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NSW
Architects
Registration
Board

Architectural Practice Examination Part 1 & 2 Candidate Briefing

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Current at 3 June 2025

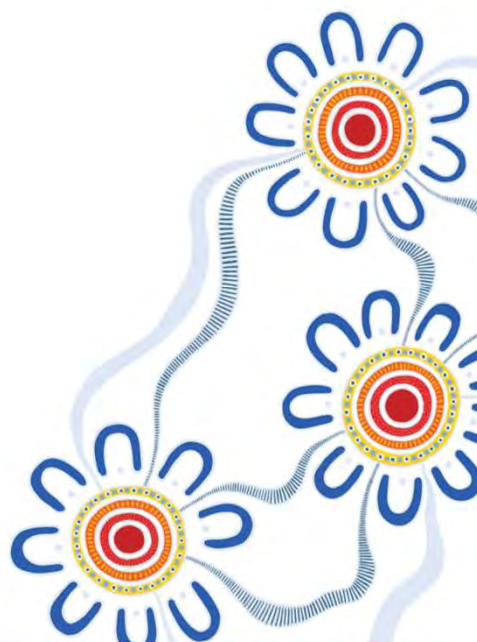
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Acknowledgement of Country

The NSW Architects Registration Board acknowledges, respects and values Aboriginal peoples as the Traditional Custodians of the lands on which we live, walk and work. We pay our respects to Elders past, present and future. We recognise and remain committed to honouring Aboriginal and Torres Strait Islander peoples' unique cultural and spiritual relationships, and continuing connection to their lands, waters and seas. We acknowledge their history here on these lands and their rich contribution to our society.

We also acknowledge our Aboriginal employees who are an integral part of our diverse workforce, and recognise the knowledge embedded forever in Aboriginal and Torres Strait Islander custodianship of Country and cultures.

The 'Connecting Communities' artwork used here is by Alison Williams, proud Gumbayngirr woman.



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Webinar Outline

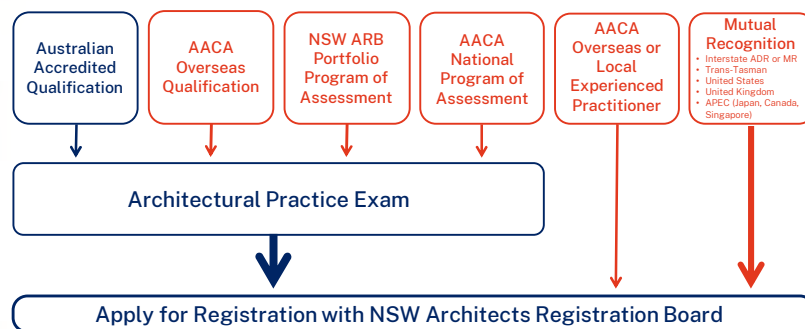
1. Overview of the different pathways to registration and how to best position yourself for success
2. Introduction to the Architectural Practice Examination
3. 2021 National Standard of Competency for Architects (2021 NSCA)
4. APE Part 1: Logbook and Statement of Practical Experience (SoPE)
5. APE Part 2: National Examination Paper (NEP)
6. Questions



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Pathways to registration

There is more than one pathway you can follow to become a registered architect



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How to position yourself for success on your pathway to registration

Familiarise yourself with the eligibility requirements for different registration pathways

- Be aware of the **eligibility requirements for registration**: e.g. APE candidates need a minimum 2 years practical experience and 3300 hours (**at least 1650 hours must be post-M.Arch graduation in Australia**)
- Identify the **pathway to registration** that is best for you based on your experience and other eligibility requirements
- Map current office projects (those that you and others are working on) against the **relevant Performance Criteria** and identify opportunities to be involved in crucial experiences
- Buy-in to high-level discussions in the office to **develop a greater awareness of the various professional, industrial and legal frameworks** you currently operate within
- Take every opportunity to 'value add' to your workplace and reap the benefits of extra experience and skills



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How to position yourself for success on your pathway to registration

Identify your weaknesses and actively seek to address these

Common areas of weakness:

- **Evaluation and integration of regulatory requirements**
- Application of **principles controlling planning, development and design for the project site**
- **Building Codes and Standards**, particularly core National Construction Code (NCC) requirements and selection/specification of materials
- **Provision of cost information, implementation of cost controls and budget management**
- **Contract Administration**, particularly certification of monetary claims, variations, Practical Completion, extensions of time, defects and rectification of these during the construction period, and other administrative responsibilities under the contract
- **Procurement methods** – identification and assessment of relevance and application to the project
- Architects' **liability arising from secondary consultants**
- **Copyright**
- **Client Architect agreements and termination**



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How to position yourself for success

Courses to assist with preparation for APE Part 2 NEP and Part 3 Interview



Practicing ARCHitecture Pty Ltd (PARC) is a small education provider specialising in professional development programs for Architects. The PARC Tutorials are a professional development program **specifically designed to prepare candidates for the APE**. They are available Australia-wide and run twice a year in Autumn and Winter to align with the 2 intakes of the APE.



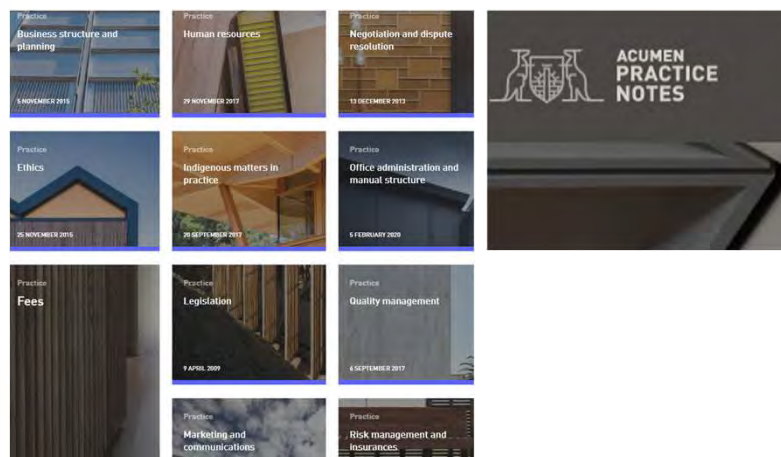
Practice of Architecture Learning Series (PALS) is offered by the Australian Institute of Architects to help graduates prepare for the Architectural Practice Exam (APE) and provides critical tools to help architects succeed in practice. It offers online access to 21 modules, live case study sessions and access to Acumen practice notes.



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How to position yourself for success

Surround yourself with the necessary resources – e.g. ACUMEN Practice Notes



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How to position yourself for success

Participate in free webinars offered by the NSW ARB

- Continuing professional development requirements for NSW architects
- How architects are regulated in NSW
- Introduction to the 2021 National Standard of Competency for Architects
- Nominating a responsible architect
- Pathways to registration
- Systemic risks in the Australian architecture sector
- What you need to know about being an architect in NSW
- Working with your client – how to avoid complaints

Navigate to the “Maintaining registration” page on the NSW ARB website and scroll down to NSW ARB CPD webinars:

<https://www.architects.nsw.gov.au/maintaining-registration/continuing-professional-development-cpd>




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How to position yourself for success

Dedicate sufficient time for preparation and study

- **Apply for time off to study and prepare for interview/exam**
 - under the **Architects Award 2020 (MA00079) Section 13.6** you are entitled to paid leave of absence for up to 4 days for study and attendance at the APE.



Fair Work
OMBUDSMAN

MA00079

Architects Award 2020

13.6 Student or graduate study leave

(a) A Graduate of Architecture must after due notification to the employer be **allowed leave of absence** with pay to attend courses, study for and attend the Architectural Practice Examination (APE) which comply with the Architects Registration Board's Requirements. The duration of which is not to exceed **4 days maximum time for study and attendance at written and/or interview based examinations for each APE examination period for which they present.**



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ARCHITECTURAL PRACTICE EXAMINATION



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APE 2025 dates

In three parts:

Part 1: AACA Logbook and Statement of Practical Experience (SoPE)

Part 2: National Examination Paper (NEP)

Part 3: Examination by Interview

Two sessions per year

Session 1

Applications for Parts 1 & 2

January 2026 dates TBC

Part 2 National Examination Paper

April 2026 date TBC

Applications for Part 3

May 2026 dates TBC

Part 3 Examination by Interview

June 2025

Session 2

Applications for Parts 1 & 2

open 23 June – close 5pm, 7 July 2025

Part 2 National Examination Paper

16 September 2025

Applications for Part 3

open 15 October – close 5pm, 29 October 2025

Part 3 Examination by Interview

November 2025



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APE key documents

There is a whole lot of new AACA resource material to familiarise yourself with

- **APE Information Sheet for Candidates**

2-page summary of the key changes to the APE that commenced in 2024 and transition arrangements for candidates re-sitting Parts 2 and 3 from previous years.

- Architectural Practice Examination Handbook
- 2021 NSCA Mapping to 2015 NSCA
- APE Support Material
- APE Checklist
- APE Performance Criteria Report
- NEP Remote Proctoring FAQs
- APE online video resources



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APE key documents

AACA resource material

- APE Information Sheet for Candidates
- **Architectural Practice Examination Handbook**
41 pages - This is the essential guide
 SECTION 1: Information for Candidates
 SECTION 2: Procedure for Candidates
 SECTION 3: Frequently asked questions
 APPENDICES:
 • APE Performance Criteria matrix showing which PCs apply to which part of APE
 • Sample NEP scenario
 • Online AACA Logbook user guide



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APE key documents

AACA resource material

- APE Information Sheet for Candidates
- Architectural Practice Examination Handbook
- **2021 NSCA Mapping to 2015 NSCA**
If you have been logging your experience for a few years, it may have been logged against the 2015 NSCA. This mapping document is essential to help you translate previous experience to the 2021 NSCA. Note that not all the 2015 PCs directly map to the 2021 PCs and in some cases you will have to use your own judgement...
- APE Support Material
- APE Checklist
- APE Performance Criteria Report
- NEP Remote Proctoring FAQs
- APE online video resources

2021 NSCA MAPPING TO 2015 NSCA

Not all of the 2021 NSCA Performance Criteria directly map to the 2015 NSCA Performance Criteria. Candidates are expected to use their judgement when logging their experience and use the [2021 NSCA Equivalency Table](#) as a reference.

