

ARE

GUIDELINES



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What is the ARE?

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The registration of architects is one of the means by which U.S. registration boards and Canadian provincial and territorial associations **fulfill their mission to safeguard public health, safety, and welfare**. Any individual may apply to one of the U.S. state or territorial boards or one of the Canadian provincial or territorial associations (together referred to as Boards of Architecture, or Boards, in this publication) for registration as an architect. However, to become registered, a person must demonstrate that he or she is qualified to render architectural services by meeting education, training, and examination standards established by each Board.

The Architect Registration Examination[®] (ARE[®]) is developed by the National Council of Architectural Registration Boards (NCARB). The ARE has been adopted for use by all U.S. state and territorial registration member boards and by various Canadian provincial and territorial architectural associations as the registration examination for all candidates for architectural registration.

The ARE assesses a candidate's knowledge, skills, and abilities to provide various services required in the practice of architecture. No single examination can test for competency in all aspects of architectural practice; the ARE is not intended for that purpose. The ARE concentrates on the professional services that affect the public health, safety, and welfare. The intent of the examination is to evaluate a candidate's competence to protect the public by providing the architectural services of pre-design, site design, building design, building systems, and construction documents and services as they relate to social, cultural, natural and physical forces, and to other related external constraints.

In addition to testing for competence in specific subject areas, NCARB is aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/

construction process. The ARE attempts to determine a candidate's qualifications not only in performing measurable tasks, but also in exercising the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of architecture as an integrated whole.

The ARE is administered exclusively on computers at a network of test centers across the United States, its territories, and Canada. Scores for each division will be sent to the Board of Architecture that qualified the candidate for the examination. That Board of Architecture has the ultimate authority to determine a candidate's qualifications to practice architecture within its jurisdiction.

Prior to taking the ARE, you must be made eligible by one of NCARB's member registration boards or one of the Canadian provincial architectural associations. It is not possible to "sign-up" for the exam with NCARB or NCARB's testing consultant. Only individuals who have been made eligible for the ARE will be permitted to take the exam.

ARE 4.0 consists of the following seven divisions:

- ▶ Programming, Planning & Practice
- ▶ Site Planning & Design
- ▶ Building Design & Construction Systems
- ▶ Schematic Design
- ▶ Structural Systems
- ▶ Building Systems
- ▶ Construction Documents & Services

To help candidates prepare for the examination, the content areas and references for each division are available to be downloaded from NCARB's website at www.ncarb.org/are/40/StudyAids.html.

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After successful completion of the examination and licensure process, many newly registered architects find it advantageous to become registered in other jurisdictions. Typically, this means completing new forms from the second registration board documenting your education, employment, references, and exam scores because boards do not accept copies of other boards' application forms. NCARB has developed a certification system that makes this process much easier.

Almost half of the 54 NCARB Member Boards require an NCARB Certificate for interstate registration. NCARB certification is also used to facilitate reciprocity between U.S. and Canadian jurisdictions. The Certificate is granted to those architects who are registered by an NCARB Member Board or Canadian provincial association, and whose NCARB Record has been compiled and evaluated to ensure that NCARB's standards for certification have been met.

Maintaining a record of your qualifications is one of many services that NCARB provides. The NCARB Record is a detailed, authenticated record of your education, training, examination, registration, and character. This confidential Record consists of school transcripts, employment verifications, architect verifications, and examination and registration history. In order to be issued an NCARB Certificate, you must comply with the Council's standards as set collectively by NCARB's Member Boards.

As long as your Certificate is in good standing, and the transmittal fee has been paid, NCARB will transmit your Certificate Record to any Member Board or foreign registration authority in support of your application for registration. The Certificate Record—your NCARB Record along with certification—signifies to registration authorities that you have met NCARB's certification standards.

In order to request a transmittal of your NCARB Record, you should call the Council, visit NCARB's website (www.ncarb.org), or write the NCARB office. Please include your file number, daytime phone number, fax number, and the name of the jurisdiction(s) to which you are requesting a transmittal of your NCARB Record.

