

Policy on the Conduct of the Architectural Practice Examination (APE), the National Examination Paper (NEP) and the oral interviews (Part 3 of the APE).

Purpose:

The ARBV, (Board), has procedures for the conduct of the APE process which recognise the integrity of the national guidelines for the APE and the responsibility of the Board for decision making in Victoria under the Architects Act 2004.

Procedures:

The APE is in three parts

- The log book to determine eligibility
- The NEP
- Examination by interview

The log book:

1. The log book submission must be received by the office of the ARBV before the deadline, and be in one pdf file which conforms to the checklist on the website.
2. Examiners led by the Convenor, appointed by the Board, assess the eligibility of candidates for the NEP based on the log book, in particular the hours logged and the competency standards required.
3. Candidates are informed of the result of the log book assessment by email.

The NEP:

1. The written examination is held at a suitable venue in Melbourne at the same time as in other jurisdictions throughout Australia.
2. Candidates are required to present themselves at the venue well in advance of the starting time as late arrivals will not be permitted to enter the room.
3. No equipment, notes, cell phones, calculators or other devices are permitted.
4. Candidates must follow the instructions of the Registrar.
5. Results of the NEP are approved by the Board prior to being sent to candidates.

The examination by interview:

1. Interviews are held at the Board office on scheduled dates and times.
2. Candidates are to be on time and bring nothing with them into the interview room.
3. Examiners are appointed by the Board, briefed on interview protocols and techniques, and work in pairs. All information supplied to examiners is confidential to the Board.
4. Results of the interview are approved by the Board prior to being sent to candidates.
5. Candidates who feel they have a legitimate grievance about the conduct of the interview may submit their case by email to the Registrar who will confer with the Convenor. A second interview may be offered in some circumstances.
6. There is no further appeal against the Board's decision other than that provided for in the Architects Act 2004.