2021 National Standard of Competency for Architects	2015 National Standard of Competency for Architects
PC1: Introduction	PC1: Introduction
1.1 Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including registration, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.	1.1 Knowledge of legal and regulatory requirements and obligations in regard to architectural practice, practice management and registration as an architect.
1.2 Be able to identify practice resources and develop practice resources and ensure practice systems within an ethical practice management framework to ensure high and sustainable efficient, consistent and timely delivery of architectural services.	1.2 Identification and application of practice resources and practice management systems to facilitate efficient and timely delivery of architectural services.
1.3 Demonstrate understanding of the principles of project planning, including management for capacity, environmental sustainability, accessibility, stakeholder and project roles.	1.3 Identification, analysis and integration of project planning, including management for capacity, environmental sustainability, accessibility, stakeholder and project roles.
1.4 Be able to apply principles of project and staff planning and resource capacity to establish realistic and achievable timelines.	1.4 Knowledge and application of practice resources required to ensure efficient and effective professional service.
1.5 Demonstrate understanding of the essential elements of a client contract agreement across the range of procurement methods, and be able to recognise opportunities of different agreements in relation to time and type of project, including arrangements for partial services and the engagement of secondary and sub-consultants.	1.5 Interpretation & development of an agreement between client and architect. This agreement will clearly communicate terms, services to be provided, and fees appropriate for the scope and type of project.
1.6 Demonstrate understanding of appropriate processes for reporting and using the scope of services provided to the project.	1.6 Knowledge of different procurement processes, including the engagement of secondary and sub-consultants.
1.7 Demonstrate understanding of the essential elements of a client contract agreement across the range of procurement methods, and be able to recognise opportunities of different agreements in relation to time and type of project, including arrangements for partial services and the engagement of secondary and sub-consultants.	1.7 Interpretation & development of an agreement between client and architect. This agreement will clearly communicate terms, services to be provided, and fees appropriate for the scope and type of project.



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APE key documents

AACA resource material

- APE Information Sheet for Candidates
- Architectural Practice Examination Handbook
- 2021 NSCA Mapping to 2015 NSCA
- APE Support Material
- APE Checklist
- APE Performance Criteria Report
- NEP Remote Proctoring FAQs
- **APE online video resources**
 1. National Standard of Competency for Architects (30 minutes)
 2. Architectural Practice Exam Part 1, 2 + 3 (30 minutes)

1. 2021 National Standard of Competency for Architects (30 mins)

2021 National Standard of Competency for Architects

Professional competencies are a framework to assess and assist individuals to:

- continue to learn throughout their career
- develop technical skills
- keep pace with changes and innovations in the profession

Professional competencies protect the consumer. The consumer can rely on the care and diligence widely expected of a competent and professional architect.

2. Architectural Practice Exam Part 1, 2 + 3 (30 mins)

Architectural Practice Examination Part 1, 2 + 3

AACA

1. APE Candidate Handbook

2. Online Handbook

3. Support Material Learning Topics

4. 2021 NSCA 2021 NSCA Equivalency Table

5. Online Video Resources

6. Submission Templates

State / Territory

Architects Registration Board

Watch on YouTube



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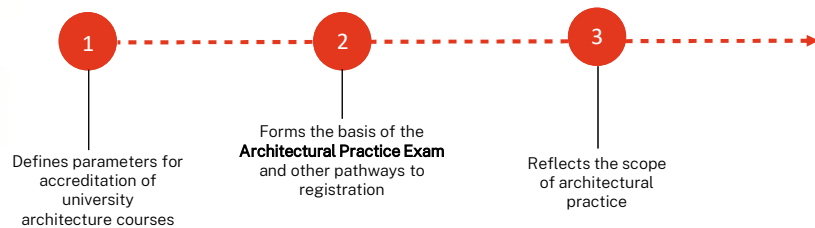
2021 NATIONAL STANDARD OF COMPETENCY FOR ARCHITECTS (2021 NSCA)



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2021 National Standard of Competency for Architects

Familiarise yourself with the 2021 NSCA



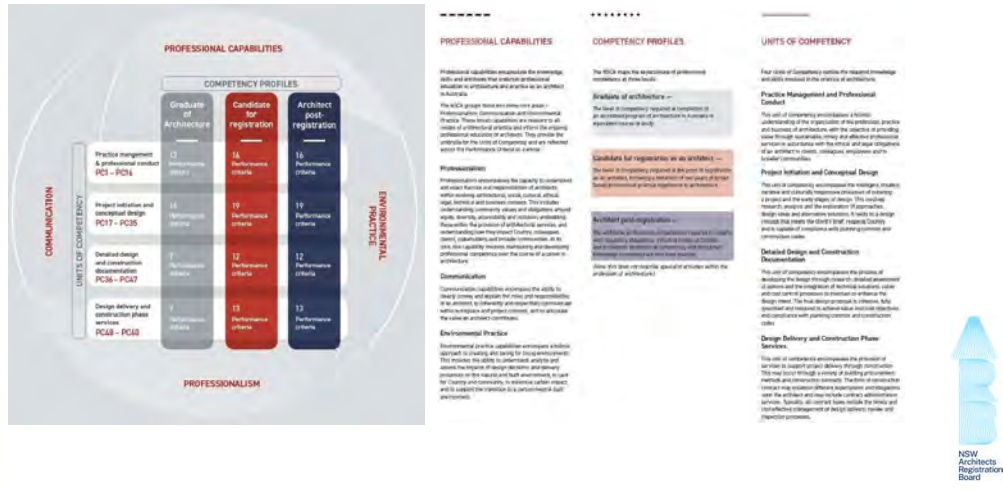
The standards are embedded in accreditation procedures for Australian architecture programs and inform higher education curricula to directly shape the architects of the future.

Various subsets of the Performance Criteria underpin all the AACA competency-based assessment pathways to registration – defining the skill set expected of a competent architect entering the profession.



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2021 NSCA – structure



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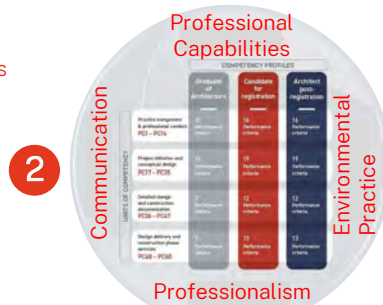
2021 NSCA – structure

3 Professional Capabilities

2 Communication

The ability to

- clearly convey and explain the roles and responsibilities of an architect
- coherently and respectfully communicate within workplace and project contexts, and
- articulate the value an architect contributes



1 Professionalism

The capacity to understand and enact the role and responsibilities of architects within evolving architectural, social, cultural, ethical, legal, technical and business contexts, including

- understanding community values and obligations around equity, diversity, accessibility and inclusion
- embedding these within the provision of architectural services, and
- understanding how they impact Country, colleagues, clients, stakeholders and broader communities

3 Environmental practice

encompasses a holistic approach to creating and caring for living environments, including the ability to

- understand, analyse and assess the impacts of design decisions and delivery processes on the natural and built environment
- care for Country and community, and
- minimise carbon impact and support the transition to a carbon-neutral built environment



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2021 NSCA – structure

3 Competency profiles

Graduate of architecture —

The level of competency required at completion of an accredited program of architecture in Australia or equivalent course of study.

Candidate for registration as an architect —

The level of competency required at the point of registration as an architect, following a minimum of two years of broad-based professional practice experience in architecture.

Architect post-registration —

The additional professional competencies required to comply with regulatory obligations, including Codes of Conduct, and to maintain professional competency and disciplinary knowledge commensurate with their practice.

The NSCA maps the expectations of professional competency at three levels...

1. Graduate of Architecture

Foundational knowledge. Note that not all PCs apply at graduation

2. Candidate for registration as an architect

Able to articulate more detailed knowledge and apply core knowledge sets

3. Architect post-registration

Able to skillfully apply knowledge and increase understanding and expertise over time

Units of Competency



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2021 NSCA – structure

4 Units of Competency outline required knowledge and skills involved in the practice of architecture

1. Practice Management and Professional Conduct

Holistic understanding of the organisation of the profession, practice and business of architecture, with the objective of providing value through sustainable, timely and effective professional services in accordance with the ethical and legal obligations of an architect to clients, colleagues, employees and to broader communities.

2. Project Initiation and Conceptual Design

Intelligent, creative, iterative and culturally responsive processes of initiating a project and the early stages of design. This involves research, analysis and the exploration of approaches, design ideas and alternative solutions. It leads to a design concept that meets the client's brief, respects Country and is capable of compliance with planning controls and construction codes.

3. Detailed Design and Construction

The process of developing the design through research, detailed assessment of options and the integration of technical solutions, value and cost control processes to maintain or enhance the design intent. The final design proposal is cohesive, fully described and resolved to achieve value and cost objectives, and compliance with planning controls and construction codes.

4. Design Delivery and Construction Phase Services

Services to support project delivery through construction. This may occur through a variety of building procurement methods and construction contracts. The form of construction contract may establish different expectations and obligations upon the architect and may include contract administration services. Typically, all contract types include the timely and cost-effective management of design delivery, review and inspection processes.

Performance Criteria



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2021 NSCA – structure

60 Performance Criteria describe discrete aspects of required knowledge and skills involved in architectural practice.

PCs are organised under the Units of Competency.

