THE PART 3 EXAMINATION IN PROFESSIONAL PRACTICE & MANAGEMENT 2026/27

PRACTICE PAPER:

Guidance Notes and Declaration

All the characters, locations and incidents contained in this Paper are fictitious.

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EXAMINATION DATES:

Monday 16 November 2026, and

Wednesday 18 November 2026

This Practice Paper is intended to test the professional competence of candidates under realistic conditions.

Candidates are asked to imagine themselves as part of a hypothetical architectural practice – the practice, its financial structure, staffing structure and information about projects currently in hand are outlined in the Scenario. Candidates are required to respond to the various questions on the assumption that they are an Architectural Assistant within the practice, with 2 years' plus professional experience and are about to sit the Professional Practice Examination.

Background information for all scenario-based questions is included in the Scenario (which is published a week before the Practice Paper). Candidates should refer to that background information when answering questions.

In answering, candidates may make assumptions where they consider that the information given in the Scenario is incomplete, or indecisive. It is important that any such assumptions are made explicit in answers.

Candidates may refer to any source of information (e.g. RIBA/RIAS documents, Codes, British Standards, textbooks etc.), and may take advice from colleagues, both from within their office and from other disciplines. These sources must be cited and due acknowledgement given.

All answers must be the candidate's own work. Collusion and plagiarism are not permitted, and the use of generative AI tools are only permitted in accordance with APEAS AI Policy.

All questions must be attempted and candidates must submit their documentary submission in PDF format using the APEAS online system by the published deadlines unless otherwise agreed with APEAS.

Candidates should base their responses on procedures and documents with which they are familiar, and may, **with their office's permission**, use office facilities, including standard forms and documents, where appropriate. The responses will require that reports are prepared; letters, memos and notes written, and programmes compiled. Candidates are reminded that their full documentary submission comprises the following documents:

- The answers to the written Practice Paper
- The PEDR/Certificate of Professional Experience
- The Evaluation of Experience
- The Experience Based Analysis Report

Re-sit candidates should submit those documents as advised by APEAS.

The Practice Paper answers will be assessed by the candidate's Practice Examiners, together with the other components of the submission, preparatory to the Oral Examination.

It should be understood that the Practice Paper, Experience Based Analysis report, Evaluation of Experience and the Record of Experience point to a whole range of issues that may be discussed at the Oral Examination. In assessing the candidate's knowledge and experience, the Practice Examiners will base their questions upon responses in the candidate documentary submission and other topics not covered in the documentary submission, but still within the scope of the ARB Part 3 Criteria.

The candidate should retain a copy of all documents submitted for reference prior to, and during, the Oral Examination.

NOTE 1 – Sitting the Practice Paper examination outwith company office

If the candidate has sat the Practice Paper examination outwith their company's office, by signing this Declaration the candidate is confirming that they had:

- *IT resources available in order to upload my submission online by the published submission dates/times*
- *access to resources that I required to sit the Practice Paper*
- *access to my Mentor and other colleagues as appropriate*

and the Mentor is confirming that:

- *they maintained appropriate levels of contact with the candidate throughout the time allotted to complete the Practice Paper*
- *they verify that the candidate has complied with APEAS regulations in respect of sitting the Practice Paper.*

NOTE 2 – Additional Time to sit the Practice Paper Examination

If the candidate was allocated additional time by APEAS for the completion of the Practice Paper, by signing this Declaration the Candidate and Mentor are confirming that the candidate has abided by the conditions stipulated in respect of additional time allocated for the completion of the Practice Paper and in accordance with the conditions prescribed by APEAS. All sources consulted by the candidate are cited in the candidate's submission and the work submitted is the candidate's own.

The candidate should submit each of the two parts of the Practice Paper as agreed (ie, the candidate's responses to the Day 1 Practice Paper must be submitted by 12 noon on Tuesday 17 November 2026 and the candidate's responses to the Day 2 Practice Paper must be submitted by 12 noon on Thursday 19 November 2026)

The candidate must cease working on the Practice Paper no later than 7.30pm on the day that it was issued and must not commence working on the Practice Paper again until 9.00am on the following day.

The following Declaration must be completed and signed and dated by the candidate's mentor and by the candidate and must be submitted with their Day 2 Practice Paper Answers.

THE ARCHITECTS PROFESSIONAL EXAMINATION AUTHORITY IN SCOTLAND LTD

THE EXAMINATION IN PROFESSIONAL PRACTICE AND MANAGEMENT:

Part 3, 2026/27

This document should preface your Day 2 Practice Paper submission.

THE DECLARATION

We declare that the candidate sat the Practice Paper in accordance with the conditions prescribed by APEAS. All sources consulted by the candidate are cited in the candidate's submission and the work submitted is the candidate's own.

Mentor (print) .....

Position .....

Signature .....

Candidate (print) .....

Signature .....

Date .....