



The Architects
Professional
Examination
Authority in
Scotland Ltd

Revised: Month and year

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

Role of Professional Studies Advisor

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Role of a Professional Studies Advisor (PSA)

PSA's are employed by Universities and are therefore independent of APEAS.

In outlining the role of a PSA it is important to remember that while they can provide information, advice and support to a candidate the PSA can not take responsibility for preparing the candidate for the Part 3 Examination. This responsibility lies firmly with the candidate.

The role of the PSA in relation to the Part 3 Examination in Professional Practice and Management as operated by APEAS is as follows:

1. Provide information to candidates about the APEAS Part 3 Examination
2. Provide advice to candidates on their readiness to sit / re-sit the Part 3 Examination
3. Comment and sign-off a candidate's Record of Experience sheets at 3 monthly intervals after they have been read and signed by the candidate's employment mentor
4. Advise on the appropriateness of an individual candidate's Experience Based Analysis title and synopsis
5. Organise and contribute to University Part 3 Examination refresher courses for candidates
6. Participate in Examination Committee meetings including contributing to the development of the Practice Paper
7. Participate in Oral Examination process including attendance at Practice Examiner Committee meetings and providing support for his/her candidates
8. Feedback for failed candidates will be provided to PSAs by Practice Examiners prior to completion of the Oral Examination process and PSAs should then provide appropriate feedback to their candidates
9. Attend APEAS Practice Examiners Seminars and contribute to the programme of activities as appropriate
10. Work co-operatively with the Chief Executive Officer of APEAS and employment mentors as appropriate (subject to confidentiality and Data Protection legislation)