- **35 PCs are relevant to the APE Part 1**
43 PCs are relevant to Part 2 / 48 PCs are relevant to Part 3
- All PCs apply from the point of registration onwards
- There is no prioritisation or weighting of PCs
- The order of PCs is not intended to suppose a particular mode of practice or project type
- The NSCA sets out minimum requirements for meeting the criteria at each Competency Profile
- **Requirements are described through a set of active terms from foundational awareness, to understanding, to skilled application.**



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2021 NSCA

For the APE, candidates are required to log experience in 35 Mandatory Performance Criteria:

DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION	PROJECT LIAISON AND CONCEPTUAL DESIGN	DETAILED DESIGN AND CONSTRUCTION DOCUMENTATION	ON-SITE DELIVERY AND CONSTRUCTION PHASE SERVICES
<p>1. <i>Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislation, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.</i></p> <p>2. <i>Be able to identify practice resources and apply practical methods and quality assurance systems within an ethical and/or management framework to comply with and facilitate efficient, consistent and timely delivery of architectural services.</i></p> <p>3. <i>Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.</i></p> <p>4. <i>Be able to work, recommend and/or select appropriate procurement systems with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the best of value for services for consultants.</i></p> <p>5. <i>Engage independent, culturally responsive and unbiased advice in accordance with relevant building codes, standards, technical specifications and guidelines, and planning regulations, including climate change implications, across all aspects of architectural practice.</i></p> <p>6. <i>Be able to identify and apply appropriate processes for documentation through all project stages to facilitate project delivery, as appropriate to selected procurement processes.</i></p> <p>7. <i>Be able to identify and apply construction services processes and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process in accordance with the terms of the agreement.</i></p> <p>8. <i>Be able to identify and manage and/or integrate relevant safety systems, project risk, requirements for resilience from the impacts of climate change and sustainable outcomes, across architectural services.</i></p>	<p>9. <i>Be able to identify, analyse and evaluate client project requirements and objectives using qualitative and quantitative methods and, where required by the terms of engagement, to assist cost estimators in determining project feasibility/viability.</i></p> <p>10. <i>Be able to assess project budget and timeframe against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards.</i></p> <p>11. <i>Be able to apply project budgets, in work with quantity surveyors to establish project budgets, based upon understanding of cost planning, value management and factors influencing project cost relevant to the project type and scale.</i></p> <p>12. <i>Be able to prepare a return brief for approval by the client and relevant stakeholders in response to a client brief and any areas of deviation or non-compliance.</i></p> <p>13. <i>Be able to prepare and analyse project development systems in response to a project brief – its objectives, budget, cost intent and built purpose, risk and constraints, including environmental sustainability considerations.</i></p> <p>14. <i>Be able to investigate, coordinate and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to consultants' advice.</i></p> <p>15. <i>Be able to assess operational and embodied carbon implications of materials, components, construction systems and supply chains (including transport) to achieve net zero while the carbon abatement design concepts. This includes integrating relevant consultant expertise and advising on the impact of climate materials, components and systems on carbon outcomes.</i></p>	<p>17. <i>Be able to produce timely, accurate, complete and comprehensive documentation of the design so that it can be constructed.</i></p> <p>18. <i>Be able to work within budget and time constraints while maintaining the defined project design intent. This includes participating in value management processes where engaged to do so.</i></p> <p>19. <i>Be able to integrate the material selection, structural and construction systems established in the conceptual design into the detailed design and documentation.</i></p> <p>20. <i>Be able to coordinate and integrate input from specialists and consultants into the detailed design and documentation.</i></p> <p>21. <i>Be able to prepare planning applications that comply with planning regulations.</i></p> <p>22. <i>Manage effective and clear communication in the coordination of relevant consultants, manufacturers and suppliers as required under the terms of engagement.</i></p> <p>23. <i>Be able to nominate and integrate quality and performance standards with regard to selected materials, finishes, fittings, components and systems, considering the impact on quality and the environment, and the whole life carbon impact of the project. This includes integrating life cycle assessments and other expertise and advice from consultants.</i></p> <p>24. <i>Be able to produce project documentation that meets the requirements of the contract and procurement process and complies with regulatory controls, building standards and codes.</i></p> <p>25. <i>Be able to complete and communicate on time, accurate documents for relevant stakeholders, including drawings, models, specifications, schedules and construction documentation.</i></p>	<p>26. <i>Be able to select and implement project construction systems, based upon an assessment of the selected procurement method and its implications on project delivery.</i></p> <p>27. <i>Be able to implement project team structures necessary to deliver a full cycle of professional services or partial services appropriate to the selected procurement process.</i></p> <p>28. <i>Be able to provide advice to clients and lead (or contribute to) the process of selecting a suitable contractor in accordance with the agreed procurement method and construction contract.</i></p> <p>29. <i>Be able to apply the principles and mechanisms implicit in the selected procurement method and associated construction contracts, based on an understanding of the implications of differing contractual relationships.</i></p> <p>30. <i>Be able to provide advice to clients on the impact of a selected procurement method on cost, time, life cycle implications and quality control during the construction phase.</i></p> <p>31. <i>Be able to monitor construction progress and quality as required under the provisions of the construction contract, which may include site visits.</i></p> <p>32. <i>Be able to verify appropriate and consistent systems for record keeping, document control and revision status during the construction phase.</i></p> <p>33. <i>Be able to apply appropriate and consistent systems for identification of defects, rectification and approval of substitutions.</i></p> <p>34. <i>Be able to apply relevant processes required for authorisation of meeting minutes, claims, project variations, extensions of time, project instructions and requests for information, practical completion or other administrative functions explicit in the selected procurement method and associated construction contract.</i></p> <p>35. <i>Complete documentation – including specifications, drawings, schedules, reports, certification and approvals – and other project information for issue to the client and relevant authorities, as required under the construction contract and relevant building and planning codes.</i></p> <p>36. <i>Understand and manage risk associated with preparing and recording documentation.</i></p>

Refer to the useful **APE Performance Criteria Report**, which you must submit for Part 1



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2021 NSCA

The 2021 NSCA Identifies the skills, knowledge and capabilities required for the general practice of architecture in Australia

- Sets out a clear roadmap for the development and assessment of competency at key milestones over the course of a career in architecture
- Is supplemented by the **Explanatory Notes and Definitions** that defines new terms, explains what certain new performance criteria mean in practice, and provides examples of how competency might be demonstrated at different stages in an architect's development



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Consult the EXPLANATORY NOTES to better understand the 2021 NSCA

NEW AND EXPANDED AREAS OF KNOWLEDGE

This section suggests the new areas of knowledge with the NSCA – understanding and respecting Country and expanded expectations in terms of sustainability, the value assessment and whole life carbon. It explains and defines terms and phrases that may be unfamiliar to some. Becoming familiar with these terms, and the concepts conveyed through them, is fundamental to developing competency in these areas.

UNDERSTANDING COUNTRY

Embedded within the practice of architecture, as defined by the NSCA, is the recognition of Aboriginal and Torres Strait Islander Peoples' ongoing connection and custodianship of Country, and the ethical responsibilities to the physical environment. These responsibilities are fundamental to architecture practice in Australia.

Country is broadly understood as a holistic worldview that incorporates human, non-human and all the complex systems that connect them. Country relates to First Nations Peoples' cultural groups and the places to which they belong. It is understood in cultural, spiritual and tangible ways. An understanding of Country includes ethnographic about place, life, law, language, customs, spirit, culture, practice, identity and kin. It is very important to recognise that First Nations Peoples' understanding of Country differs between groups, individuals and contexts.

First Nations or First Nations Peoples refer to Aboriginal and Torres Strait Islander peoples. These terms recognise and respect the position of Aboriginal and Torres Strait Islander peoples as those who first inhabited and cared for the continent now called Australia. Aboriginal peoples are those whose ancestry originates from the uncolonised Torres Strait Islander peoples' whose origins from the Torres Strait Islands. Indigenous peoples is the term used to include both Aboriginal and Torres Strait Islander peoples, while also associating with Indigenous peoples globally. Each individual, community and group will have different understandings regarding how they are identified. It is good practice to ask their preference and to respect this by using their preferred terms.

Designing for Country is a term used to describe the land management practices and programs that First Nations Peoples undertake, and the role these play in enabling continuing culture. To care for Country is to recognise that the different responsibilities across the continent require different practices to enable sustainable living.

First Nations Peoples' applications to care for Country represent the knowledge and responsibility entrusted to them, providing a deep source of belonging, purpose and identity.

Respecting Country in a design position. It requires an ethical approach to design and respect for Country and its environment.

Investigations for Country refer to ethical and considered behaviour towards Country and those who are part of Country, including human and non-human. The specificity of this will involve different things on different projects, depending on the capacity, within the project and project team to engage with First Nations Peoples and the place itself. Multiple considerations involve the protection of existing cultural materials. The next step is to do so further from the surface and the environment. At its best, working with 'Investigations for Country' is about considering Country through the project. In a role as an architect working, this could mean enabling cultural practices associated with a site, in an urban context, it might involve engaging with deeper memories and narratives of place.

Resources include links to:

- Videos and webinars
- Books
- Guides, principles and protocols
- Dictionaries and reference books

Definitions

NSW Architects Registration Board

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2021 NSCA Explanatory Notes and Definitions

PC 8	External Resources:
<p>Engage with First Nations communities</p> <p>Understand how to understand, respectfully represent and meaningfully engage with First Nations communities that respect the importance of Country and reciprocal relationships with Aboriginal and Torres Strait Islander peoples. Meaningful engagement means working with communities in a culturally safe way, rather than making unilateral decisions or taking actions on their behalf. It requires developing genuine and reciprocal relationships that extend beyond the project life. It might involve a series of small conversations with Traditional Custodians and other community members about the project. It processes and progresses outcomes. Meaningful engagement starts by asking each group or individual how they would like to be engaged and embedded that in an engagement plan. It means that the design of the plan of engagement is a considered as the design of the building and planning. The engagement plan should include an understanding that the process is community driven. It may use processes of listening by cultural historians or traditional guides.</p> <p>Engagement plan</p> <p>An engagement plan, this may be demonstrated by engaging with First Nations traditional knowledge, articles, media reports, and other references in the building body of knowledge that give foundations for improving a practitioner's lens on the world and understanding of their own perspective. Engagement with these resources should include gaining an expanded understanding of social, cultural, historical contexts and issues. It may also be shown as active and visible reciprocal engagement for a building project.</p> <p>At registration and post registration</p> <p>This could be demonstrated through the development and implementation of an engagement plan. An example could include a methodology or framework that incorporates a means of identifying Traditional Custodians and other stakeholders, and an appreciation of how they prefer to be engaged. The engagement plan should contain a project definition, an understanding of what the project is and why it is happening, and be inclusive. Both of knowledge holders who can speak for Country, those who live there, and those who have care for Country responsibilities. The engagement plan should be engaged in the design of the project, including timelines and any details that Traditional Custodians feel are relevant – for example, the values of Country and/or community, or defining the scope and building information.</p>	<p>Be able to represent culturally respectful and meaningful engagement processes that respect the importance of Country and reciprocal relationships with Aboriginal and Torres Strait Islander peoples across architectural services.</p> <p>External Resources: Indigenous Cultural Values and Engagement Principles, National Museum of Australia Indigenous Cultural Values: A guide to working with Country, National Museum of Australia Indigenous Cultural Values: A guide to working with Country, National Museum of Australia Indigenous Cultural Values: A guide to working with Country, National Museum of Australia</p>

Explanatory notes are provided for all new Performance Criteria, such as those related to understanding and respecting Country

References and links to external resources

Explanatory notes provide a narrative expansion on the intent of the specific Performance Criterion, PC 8

Links to definitions of key terms are included within narrative

Examples are provided of how an architect might demonstrate competency for this PC.