Unlike a license, an NCARB Certificate does not entitle you to practice architecture in a jurisdiction. It also does not indicate membership in NCARB; rather, it stands as a testimony to your qualifications as an architect. The Certificate carries the recommendation that you should be registered as an architect without additional submissions or examination, although a few states may require you to demonstrate your competency in additional areas such as arctic construction or local laws. These additional requirements may be found in the *Registration Board Licensing Requirements* section of NCARB's website.

There are many reasons to begin compiling your NCARB Record early in your career. Relevant employment must be verified in order to be eligible for certification. By starting the Record compilation process now, you can document your experience as it is earned and take advantage of special cost-saving options for the program.

If, after receiving your initial registration, you are interested in applying for NCARB certification, you can obtain the necessary forms and information by calling NCARB's Records Directorate at 202/879-0520 or by visiting the Council's website (www.ncarb.org).

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KEY ORGANIZATIONS

NCARB

The National Council of Architectural Registration Boards (NCARB) is a nonprofit corporation that includes as its members all legally constituted Boards of Architecture in the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

Each Board of Architecture has the ultimate authority to decide who will or will not be granted a license, also known as registration, to practice architecture within its jurisdiction.

As members of NCARB, these Boards of Architecture collectively formulate recommended standards for all members to follow, including education, internship, examination, and continuing education requirements. Individual Boards may or may not adopt the standards that are adopted nationally, but a majority of the Boards have adopted similar requirements for registration. This substantial consistency of standards makes it possible to facilitate reciprocal registration within the United States and Canada.

NCARB's Member Boards are governmental entities. The work of the Council is carried out by the individuals appointed to serve on the various Boards of Architecture. In most cases, the governor in each state appoints Board members. In some cases, one Board may regulate architects as well as engineers, landscape architects, and other professions.

Members of the U.S. Boards of Architecture meet at NCARB's Annual Meeting to develop major policies and elect a 12-14 member Board of Directors. This Board of Directors governs the Council between Annual Meetings. A chief executive officer oversees the staff at NCARB's offices in Washington, DC.

The staff of NCARB does not set policy—that is the responsibility of the Board of Directors and the Member Boards.

CCAC

The Committee of Canadian Architectural Councils (CCAC) acts as a forum of the provincial architectural associations to facilitate communication, cooperation, and coordination among its members, and other organizations, regarding issues relating to national standards for admission to the profession and for the performance of architectural services in Canada. Members of the CCAC are autonomous associations. The CCAC comprises a representative from each of the provincial and territorial associations of architecture.

The provincial associations of architecture are self-governing and self-regulating organizations that regulate the admission of individuals in exchange for safeguarding the public. A Reciprocity Agreement is in place among the provincial and territorial associations that establishes "Common Admission Standards" for entry into the profession. The provincial and territorial Councils, composed mostly of elected architects, set policy.

PLEASE NOTE: ARE 4.0 is only available in English.

Prometric[®]

Prometric[®] provides technology-based assessment services for academic assessment, professional licensing and certification, and information technology. Prometric operates and maintains test centers that administer various computer-based examination programs.

Prometric serves as NCARB's test development and operations consultant. In addition to operating and maintaining test centers, their responsibilities include processing the eligibility information sent from various Boards of Architecture and distributing the test information package that includes your *Authorization to Test* letter. Prometric also issues your test results directly to your Board of Architecture.

There are approximately 300 Prometric test centers with 4,000 ARE workstations in the United States, its territories, and Canada available to ARE candidates.

