



The Architects  
Professional  
Examination  
Authority in  
Scotland Ltd

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

# **Feedback Policy**

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# APEAS Feedback to Failed Candidates

## **Who receives feedback?**

Feedback is provided to each failed candidate i.e., candidates who have been graded D or E in a component or components of the examination following the candidate's Oral Examination. That feedback is shared with the candidate's Professional Studies Adviser (PSA).

## **Who provides feedback?**

Practice Examiners formulate feedback, in consultation with the failed candidate's PSA. It is important to note though that it is APEAS that provides feedback to candidates, and it is APEAS that is responsible and accountable for the quality of that feedback.

## **What form does feedback take?**

Feedback is provided in writing to the candidate in accordance with the prescribed format. Feedback should be directly related to the failed component(s). It should also refer to the candidate's performance in the Oral Examination – that aspect of feedback will be particularly important where a candidate's pre-oral provisional pass grade has been adjusted to a post-oral definitive fail grade.

Feedback should refer to the assessment matrix/matrices given in the APEAS Assessment Sheet as a starting point and explicitly refer to the relevant ARB Professional Criteria. Reference may also be made to the numbered subsections of the Professional Criteria to identify strengths and weaknesses, though it should be noted that a component should not be failed against the numbered subsections.

## **What is the purpose of feedback?**

Feedback is provided to a candidate to explain why she/he has failed in a component or components of the examination. It is intended to act as a structured and robust catalyst for reflection and learning and therefore to assist the candidate to make a successful resubmission of the failed component(s) in the following year. It is also intended to assist the candidate to improve her/his performance in the Oral Examination. In other words, it is intended to help the candidate achieve her/his goal of becoming an architect.

## **What are the hallmarks of excellent feedback?**

The provision of feedback is not a perfunctory tick-box exercise. It should be sufficiently detailed to enable the candidate to recognise the strengths (where possible) and the weaknesses in her/his submission(s) and performance at the Oral Examination and, as a consequence, to improve on her/his performance in the coming year. Feedback should be:

- Descriptive rather than personally critical;
- clear, concise, detailed and specific;
- constructive; and
- balanced and candid.

It should:

- Be directly related to the failed component(s) and be clearly evidence based, with explicit reference to the relevant ARB Professional Criteria;
- identify what the candidate has not done well in the failed component(s) and in the Oral Examination;
- where possible, identify what the candidate has done well in the failed component(s) and in the Oral Examination;
- encourage the candidate to self-critically reflect on her/his performance;
- identify areas for improvement; and
- be framed with next year's examination in mind.

### **What is the role of the Professional Studies Adviser in the provision of feedback?**

Practice Examiners will meet with a failed candidate's PSA by the end of the day in which the failed candidate had been examined to explain to the PSA why that candidate has failed. Practice Examiners will draft written feedback intended for the failed candidate prior to that meeting with the PSA. The draft written feedback will form the focus of the discussion between the Practice Examiners and the PSA. That discussion will afford the PSA the opportunity to comment on the draft written feedback and, crucially, to indicate whether or not it will provide the basis for a subsequent constructive discussion with the failed candidate (PSAs meet with all of their failed candidates a short time after each candidate receives her/his written feedback).

Following their meeting with the failed candidate's PSA, Practice Examiners will finalise their written feedback to the failed candidate taking account of, as they consider appropriate, any comments made by the PSA on the draft written feedback. Practice Examiners will then submit their (provisional) finalised written feedback to APEAS within 3 days of the conclusion of the Oral Examination. Prior to APEAS issuing the finalised written feedback to a failed candidate, the candidate's PSA will be asked to confirm (or otherwise) that, in its (provisional) final form, the written feedback provides her/him with the basis for a subsequent constructive discussion with her/his failed candidate. PSAs will be asked to do that on the day following receipt of the (provisional) written feedback.

Where the PSA confirms that the (provisional) finalised written feedback is fit for purpose, the written feedback will be issued to the failed candidate by APEAS.

Where the PSA believes that the (provisional) finalised written feedback is not fit for purpose, a meeting will be scheduled between the PSA, the Practice Examiners, and a Moderator with a view to resolving any issues and arriving at an agreed form of written feedback. That meeting will normally take place within 3 days of the PSA's response to the previously issued (provisional) finalised written feedback.