For PC 8 the architect should have at least an awareness and understanding of the role of an **engagement plan**.

More experienced architects will have the ability to develop and implement an **engagement plan** that includes a means of working with a First Nations community or individual to understand their worldview and perspectives, and provides a methodology for resultant knowledge to be co-designed and/or embedded into a conceptual design



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APE PART 1: LOGBOOK AND STATEMENT OF PRACTICAL EXPERIENCE (SoPE)



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APE PART 1: Logbook and SoPE

What is the purpose of the APE Part 1 submission?

Part 1 is an assessment of your eligibility for the Architectural Practice Examination.

To be eligible to proceed to the Part 2 National Examination Paper:

- **A minimum of 3300 hours of experience must be logged against the 35 mandatory Performance Criteria**
- Experience must be gained over a **minimum of 2 years** – the maximum hours you may log per week may not exceed 38 hours
- **A minimum of 1650 hours of logged experience must be in Australia and post-graduation**
- Practical experience may include overseas experience undertaken before or after graduation, however, you may only log a maximum of 1650 hours pre- and post-graduate overseas experience
- **A minimum of 35 hours experience is required for each of the 35 mandatory performance criteria** – the number of hours in any one of the mandatory performance criteria is capped at maximum 350 hours
- A maximum of 70 hours non project work may be logged against the mandatory performance criteria

Note that experience gained when working independently or not under the supervision of an architect must be at an advanced level of competency, in line with the 'Application' level of skill defined in the 2021 NSCA Explanatory Notes and Definitions.



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APE PART 1: Logbook and SoPE

Work experience that is not under the supervision of an architect

Where you have **NOT** been working under the supervision of an architect,

your SoPE must articulate how your experience demonstrates your capacity to work at the skill level described as 'Application'.

Refer to the definition of 'Application' in the **2021 NSCA Explanatory Notes and Definitions** (page 10):

3. APPLICATION

Be able to apply	To be able to interpret, use, demonstrate, implement and execute. Demonstration of application can be achieved through using acquired knowledge, facts, techniques and rules in a different way to problem solve.
Be able to develop	To bring to fruition (a new design, methodology or process), typically after the implementation of alterations to the original concept following testing or consultation. To formulate or create by successive stages of improvement or advancement. To explain in detail, elaborate on (an idea, theory, etc.).
Be able to undertake	To have the capacity to do or begin to do something (create a conceptual design, prepare a document, to deliver a presentation, etc.).



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APE PART 1: Logbook and SoPE

Key requirements

- Practical experience must be logged in the **online AACA Logbook** – old Excel template is no longer valid. If you have been logging your experience in the old Excel Logbook template, you must transfer your experience to the online AACA Logbook
- Experience must be logged against **35 mandatory Performance Criteria from the 2021 NSCA** – the 2015 NSCA is no longer applicable
- Practical Experience is no longer logged at Executive, Participant and Observer Level
- The **Statement of Practical Experience must be verified by a registered architect** (or other appropriate professional)
- You must complete and **submit the APE Performance Criteria Report**
- You must **review the AACA Support Material**
- You must **review the AACA APE Online Video Resources**



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APE PART 1: Logbook and SoPE

AACA resources to assist preparation for Part 1

- **Architectural Practice Examination Handbook – APPENDIX 3: ONLINE AACA LOGBOOK USER GUIDE**

Provides high level user information, including

- How to create an account and update your profile
- How to log project hours and non-project hours
- Dashboard and summary page to track your progress
- How to export your logbook when complete for Part 1 Eligibility Submission



- APE Checklist
- APE Performance Criteria Report



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APE PART 1: Logbook and SoPE

AACA resources to assist preparation for Part 1

- Architectural Practice Examination Handbook – APPENDIX 3: ONLINE AACA LOGBOOK USER GUIDE

- APE Checklist**

1- page checklist to ensure you submit all the documents required for Part 1

- APE Performance Criteria Report

ARCHITECTURAL PRACTICE EXAMINATION CHECKLIST

APE applicants should use the checklist below to make sure they have met all APE Part 1 eligibility requirements and are submitting the required documents:

- ☐ Completed application form
- ☐ Current Statutory Declaration (relevant to your State) attesting to the accuracy of all the documents submitted
- ☐ Completed Logbook (via the online AACA Logbook Portal)
- ☐ Completed Statement of Practical Experience (SoPE):
 - A one-page summary Curriculum Vitae (CV)
 - Project detail pages
 - APE Performance Criteria Report
 - References if required
- ☐ Evidence of approved qualification/entry pathway
- ☐ Other jurisdictional documents



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APE PART 1: Logbook and SoPE

AACA resources to assist preparation for Part 1

- Architectural Practice Examination Handbook – APPENDIX 3: ONLINE AACA LOGBOOK USER GUIDE

- APE Checklist**

- APE Performance Criteria Report**

7-page table that is part of your Part 1 submission. You are required to use this table to identify where in your SoPE you have addressed the mandatory performance criteria.

- First page allocates a number to each of your projects.

- The following pages allow you to tick-a-box where projects address particular performance criteria.

ARCHITECTURAL PRACTICE EXAMINATION | Part 1 NSCA Performance Criteria Report

CANDIDATES MUST identify where in their Statement of Practical Experience (SoPE) they have addressed the Part 1 mandatory performance criteria.

All Performance Criteria (PC) are to be met at the Competency Profile 'At the point of registration'. Each Performance Criteria must be met by a NSCA, the Performance Criteria are organised into 4 Units of Competency. Full details of the NSCA can be found [here](#).

All PC's should be addressed within a maximum of 10 projects.

Candidate Name **Kirsten Orr**

Project Name **1 Clare House** Project Location (Australia/Overseas) **Leichhardt, NSW**

1
2
3

Performance Criteria	1	2	3	4	5	6	7	8	9	10
1. Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislation, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply and follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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Submission requirements

<https://www.architects.nsw.gov.au/becoming-registered/architectural-practice-examination-ape>



Submission requirements

- 
- NSW
Architects
Registration
Board

APE PART 1: Logbook and SoPE

Submission requirements – verification signature(s) and references

Verification signature(s)

- Your SoPE must include the verification signature of the registered architect who supervised the projects in your SoPE.
- If you have worked for different employers and/or under different supervising architects, you may need to obtain multiple verification signatures.
- Each signature must be preceded by the sentence, **"I confirm the candidate's description of the project and the candidate's involvement"**.

No supervising architect? Provide supervisor's signature, name, relevant professional credentials and contact details, together with the verification sentence, **"I confirm..."**

No supervisor whatsoever? Provide relevant professional's signature, name credentials and contact details **and** the client's signature, name and contact details, together with the verification sentence, **"I confirm..."**

I confirm the candidate's description of the project and the candidate's involvement.

Kirsten Orr

Kirsten Orr
NSW Architect Registration Number 6236

** Verification of signatures will be rigorously applied by NSW ARB for your most recent 2 years of experience.*

References for any experience not under the supervision of an Australian architect

- References are required for logged experience that was not as an employee of an architectural firm under the supervision of an architect.
- For this type of experience, you must submit references from 2 employers or, if self-employed, from 2 professionals within the construction industry such as consultants you have worked with closely, or from 2 clients.

At least one reference should come from a referee in your current workplace and note:

- The projects where the referee worked with you, and
- Your 'Applied' level role in the relevant projects



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APE PART 1: AACA Logbook

Online logbook – <https://logbook.aaca.org.au/login>

AACA AACA Logbook

Email Address *

Password *

LOG IN

length over password?

Email field incorrect?

You need to set up an account the first time

Copyright © 1995 - Architects Accreditation Council of Australia



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User Registration

* Required field


Name *

Email Address *

Confirm Email Address *

Password *

Confirm Password *

Captcha * ☐ I'm not a robot 

REGISTER **CANCEL**

My Profile

Address1 *

Address2

Suburb *

State/Territory *

Postcode *

Mobile



Graduation Date 

Photo No file chosen

SUBMIT **CANCEL**

- Ensure the date you enter is accurate and matches your testamur / degree certificate
- The date must be at least 10-months before your APE Part 1 application (referred to as the "conferral date" or "graduation date")



1. Initial registration sets up your online logbook account 2. Ensure accurate information (matching your ID) is entered in **My Profile** as this will be used by the NSW ARB

Online logbook – <https://logbook.aaca.org.au/>

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AACA Logbook - Dashboard

Welcome! Please complete your User profile - address, phone, photo and graduation date.

ADD PROFILE

My Projects

You don't seem to have any projects as yet.

0 hours **ADD MY FIRST PROJECT**

My Non Project Hours


Other activities linked to performance criteria.

0 hours **ADD HOURS**

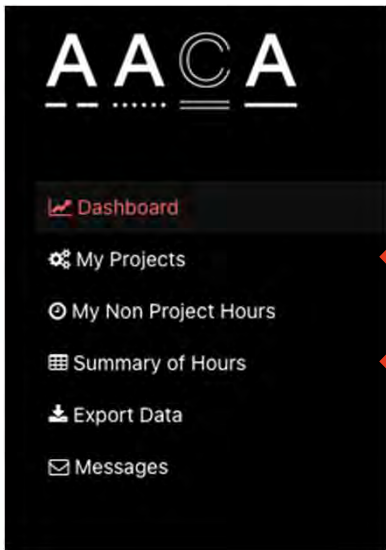
Note: A maximum of 70 non project hours are counted towards the overall total.

