

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 VBA has procedures for the conduct of the APE process which recognise the integrity of the national guidelines for the APE and the responsibility for decision making in Victoria under the *Architects Act 1991*.

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 before the deadline, and be in one pdf file which conforms to the checklist on the website.
2. Examiners led by the Convenor, on the approved panel, 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 from the AACA are approved by the Registrar prior to being sent to candidates.

The examination by interview:

1. Interviews are held at the office on scheduled dates and times.
2. Candidates are to be on time and bring nothing with them into the interview room. This includes mobile phones, paper, notes, books and any other material.
3. Examiners are appointed by the Registrar, briefed on interview protocols and techniques, trained in the competency standards, and work in pairs. All information supplied to examiners is confidential.
4. Results of the interview are approved by the Registrar 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 1991*.