

Architectural Practice Examination (APE)

Reasonable Adjustment - Information for candidates

Overview

The Architectural Practice Board of South Australia (APBSA) supports equitable access to the Architectural Practice Examination (APE) consistent with the *Disability Discrimination Act 1992 (Cth)* and the *Disability Standards for Education 2005*.

Candidates whose ability to undertake one or more components of the APE is affected by disability, medical condition, injury, pregnancy or a temporary circumstance may apply for reasonable adjustment.

What is reasonable adjustment?

Reasonable adjustment is a change to standard examination conditions that enables candidates to participate in the APE on an equitable basis. Reasonable adjustment does not change the competency standard required for successful completion of the examination and does not alter the content, scope or assessment criteria of the APE. Reasonable adjustment is provided in accordance with the APBSA Reasonable Adjustment Policy, which reflects nationally consistent arrangements developed across all jurisdictions in consultation with the Architects Accreditation Council of Australia (AACA).

Who can apply?

Candidates may apply where their circumstances affect their ability to complete Part 1, Part 2 or Part 3 of the APE under standard examination conditions. Both temporary and ongoing conditions or circumstances may be considered.

What kinds of reasonable adjustment may be available?

Reasonable adjustment varies depending on the nature and functional impact of the condition or circumstance and may include:

- additional time
- rest breaks
- modified examination arrangements (for example, a separate room or adjusted examination environment)
- assistive technology (for example, screen magnification software or alternative display formats)
- alternative interview arrangements

Reasonable adjustment supports equitable access but does not change the competency standard required for successful completion of the APE.

Requests are considered on a case-by-case basis in accordance with the Reasonable Adjustment Policy and supporting documentation provided by the candidate and their registered medical practitioner.

How do I apply?

A completed Reasonable Adjustment Application Form, including the section to be completed by a registered medical practitioner, must also be provided together with any additional supporting documentation outlining the effect of the condition or circumstance and how it affects performance in the relevant component of the APE.

The application form for reasonable adjustment must be emailed to registrar@archboardsa.org.au by the closure of relevant APE application period.

Reasonable adjustment is approved for a specific examination session only. If a candidate defers or resits a component of the APE in another session, a new application may be required, email registrar@archboardsa.org.au for further information.

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Reasonable Adjustment - Information for candidates (continued)

How are applications assessed?

Applications and supporting evidence are reviewed by the Registrar and the APE Convenor complying with Reasonable Adjustment Policy agreed to by all registration boards. Decisions are based on the functional impact of the condition or circumstance on examination performance, the need to maintain the integrity and competency requirements of the APE, operational feasibility and nationally consistent arrangements for the examination.

Candidates are advised in writing of the outcome of their application, including any reasonable adjustment approved for the relevant examination component.

Where APBSA approves a reasonable adjustment for the National Examination Paper (NEP), the Architects Accreditation Council of Australia (AACA) is advised only of the adjustment required to administer the examination. Information about the candidate's condition or circumstances is not disclosed.

Confidentiality

Information provided in support of a reasonable adjustment application is treated confidentially and used only for the purpose of assessing and implementing reasonable adjustment for the APE in accordance with the Reasonable Adjustment Policy. Personal and health information is handled in accordance with the *Privacy Act 1988 (Cth)* and APBSA's obligations as a statutory authority. Medical information is not disclosed beyond what is necessary to administer approved examination arrangements. Information that is not required, or is provided in error, is not retained and is securely disposed of in accordance with APBSA records management requirements.