3. This is what your dashboard will look like initially, until you start listing your projects and logging hours

Online logbook – <https://logbook.aaca.org.au/>



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The screenshot shows the AACA logbook dashboard navigation menu. The menu items are: Dashboard, My Projects, My Non Project Hours, Summary of Hours, Export Data, and Messages. Red arrows point to 'My Projects' and 'Summary of Hours' with explanatory text.

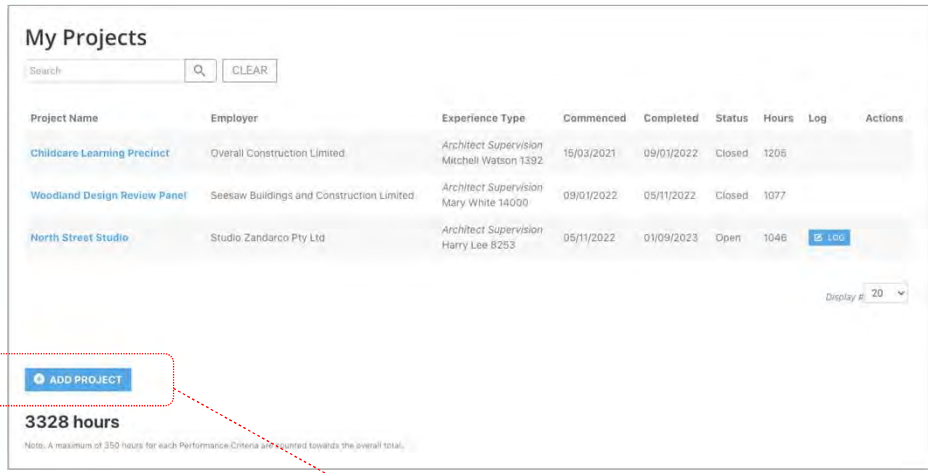
4. Navigation is fairly intuitive

Select **My Projects** to view your list of projects and add new projects

Select **Summary of Hours** to track your progress towards meeting minimum hours for each performance criteria

Online logbook – <https://logbook.aaca.org.au/>

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The screenshot shows the 'My Projects' page. It features a search bar, a table of projects, and an 'ADD PROJECT' button. The table lists three projects: 'Childcare Learning Precinct', 'Woodland Design Review Panel', and 'North Street Studio'. The 'ADD PROJECT' button is highlighted with a red dashed box and an arrow pointing to the instruction.

5. My Projects lists the projects you have created

Select **ADD PROJECT** to create a new project

Online logbook – <https://logbook.aaca.org.au/>

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Add Project

Project Name *

Employer *

Project Location *

Experience Type *

Supervising Architect Name

Architect State/Territory

Architect Registration No.

Date Commenced *

Status *

Area

Building Type

Construction

Cost

6. Add Project by completing the form – ensure project details are accurate

Online logbook – <https://logbook.aaca.org.au/>



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Log hours - "North Street Studio"

PC	Performance Criteria Description	November 2022	December 2022	January 2023	February 2023	Project Total	Overall Total
Practice Management and Professional Conduct							
PC 1	Demonstrate understanding of the regulatory responsibilities and obligations pertaining to practice as an architect, including legislation, professional codes of conduct, and obligations for continuing professional development and professional indemnity insurance		6	9		43	96
PC 2	Be able to identify practice resources and apply practice methods and quality assurance systems within an ethical practice management framework to ensure high and inclusive ethical, consistent and timely delivery of architectural services					26	66
PC 7	Apply and follow processes for plan and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approvals from clients and stakeholders			13		27	127
PC 11	Be able to assess, recommend and/or select an appropriate procurement process, with consideration for its impact on all phases of a project – including design, documentation and project delivery – and provide advice to the client in terms of the level of scope of service for consultants					10	69
PC 12	Provide independent, culturally responsive and objective advice in accordance with relevant building codes, standards, technical specifications and guidelines, and planning regulations, including climate change implications across all aspects of architectural practice	6				21	55
PC 13	Be able to identify and apply all relevant, programming and processes for documentation throughout all project stages to facilitate project delivery, as appropriate to selected procurement processes					2	35
PC 14	Be able to identify and apply construction services providers and/or construction administration systems needed to fulfil all obligations appropriate to the procurement process or associated with the terms of the agreement	4			9	23	197
PC 16	Be able to apply the management and integration strategies – including safety in design, project risk, resilience for resilience from the impacts of climate change and appropriate processes – across architectural services	4				24	74
Project Initiation and Conceptual Design							
PC 19	Be able to identify, assess and ensure client project requirements are clear and going beyond the initial and quantitative methods and, where required by the terms of engagement, to provide a response to the client's project requirements	4	12	13	17	73	339
PC 20	Be able to assess project budget and timeline against project requirements and objectives, relevant legislation, statutory planning requirements, building codes and standards					12	70
PC 21	Be able to assess project budgets, or work with clients to establish project budgets, based upon understanding of cost planning, time management and factors influencing project cost relevant to the project type and scale		14		12	49	109
PC 23	Be able to prepare a vision brief for approval by the client and relevant stakeholders in response to a client brief and any areas of deviation or non-compliance		14			83	106
PC 24	Be able to prepare and analyse project development options in response to a project brief – its objectives, budget, user intent and built purpose, risk and brief/program, including environmental sustainability considerations			12		20	106
PC 33	Be able to investigate, develop and integrate sustainable environmental systems – including water, thermal, lighting and acoustics – in response to client's needs					7	104

7. Log hours for your project

Online logbook – <https://logbook.aaca.org.au/>



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Select ADD NON PROJECT HOURS to create a new task

- Think very carefully about why you are recording Non Project Hours.
- In this example, the Non Project Hours might be providing some level of compensation for lack of experience in other areas, such as specification of materials and finishes.
- **The NSW ARB considers there to be little value in logging Non Project Hours without good reason.**

8. You can also log up to 70 hours of "Non Project Hours" for tasks that address relevant performance criteria

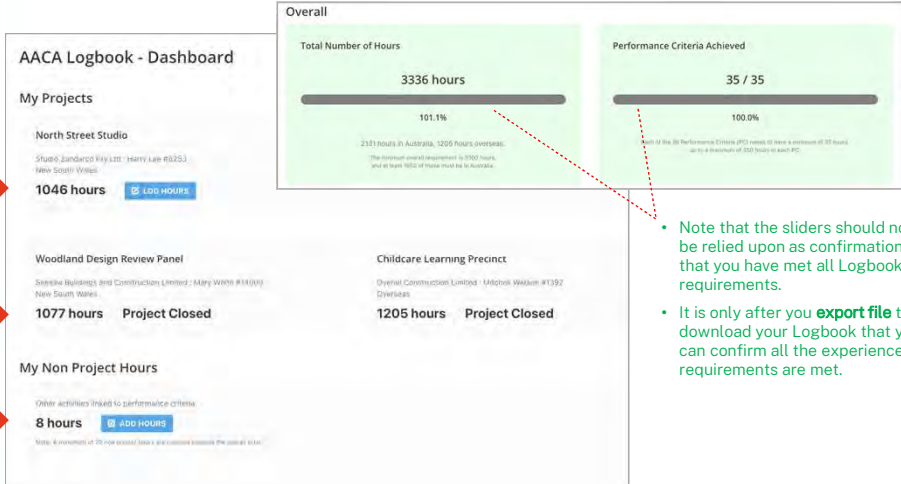
Online logbook – <https://logbook.aaca.org.au/>

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9. Summary of Hours tracks your progress towards meeting minimum hours for each performance criteria

Online logbook – <https://logbook.aaca.org.au/>

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AACA Logbook - Dashboard

My Projects

- North Street Studio**
Studio, Zandvoort Village, Harry Lane #8253, New South Wales
1046 hours [LOG HOURS](#)
- Woodland Design Review Panel**
Sustainable Buildings and Construction Limited, Mary White #14199, New South Wales
1077 hours **Project Closed**
- Childcare Learning Precinct**
Orphee Construction Limited, Midvale Western #1397, Western Australia
1205 hours **Project Closed**

My Non Project Hours

Other activities linked to performance criteria
8 hours [ADD HOURS](#)

Overall

Total Number of Hours
3336 hours
101.1%
2181 hours in Australia, 1205 hours overseas.
(The minimum overall requirement is 1650 hours, and at least 1650 of those must be in Australia.)

Performance Criteria Achieved
35 / 35
100.0%
Each of the 35 Performance Criteria (PCs) needs to have a minimum of 35 hours.
(Up to a maximum of 350 hours in each PC.)

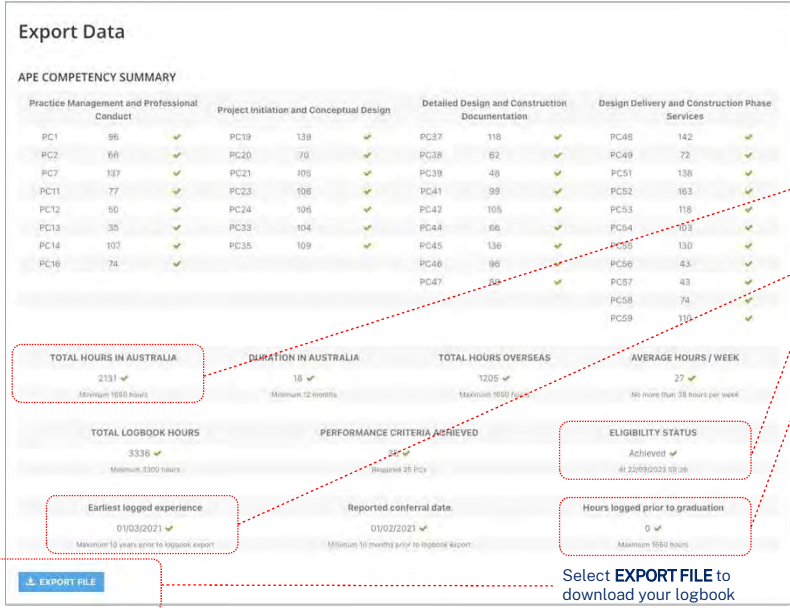
Note that the sliders should not be relied upon as confirmation that you have met all Logbook requirements.

