



The Architects
Professional
Examination
Authority in
Scotland Ltd

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

Experience Based Analysis – Word Count Regulation

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Experience Based Analysis: Word Count Regulation

The main body of the Experience Based Analysis (EBA) report, including any quotations, must be between **4,000 and 8000 words**. An accurate word count must be declared at an appropriate place in the introductory section of the EBA e.g., on the cover page or the contents page. An EBA falling outwith the specified upper-and lower-word count limits will be **treated as a non-submission** and returned to the candidate unmarked. As all components of the Examination (as previously notified to the candidate) must be submitted in any one year, if a candidate's EBA is treated as a non-submission, s/he will consequently be ineligible to undertake the Part 3 Examination in that year.

The EBA submission date is a week before the submission date for the Practice Paper. If a declared word count is found to be inaccurate i.e., a validated word count shows that the candidate's submission exceeds the upper limit of 8000 words or does not exceed the lower limit of 4000 words, s/he will have until the submission date of the Practice Paper (i.e., one week later) to edit the EBA and re-submit. If, after that final submission date, the validated word count continues to show that the EBA either exceeds the upper limit of 8000 words or does not exceed the lower limit of 4000 words, then the EBA will be recorded as a non-submission.

Definition of Word Count

The word count includes everything that is included in the main body of the EBA including its main title, executive summary, subtitles, contents pages, tables, and supportive material (whether this is in the form of footnotes or in-text references). It does not include the reference list and/or bibliography and any appendices. Only relevant materials should be included in appendices, and it is not acceptable to present matters of substance, which should be included in the main body of the EBA, in an appendix. It is also not acceptable to attempt to 'hide' words in images; only text which is strictly necessary should be included in images.

Supplementary Guidance

An EBA of around 6000 words will be sufficient to meet the expectations of Examiners in respect of conveying the required information and analysis in a concise and professional manner.

Submission of the EBA

The main body of the EBA (with a declared word count) must be submitted in accordance with APEAS requirements separately from the reference list and/or bibliography and any appendices. Those items should be submitted in accordance with APEAS requirements as a separate document.