of 5 years' continuous professional experience post-registration.
- Have a good range of high quality architectural professional experience with a broad knowledge of practice management, procurement and job administration.
- Have a positive commitment to the maintenance of professional standards in architecture.

Desirable Requirements

- Have acted as an Employment Mentor.

Duties of a Practice Examiner

- To assess candidates in accordance with APEAS systems and processes.

Training and Development

- Practice Examiners are expected to attend the APEAS annual Seminar.

Prior to the Oral Examinations

- Read and apply documentation provided by APEAS that supports the Part 3 Examination process (e.g., Guide for Examiners, Guide for Candidates...)
- Undertake independent initial assessment and grading of candidates' documentary submissions.
- Submit initial grades by the date specified by APEAS.
- Consult with paired Practice Examiner prior to the Oral Examinations to discuss borderline candidates.

At the Oral Examinations

- Participate in the initial meeting of the Practice Examiners' Committee.
- Undertake oral examination interviews with paired Practice Examiner.
- Agree candidate grades with paired Practice Examiner.
- Participate in the Practice Examiners' Committee meeting following the oral examination to present results.
- Complete and submit results documentation.
- Provide feedback to failed candidates and liaise with PSAs as required.

Time commitment involved in being a Practice Examiner

Practice Examiners must attend the two days of the Oral Examinations. Time is required to assess candidate documentary submissions and consult with paired Practice Examiner as appropriate – that will vary from one Practice Examiner to the other but is normally between 35 and 50 hours.

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. The current fee is £1,015.

Reasonable expenses incurred while attending the seminar and the Oral Examinations will be reimbursed to include travel and accommodation if required.