It is only after you **export file** to download your Logbook that you can confirm all the experience requirements are met.

10. This is what your dashboard will start to look like as you list projects and log hours

Online logbook - <https://logbook.aaca.org.au/>

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Export Data

APE COMPETENCY SUMMARY

Practice Management and Professional Conduct			Project Initiation and Conceptual Design			Detailed Design and Construction Documentation			Design Delivery and Construction Phase Services		
PC1	96	✓	PC19	139	✓	PC37	118	✓	PC45	142	✓
PC2	66	✓	PC20	70	✓	PC38	82	✓	PC49	72	✓
PC7	137	✓	PC21	105	✓	PC39	48	✓	PC51	138	✓
PC11	77	✓	PC23	106	✓	PC41	99	✓	PC52	163	✓
PC12	50	✓	PC24	106	✓	PC42	105	✓	PC53	118	✓
PC13	35	✓	PC33	104	✓	PC44	68	✓	PC54	103	✓
PC14	103	✓	PC35	109	✓	PC45	136	✓	PC55	130	✓
PC16	74	✓				PC46	96	✓	PC56	43	✓
						PC47	59	✓	PC57	43	✓
									PC58	74	✓
									PC59	115	✓

TOTAL HOURS IN AUSTRALIA: 2181 ✓ (Minimum 1650 hours)

DURATION IN AUSTRALIA: 18 ✓ (Minimum 12 months)

TOTAL HOURS OVERSEAS: 1205 ✓ (Maximum 1650 hours)

AVERAGE HOURS / WEEK: 27 ✓ (No more than 38 hours per week)

TOTAL LOGBOOK HOURS: 3336 ✓ (Minimum 3300 hours)

PERFORMANCE CRITERIA ACHIEVED: 35 / 35 ✓ (Required 35 PCs)

ELIGIBILITY STATUS: Achieved ✓ (At 22/09/2023 09:36)

Earliest logged experience: 01/03/2021 ✓ (Maximum 10 years prior to logbook export)

Reported conferral date: 01/02/2021 ✓ (Minimum 10 months prior to logbook export)

Hours logged prior to graduation: 0 ✓ (Maximum 1650 hours)

[EXPORT FILE](#) Select **EXPORT FILE** to download your logbook

11. Navigate to **Export Data** when your logbook is finished and you are ready to submit

Online logbook - <https://logbook.aaca.org.au/>

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**ARCHITECTURAL PRACTICE EXAMINATION
PART I LOGBOOK**

Full Name: Alex Citizen
State/Territory: NSW
Mobile: 0456736384
Email: alexcitizen@gmail.com

Candidates should have read and be cognisant of the 2024 Architectural Practice Examination Candidate Handbook and the 2021 National Standard of Competency for Architects.

PART I - APE COMPETENCY SUMMARY

Practice Management and Professional Conduct	Project Initiation and Conceptual Design	Schematic Design and Construction Documentation	Design Delivery and Construction Phase Services
PC1 96 Y	PC19 139 Y	PC37 118 Y	PC48 142 Y
PC2 66 Y	PC20 70 Y	PC38 62 Y	PC49 72 Y
PC7 137 Y	PC21 105 Y	PC39 48 Y	PC51 138 Y
PC11 77 Y	PC22 136 Y	PC41 99 Y	PC52 163 Y
PC15 50 Y	PC24 106 Y	PC42 105 Y	PC53 118 Y
PC19 35 Y	PC30 104 Y	PC44 66 Y	PC54 103 Y
PC14 107 Y	PC35 109 Y	PC45 136 Y	PC55 130 Y
PC18 74 Y		PC46 96 Y	PC59 43 Y
		PC47 89 Y	PC61 74 Y
			PC62 110 Y

TOTAL HOURS IN AUSTRALIA	DURATION IN AUSTRALIA	TOTAL HOURS OVERSEAS	AVERAGE HOURS / WEEK
2131	18	1205	27
Minimum 1950 hours	Minimum 12 months	Minimum 1950 hours	Not more than 38 hours per week

TOTAL LOGBOOK HOURS	PERFORMANCE CRITERIA ACHIEVED	ELIGIBILITY STATUS
3336	35	Achieved
Minimum 3300 hours	Required 35 PCs	At least 25/35/25/25

Earliest logged experience	Reported conferral date	Hours logged prior to graduation
01/03/2021	01/03/2021	0
Maximum 10 years prior to logbook report	Maximum 10 months prior to logbook report	Maximum 1950 hours

ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA | Architectural Practice Examination | Part I Logbook | Page 1

- It is only after downloading your Logbook that you will be able to confirm all the experience requirements are met.
- There are no pop ups to explain why your downloaded Logbook may not be compliant. Go back to your online Logbook and identify where the deficiencies have occurred in your logged experience. **These must be addressed before you download and submit your Logbook to the NSW ARB.**

All PCs must be **GREEN**

All total calculations must be **GREEN**

12. Your logbook will be downloaded as a PDF file

Online logbook - <https://logbook.aaca.org.au/>



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**ARCHITECTURAL PRACTICE EXAMINATION
PART I LOGBOOK**

Full Name: Alex Citizen
State/Territory: NSW
Mobile: 0456736384
Email: alexcitizen@gmail.com

Candidates should have read and be cognisant of the 2024 Architectural Practice Examination Candidate Handbook and the 2021 National Standard of Competency for Architects.

PART I - APE COMPETENCY SUMMARY

Practice Management and Professional Conduct	Project Initiation and Conceptual Design	Schematic Design and Construction Documentation	Design Delivery and Construction Phase Services
PC1 96 Y	PC19 139 Y	PC37 118 Y	PC48 142 Y
PC2 66 Y	PC20 70 Y	PC38 62 Y	PC49 72 Y
PC7 137 Y	PC21 105 Y	PC39 48 Y	PC51 138 Y
PC11 77 Y	PC22 136 Y	PC41 99 Y	PC52 163 Y
PC15 50 Y	PC24 106 Y	PC42 105 Y	PC53 118 Y
PC19 35 Y	PC30 104 Y	PC44 66 Y	PC54 103 Y
PC14 107 Y	PC35 109 Y	PC45 136 Y	PC55 130 Y
PC18 74 Y		PC46 96 Y	PC59 43 Y
		PC47 89 Y	PC61 74 Y
			PC62 110 Y

TOTAL HOURS IN AUSTRALIA	DURATION IN AUSTRALIA	TOTAL HOURS OVERSEAS	AVERAGE HOURS / WEEK
2131	18	1205	27
Minimum 1950 hours	Minimum 12 months	Minimum 1950 hours	Not more than 38 hours per week

TOTAL LOGBOOK HOURS	PERFORMANCE CRITERIA ACHIEVED	ELIGIBILITY STATUS
3336	35	Achieved
Minimum 3300 hours	Required 35 PCs	At least 25/35/25/25

Earliest logged experience	Reported conferral date	Hours logged prior to graduation
01/03/2021	01/03/2021	0
Maximum 10 years prior to logbook report	Maximum 10 months prior to logbook report	Maximum 1950 hours

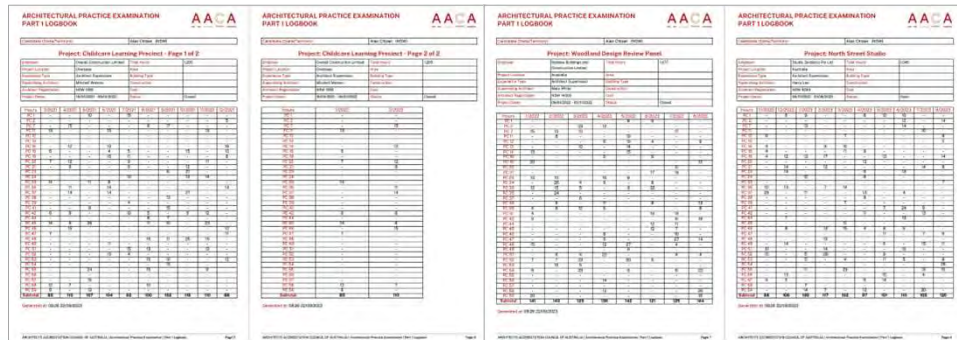
ARCHITECTS ACCREDITATION COUNCIL OF AUSTRALIA | Architectural Practice Examination | Part I Logbook | Page 1

The first 4 pages of your Logbook PDF contain summary data

Online logbook - <https://logbook.aaca.org.au/>



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The image displays four sample pages from the Architectural Practice Examination Part 1 Logbook. Each page is titled 'ARCHITECTURAL PRACTICE EXAMINATION PART 1 LOGBOOK' and features the AACA logo. The pages show project details for 'Project: Children's Learning Precinct', 'Project: Children's Learning Precinct', 'Project: Woodland Design Studio Precinct', and 'Project: North Street Studio'. Each page includes a table with columns for 'Project Details', 'Experience', and 'Skills'. The 'Experience' column is divided into 'Project Details' and 'Experience'. The 'Skills' column is divided into 'Project Details' and 'Experience'. The 'Experience' column is further divided into 'Project Details' and 'Experience'. The 'Skills' column is further divided into 'Project Details' and 'Experience'.

The rest of the pages of your Logbook PDF contain project information

Online logbook – <https://logbook.aaca.org.au/>



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APE PART 1: Statement of Practical Experience

Sample extract from SoPE

Mixed use development, Mascot NSW

Period: March 2021 – June 2022
 Site Area: 120,000m²
 Status: Stage 1 and 2 completed, Stage 3 and 4 under construction
 Cost: \$250M
 Project Type: Design and construct – mixed use development
 Employer: ABC Architects Pty Ltd
 Supervising Architect: Architect 1 NSW ARB No. ###
 Architect 2 NSW ARB No. ###

Include project details such as project type, scope of work, cost, floor area, construction and what was involved

Clearly identify the supervising architect(s) and their Architect Registration Number

Note ideal minimum and maximum paragraph lengths in this sample extract

This project is a large urban intervention close to Mascot train station. The mixed-use development consists of 1200 residential apartments split over seven towers, 150 key serviced apartments, 2 swimming pools, a supermarket and a commercial 'high street' consisting of 11 tenancies. My involvement in the project was from day 1 with a team of 3 people, up to a peak of 15 staff members during the tender and construction documentation stages.