Following that meeting, should any amendments be required to the (provisional) finalised written feedback they will be made within 3 days of the meeting. The PSA and Moderator will then be issued with a further copy of the (final) finalised feedback with a view to confirming agreement with amendments made, which should be done within 3 days of receipt. In the event of an unresolved issue, the Moderator, on behalf of the Examination Committee, will be the final arbiter.

Thereafter, PSAs will receive a copy of the (final) finalised written feedback provided to failed candidates. On receipt of that written feedback (which will normally be issued within 21 days of the conclusion of the Oral Examinations), PSAs will contact each of their failed candidates to discuss the written feedback so as to ensure that each candidate understands the written feedback and to encourage them to use it constructively to prepare for a subsequent submission.

### **Timing**

All draft feedback forms must be submitted to APEAS staff by 5.00pm on the final day of the Oral Examinations. Finalised feedback forms will be provided to failed candidates (and their PSAs) normally within 21 days of the conclusion of the Oral Examinations.

### **Quality assurance**

All feedback forms will be reviewed by the CEO and a random selection of feedback forms will be provided to External Examiners and Moderators for comment (eg 20%).

## Candidate Feedback

<b>Candidate:</b>	
<b>Practice Examiners:</b>	
<b>Component:</b>	

Your Professional Studies Adviser will discuss this feedback with you. That discussion will provide an opportunity for you to seek an explanation/elaboration of any part of the feedback. It will also assist you in formulating a plan to address the feedback and therefore to improve a future submission.

<b>ARB criterion/criteria that the candidate has failed to meet. (Note 1)</b>	<b>Feedback.</b>

*Note 1. For the purposes of this APEAS form, and for ease of reference, the 5 ARB Professional Criteria at Part 3 (PC) have each been sub-divided into 3 statements, each of which has been given a reference number. The reference number given above corresponds with the reference number given to each statement under each PC as given in the table below.*

## ARB CRITERIA

Ref.	<b>PC1 – Professionalism</b>
1(1)	A successful candidate will demonstrate overall competence and the ability to behave with integrity, in the ethical and professional manner appropriate to the role of architect.
1(2)	The candidate will have the skills necessary to undertake effective communication and presentation, organisation, self-management and autonomous working.
1(3)	The candidate will have a clear understanding of the architect's obligation to society and the profession, and a sufficient awareness of the limits of their competence and professional experience to ensure they are unlikely to bring the profession into disrepute.
Ref.	<b>PC2 – Clients, users and delivery of service</b>
2(1)	A successful candidate will be able to demonstrate understanding of the range of services offered by architects and delivering those services in a manner prioritising the interests of the client and other stakeholders.
2(2)	The candidate will have the skills necessary to provide a competent service, both singly and as part of a team, including understanding of client needs, appropriate communication, programming, co-ordination and competent delivery.
2(3)	This will be supported by knowledge of the briefing process, forms and terms of appointment, the means of professional remuneration, relevant legislation, and the execution of appropriate programmed and coordinated project tasks.
Ref.	<b>PC3 – Legal framework and processes</b>
3(1)	A successful candidate will be able to demonstrate understanding of the legal context within which an architect must operate, and the processes undertaken to ensure compliance with legal requirements or standards.
3(2)	The candidate will have the skills necessary to positively interact with statutory and private bodies or individuals, and competently delivery projects within diverse legislative frameworks.
3(3)	This will be supported by knowledge of the relevant law, legislation, guidance and controls relevant to architectural design and construction.
Ref.	<b>PC4 – Practice Management</b>
4(1)	A successful candidate will be able to demonstrate understanding of the business priorities, required management processes and risks of running an architectural practice, and the relationship between the practice of architecture and the UK construction industry.
4(2)	The candidate will have the skills necessary to engage in business administration and ability to resource, plan, implement and record project tasks to achieve stated goals, either individually or within a team.
4(3)	This will be supported by knowledge of the nature of legal business entities, office systems, administration procedures and the relevant legislation.
Ref.	<b>PC5 – Building procurement</b>
5(1)	A successful candidate will be able to demonstrate understanding of UK construction and contract law, construction procurement processes and the roles of built environment professionals.
5(2)	The candidate will have the skills necessary to plan project-related tasks, coordinate and engage in design team interaction, execute effective contract communication and resolve construction-related challenges and disputes.
5(3)	This will be supported by an understanding of contractual relationships, the obligations upon an architect acting as contract administrator, job-related administrative systems and the management of projects in the context of the candidate's professional experience.