The project began after a rezoning of a 1.5 Ha commercial site to residential use. I was involved from the initial urban design principles adopted by ABC Architects where it quickly became apparent that the project would require a departure from Council's LEP and DCP legislative requirements in order to achieve the Apartment Design Guide's solar access and cross ventilation needs.

I was involved in client and consultancy meetings which informed ABC Architects' process in the coordination of perspective renders, drawings and SEPP 65 architectural design reports suitable for presentation to the Joint Regional Planning Panel and DA approval.

As the client wanted to move directly into the next stages of the project, we continued documentation before approval had been granted. As the project team grew my responsibility changed, the project was broken into 4 stages, each with a 'quadrant lead'. I was responsible for the documentation delivery of stage II moving towards CC. Initially, I was involved with structural coordination and facade detailed design, working through buildability issues with the precast modulation around windows and various client driven variations such as mix changes.

When the DA was under public exhibition there was a complaint from a neighbouring stakeholder which resulted in a major redesign of 'stage II'. This gave me the opportunity to gain experience working with AS1428.2 while replanning the accessible apartments and AS2690 parking standard for Class 2 to 9 buildings. When planning approval was granted, we immediately submitted drawings suitable for a staged CC and S 96 modifications.

When the stage construction process began, the shoring wall was completed for the whole site and then excavation began for stage I and II. While this was happening further detailed design work continued. I was involved with coordinating the substation design with the Ausgrid ASP3-accredited electrical engineer.

(PC 12, 13, 45, 47)

(PC 12, 16, 19, 41, 44, 45, 46, 47, 48)

Cross-reference each paragraph to relevant Performance Criteria from the 2021 NSCA



There is no proforma for the SoPE – this slide and the next provide guidance on what to include...

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APE PART 1: Statement of Practical Experience

Sample extract from SoPE

When construction commenced, the documentation for detailed items such as the joinery were not yet completed. I produced and amended documentation, which involved meeting with the owners to provide and discuss the design elements, as well as consultation with relevant consultants, sub-contractors and the contractor.

(PCs – 16, 19, 20, 44, 45, 46, 47)

Shortly after construction commencement, it was discovered that the mains power line for the adjoining semi-detached dwelling was running through the roof void of the project site. This latent condition required the extensive involvement of multiple electrical secondary consultants and sub-contractors, as well as various stages of approval by the authorising bodies of North Sydney Council and Ausgrid. I oversaw this process, submitting the required documentation, coordinating all parties with principal contractor and providing feedback with the owners and owners of the adjoining property to ensure that the required works were completed in phase with the ongoing works so that a correct electrical connection was provided to the house for completion.

(PCs – 12, 20, 42, 44, 45, 46, 47, 51)

State what you did and what was involved

Note ideal minimum and maximum paragraph lengths in this sample extract

Cross-reference each paragraph to relevant Performance Criteria from the 2021 NSCA

Problem or challenge

How the problem was resolved

Clearly state what you did and what was involved. **Keep writing tight and within word limit. Avoid 'blow-by-blow' accounts.**

Select projects that best demonstrate your professional critical thinking abilities of reflection, discernment and judgement

Tell the 'story' in a way that will best support your interview. **State what you learnt in each project.**



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APE PART 1: Logbook and SoPE

Why your application might be returned...

Common mistakes

1. Breach of Sections 9 & 10 of the Architects Act 2003

Only a person who is on the NSW Register of Architects may use the title "architect".

You must not refer to yourself as an "architect" or any derivative of the title "architect". You cannot use titles such as "Graduate Architect", "Project Architect" or "Design Architect" to describe yourself in your application.

Section 14 of the Act allows you to call yourself an "Architectural Assistant", "Architectural Technician" or "Architectural Drafter" – but only if you are an employee of an architect.

You cannot refer to your supervisor or employer as an "architect" unless they are on the NSW Register of Architects. **Check the Register at www.architects.nsw.gov.au**

Phone the NSW ARB if you cannot find your supervisor's name and to check continuity of your supervisor's registration...

The screenshot shows the NSW Architects Registration Board website. The header includes the NSW logo and navigation links: About us, Using an architect, Becoming registered, Maintaining registration, Resource library, and a search icon. The main heading is "Find an architect". Below this, a note states: "An individual may only use the title 'architect' to describe themselves if they are on the NSW Register of Architects. If a business entity wishes to describe itself as an 'architect', it must have nominated at least one architect who is responsible for the provision of architectural services and be on the List of NSW Architect Corporations and Firms. Please contact the NSW ARB if your search fails to find an individual or business entity you think should be listed as an architect." Below the note are two search tabs: "Search individual" and "Search business entity". The "Search individual" tab is active, showing a search form with fields for "First name" (with a placeholder "Enter first name"), "Last name" (with a placeholder "Enter last name"), "Registration number" (with a placeholder "Enter registration number"), and "Suburb or postcode" (with a placeholder "Enter suburb or postcode"). There is also a checkbox for "include nearby suburbs or postcodes". A "Search" button and a "Reset" link are at the bottom of the form.



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APE PART 1: Logbook and SoPE

Why your application might be returned...

Common mistakes

2. Failure to demonstrate minimum practical experience for all 35 mandatory Performance Criteria

3. A non-compliant Stat Dec

You must complete a NSW Statutory Declaration and it must be signed by a Justice of the Peace, Notary Public or a Legal Practitioner.

- The Stat Dec must declare that all submitted documents are true and correct records of your architectural experience and qualification.
- You cannot use a Commonwealth Statutory Declaration. NSW Stat Decs cannot be signed by architects.



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APE PART 1: Logbook and SoPE

Why your application might be returned...

Common mistakes

4. **The graduation date on your testimonial / degree certificate must be dated at least 10-months before your application for Part 1** (this is referred to as the "conferral date" or "graduation date")

The NSW ARB will also accept a **course completion date** on your academic transcript **dated at least 12-months before application for Part 1**

Other common mistakes include:

- Failure to meet the minimum 2 years (3300 hours) experience
- **Failure to demonstrate a minimum 12-months (= 1650 hours) postgraduate experience worked in Australia**



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APE PART 1: Logbook and SoPE

General advice

If you are leaving an employer and intend to claim experience gained while working there

- ✓ Ensure documentation required for the APE is in good order before you leave
- ✓ Try to leave on good terms

Good practice is always to let your supervising architect know that you are applying / planning to apply for the APE

- ✓ It is a good idea to ask your supervising architect to read your Statement of Practical Experience and provide feedback



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APE PART 1: Logbook and SoPE

Random audit of Part 1 submissions

Every session, the NSW ARB conducts random audits of up to 30% of applicants for the APE Part 1.

DO NOT BE TEMPTED TO OVERSTATE THE EXTENT OF YOUR PRACTICAL EXPERIENCE...

The Board will phone supervising architects and employers associated with the projects listed in your SoPE. Where applicants have been self-employed the Board will contact your consultants and clients.

In cases where, after an audit, the NSW APE Convenor is not satisfied that the applicant is eligible to proceed to the APE Part 2, an investigation process will be followed.

The Board previously investigated and found an APE candidate guilty of having falsified their practical experience in their Logbook and SoPE. Such matters are extremely serious, and, in this case, a significant penalty was imposed on the candidate.

BE AWARE THAT THE NSW STATUTORY DECLARATION IS A LEGAL DOCUMENT.

In instances where a candidate is found to have falsified the Statutory Declaration the Board may deem that person to be not fit and proper for registration as an architect in NSW.

If you are concerned that you may not be accurately recording your practical experience, please immediately contact the Registrar, Dr Kirsten Orr, to discuss your concerns without prejudice:
registrar@architects.nsw.gov.au / 02 9241 4033.



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APE PART 1: Logbook and SoPE

NSW Architects Registration Board

About us Using an architect Becoming registered Maintaining registration Resource library

Home > Practice Examination

Architectural Practice Examination Application

Reference Number: PSTKIRAR

APE Parts

- **Parts 1 & 2 - Initial Application for Admission and the National Examination Paper (NEP).**
Applications for the current year open Monday 23 June 2025
- **Part 2 only - National Examination Paper only.**
Applications for the next year open Monday 23 June 2025
- **Part 3 - Examination by Interview.**
Applications for the next year open Monday 23 June 2025

Please complete the application process by using these 5 steps

Step	Description	Status
Step 1	Application Details	Not Completed
Step 2	Name & Contact Details	Not Completed
Step 3	Review Submission	Not Completed
Step 4	Enter Payment Details	Not Completed
Step 5	Application Submitted	Not Completed

[Next Step >](#)

Applications for 2025 Session 2

open 23 June –
close 5pm, 7 July 2025

Online application - <https://www.architects.nsw.gov.au/a-pe-online-application>



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APE PART 2: NATIONAL EXAMINATION PAPER (NEP)



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APE PART 2: National Examination Paper

What is the purpose of the APE Part 2 National Examination Paper?

The National Examination Paper tests your theoretical knowledge of relevant performance criteria from the 2021 NSCA.

Key features of the National Examination Paper

- Scenarios and questions reflect the scope of the 2021 NSCA and may include questions that
 - relate to "Understanding and respecting Country" (PC 15, 45) and culturally responsive behaviour (PC 12)
 - relate to sustainability, life cycle assessment and whole life carbon
 - relate to knowledge of the structure and interpretation of the National Construction Code (NCC)
- There are 80 questions in the paper
- The exam time is 120 minutes
- The NEP tests 43 performance criteria – it expands the range of required competencies beyond the mandatory performance criteria required for the Logbook.



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APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX**

This matrix indicates which performance criteria apply to which part of the APE

- 35 PCs relate to Part 1
- 43 PCs relate to Part 2**
- 48 PCs relate to Part 3

- NEP Remote Proctoring FAQs
- APE Support Material
- APE online video resources
- Architectural Practice Examination Handbook APPENDIX 2: SAMPLE NEP SCENARIO

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ARCHITECTURAL
PRACTICE
EXAMINATION
CANDIDATE
HANDBOOK

APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX		Part 1	Part 2	Part 3
MANDATORY PERFORMANCE CRITERIA	MANDATORY PERFORMANCE CRITERIA	MANDATORY PERFORMANCE CRITERIA	MANDATORY PERFORMANCE CRITERIA	MANDATORY PERFORMANCE CRITERIA
PRACTICE MANAGEMENT AND PROFESSIONAL CONDUCT				
1	Demonstrate understanding of the regulatory requirements and obligations pertaining to practice as an architect, including legislation, professional codes, standards, and obligations for continuing professional development and professional liability insurance.			
2	Be able to identify practice resources and apply practice standards and quality assurance systems within an architectural practice management framework to ensure work and operational effectiveness and compliance with relevant standards.			
3	Demonstrate understanding of the principles of project planning, including preparation for clients, environmental sustainability, communication, responsibility and transparency.			
4	Be able to apply principles of project and cost planning and resource allocation to ensure practice and individual sustainability.			
5	Demonstrate understanding of the various elements of a client contract, agreement and the legal implications of contract and the various responsibilities of different agreements in relation to time and type of project, including preparation for project delivery and the management of uncertainty and risk.			
6	Demonstrate understanding of appropriate processes for reporting and managing the scope of services provided by an architect.			
7	Apply and manage processes for legal and professional conduct, including ethics and professional standards, throughout the project, including compliance with legislation and Terms of Reference for project delivery.			
8	Be able to implement quality, resources and meaningful engagement processes that support the integrity of practice and individual sustainability, including compliance with legislation and Terms of Reference for project delivery.			
9	Demonstrate understanding of contemporary and emerging building and construction practices, including the role of the architect and the various responsibilities of different agreements in relation to time and type of project, including preparation for project delivery and the management of uncertainty and risk.			
10	Demonstrate understanding of the ethical, cultural, implications of professional conduct, including sustainability and individual sustainability.			



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APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX

- NEP Remote Proctoring FAQs**

13-page document designed to answer all your questions about remote proctoring:

- What is it?
- Who runs it?
- How does it work?
- How is your data/privacy protected?
- How do you create an account with ProctorU and prepare your computer for the exam?
- Etc etc etc

- APE Support Material
- APE online video resources
- Architectural Practice Examination Handbook APPENDIX 2: SAMPLE NEP SCENARIO



APE Part 2: National Examination Paper FAQs

Category Tag	Question	Answer
Overview info	What is remote proctoring?	Remote proctoring involves sitting the APE computer in a suitable location with good internet access. This ProctorU video will provide you with external info.
Overview info	Who will run the remote online exam?	AACA has partnered with ProctorU who will run the exam while you use your own computer. ACER will provide the online assessment professional advice on the exam. ProctorU and its proctors do not have access to your data.
Overview info	What exactly is the role of the Proctor?	The Proctor is like a supervisor at a test. To supervise your exam, ProctorU records your session activity. At the start of the exam, the live proctor ID and Admission Ticket, assist you to prepare. After an initial check of what processes will monitor the session. They will advise visible on your screen. The Proctor will not be accessing your data.



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APE PART 2: National Examination Paper

AACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs

- APE Support Material**

24-page companion document supplementing 2021 NSCA.

It provides support material for **5 key learning topics** to help you develop skills, knowledge and capabilities required for APE and practice as a registered architect.

- What should you study?
- The intended learning outcomes and
- What you should be able to understand, know or be able to do at the end of the study.

1. The role of the professional architect in society: ethics
2. Design delivery and construction phase services
3. Practice management
4. Building procurement
5. The architect's role during and after construction



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AACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs
- APE Support Material

- APE online video resources

- Understanding the NCC Parts 1 & 2 (44 + 33 min)
- Understanding Fire Safety in the NCC Parts 1 & 2 (48 + 20 min)
- Understanding and using the energy provisions in the NCC Parts 1 & 2 (30 + 53 min)

- Architectural Practice Examination Handbook
APPENDIX 2: SAMPLE NEP SCENARIO



AACA resources to assist preparation for Part 2

- Architectural Practice Examination Handbook – APPENDIX 1: APE PERFORMANCE CRITERIA MATRIX
- NEP Remote Proctoring FAQs
- APE Support Material

APPENDIX 2: SAMPLE NATIONAL EXAMINATION PAPER SCENARIO

• APE Handbook
APPENDIX 2: SAMPLE NEP SCENARIO



Scenario

You have been engaged by a professional architect for a 19-storey apartment building with basement car parking. You are required to provide full services for design and documentation, but the client will manage the construction stage and call on you for assistance as needed.

The client expects the planning permit/development consent process to be straightforward and that the planning officer will be sympathetic to a planning consent, which will only apply once all the application process becomes problematic.

You instruct your team to submit the planning/development application based on the architectural design, which they have approved.

During the planning advertisement period and public consultation, it becomes clear that the local residents' association has not projected enough resistance to your project, so the client decides to directly engage a planning consultant.

After reviewing the design, the planning consultant informs your client that a dispensation to reduce the number of car parking spaces can be obtained due to the proximity of the public transit station.

The client instructs you to reduce the number of parking spaces which amounts to a reduction of one basement level. When you submit an invoice for the extra work, the client refuses to pay because they claim that you should have known of this dispensation.

After the planning approval is obtained from Council, the client appoints a marketing company to sell the units. The marketing company has been successful in marketing the units but there is inadequate car parking and this will significantly impact on the selling price of the apartments.

The client instructs you to increase the number of parking spaces to match the increase in sales revenue exceeds the money saved by reducing the number of car spaces.

The client instructs you to revert to the original design and consent for an amendment to the planning permit/development consent. They state additional fees are not warranted because the client has been the direct cause of these impacts on you.

[illegible]

APE PART 2: National Examination Paper

The NEP is completed online with remote proctoring for all candidates

- Computer-based, online exam
- 'Closed book'
- 80 questions in total
- Scenarios are based on the realities of architectural practice across a range of contexts
- Each scenario comprises multiple choice questions, each with a number of possible answers—only one answer is correct
- 120 minutes to complete (no additional reading time)
- Detailed feedback is provided with results
- If you have a disability or other health-related needs for completing the exam you must submit your request for **Reasonable Adjustment** in writing at the time of applying for the APE. Include supporting documentation.



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APE PART 2: National Examination Paper

Remote proctoring by ProctorU

- Remote proctoring of the NEP allows live supervision while you complete the paper using your own computer
- ACER (the Australian Council for Educational Research) delivers the NEP and works with ProctorU to implement the online exam using the ACER secure test application
- ACER will contact you with a 'step by step' guide to prepare.
- Make sure you follow the detailed guidance for set up, including creating a ProctorU account and downloading required applications.
- You must ensure that your computer, workstation and room are appropriately set up.
- During the exam, you may only have with you one sheet of paper and a pencil or pen, and water in a clear glass or bottle (no food or other drink)

DON'T LEAVE YOUR SETUP UNTIL THE LAST MINUTE...



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[illegible]

APE PART 2: National Examination Paper

[illegible]

- NSW
-
- Architects
-
- Registration
-
- Board

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APE PART 2: National Examination Paper

[illegible]

- You can navigate through scenarios and questions at any time throughout the exam to review and/or change your answer



APE PART 2: National Examination Paper

AACSB		NSW		New South Wales Department of Education		% Correct				
Candidate Number : 00000000						100				
Candidate Name : YOUR NAME						100				
National Examination Paper, April 2024										
Over YOUR NAME										
This table contains information relating to your performance in the recent April 2024 National Examination, and their related performance criteria. This includes a summary of your personal result and how your result relates to the examination standards and their related performance criteria. These results that do not reflect performance criteria below the National Examination Paper is listed at the end of this table:										
The sample of performance criteria which is used currently are:										
For examination type: 7402						N/A				
Your examination score: 705						N/A				
Performance Criteria in Examination										
Performance criteria	Included in Examination	% Correct								
PC 1	Assess and understand the impact of regulatory, professional codes of conduct, and industry codes of conduct on business and professional behaviour and outcomes.	740	200	7	100	44				
PC 2	Identify and assess potential and actual practice, national and quality assurance systems within an ethical project management framework to comply with and facilitate efficient, consistent delivery of automotive, electrical and mechanical services.	740	200	7	100	88				
PC 3	Communicate understanding of the principles of project planning, including: methodologies to identify, environmental sustainability, community, stakeholder and project limits.	No	N/A							
PC 4	Apply the key elements of project and sub-planning and resource costs to establish realistic and achievable outcomes.	No	N/A							
PC 5	Communicate understanding of the essential elements of a client contract agreement across the range of equipment, materials and the able to explain appropriateness of different agreements in relation to space and type of project, including identification for project review and the engagement of acquiring and sub-contractors.	740	100	7	100	100				
PC 6	Communicate understanding of experience procedures for reporting and using the level of service provided by an architect.	740	44	100	100	44				
PC 7	Apply the follow processes for clear and consistent communication with clients and relevant stakeholders throughout the project, including obtaining approval from clients and stakeholders.	740	100	100	100	88				
PC 8	Be able to implement customer, resource and managerial engagement processes that reflect the expectations of clients and regular relationships with Aboriginal and Torres Strait Islander people and appropriate form of delivery.	740	100	100	100	100				
PC 9	Communicate understanding of communication and marketing, including procurement methods. This involves identifying the most appropriate form of delivery for a project, including essential costs, mitigation and selection criteria, and the ability to	740	100	100	100	100				

- All candidates receive detailed feedback with their results
- Your assessors refer to this feedback when planning how to structure your interview

PC 3 and PC 4 were not included in this examination so % correct is N/A



APE PART 2: National Examination Paper

Tips for a better examination experience...

- Take the whole day off work to attend the exam
- Don't be in a rush – make sure you allow enough time to be sitting at your computer and relaxed
- **Make sure you follow the STEP-BY-STEP GUIDE to set yourself up in advance for the proctored exam**
- Ensure you have removed all “non-permitted applications” from your device – you must ensure these are disabled or uninstalled before the exam session.
- **Make sure your internet is stable**
- Don't forget your rights under the Architects Award 2020 to take leave to attend the APE

If something goes wrong when you sit the NEP...

- You must contact ACER immediately after the exam (within 24 hours) and cc the NSW ARB and AACA
- NSW ARB cannot investigate or organise a resit within the exam window unless you tell us that something went wrong.



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Questions?

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