NCARB

1801 K Street, NW
Suite 700K
Washington, DC 20006

202/783-6500
202/783-0290 fax
www.ncarb.org

CCAC

6 Wheeler Street
Nepean, ON
Canada K2J 3C1

613/825-2660
ccac_ottawa@bellnet.ca

ARE Helpline

(for all ARE questions, except scheduling appointments)

800/896-2272
800/692-5395 TTY
609/895-5022 FAX
areoperations@prometric.com

Prometric Candidate Services Contact Center

(to schedule exam appointments only)

800/479-6215
800/529-3590 TTY

800/967-1139
SPECIAL CONDITIONS

Hours of operation

Monday—Friday
8:00 a.m. to
8:00 p.m. ET

www.prometric.com/NCARB
for test centers near you and to
schedule online

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Structural Systems

CONFIDENTIALITY AGREEMENT

- **UNDERSTAND** that all content of the Architect Registration Examination[®] (ARE[®]) is confidential and subject to U.S. copyright laws, and that this Agreement is intended to be a binding agreement between me and the National Council of Architectural Registration Boards (NCARB). By clicking "I Accept" and entering into this Confidentiality Agreement with NCARB, **AGREE** that any action to enforce this Confidentiality Agreement and/or for infringement of NCARB's copyright of the ARE may be commenced in or transferred to the United States District Court (or other court of competent jurisdiction) where NCARB's principal office is located, which currently is the District of Columbia, and I hereby consent to the personal jurisdiction of such court.
- **AGREE** that I will not disclose to anyone by the internet or through any other means—electronic, written or verbal—the substance or details of any test questions, vignettes or other graphics and/or alleged answers. Disclosure includes, but is not limited to, any attempt to use devices such as cameras, audio or scanners to record or transmit test content at or from the testing room. Disclosure also includes any attempt, including internet website and chat room postings, to reproduce, paraphrase, summarize or describe any test content from memory after leaving the testing room. Improper disclosure includes both the initial disclosure by me and the further dissemination by me of ARE test content disclosed by others, and **AGREE** that I will not disclose ARE content that others may have disclosed, nor will I obtain or seek to obtain ARE test content from others.
- **UNDERSTAND** that a violation of this Confidentiality Agreement may result both in civil liability to NCARB for its costs and monetary damages, which may be substantial, and in disciplinary actions taken against me by NCARB and by my local Board of Architecture. **UNDERSTAND** that such disciplinary action may include, without limitation, suspension of my ARE test taking privileges, cancellation of my ARE scores and my inability to obtain future NCARB Certification or to become registered as an architect.

I have read and understand the above Confidentiality Agreement in its entirety.

I ACCEPT

I DECLINE

All NCARB tests are held in strict security and confidence. Before beginning your test, you will be required to accept a confidentiality statement, which prohibits any disclosure of exam content.

By taking divisions of the ARE, you are personally responsible for maintaining the confidentiality of all information relating to the exam. You may not discuss exam content in any manner with anyone, including but not limited to family, friends, other

examinees, and test preparation providers. This agreement also covers Internet chat rooms, mailing list servers, websites, etc. Following completion of your exam, you will also be reminded of your acceptance of the confidentiality statement that you accepted prior to commencing the exam. **Any disclosure of ARE content is strictly prohibited and may result in severe disciplinary action, including the suspension of testing privileges, and/or the cancellation of scores.**

NCARB Board of Directors Policy Regarding Cheating

For further details and to review the Policy and Procedure for testing irregularities visit the NCARB website <http://www.ncarb.org/ARE/Taking-the-ARE/Exam-Security/Policy-and-procedures-for-testing-irregularities>

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USING THE ARE 4.0 GUIDELINES, EXAM GUIDES, AND PRACTICE PROGRAMS

ARE[®] Guidelines Version 4.0

ARE[®] Guidelines Version 4.0 is a free publication that will help all candidates prepare to take ARE 4.0. This publication contains an overview of the ARE 4.0 divisions, as well as information about the practice programs, the Rolling Clock, and Maintaining Exam Eligibility.

The *ARE Guidelines Version 4.0* also explains the six steps to completing the ARE:

1. Verifying Your Information
2. Paying for the ARE
3. Scheduling an Appointment
4. Taking the ARE
5. Receiving Your Score Report
6. Retaking the ARE

ARE[®] 4.0 Exam Guides

The exam guide for each division is now available in a downloadable PDF format. Each guide contains sample multiple-choice questions (except Schematic Design), one passing and one failing solution for each sample vignette, and a list of references to possibly study.

ARE[®] Practice Programs

Each division also has a practice program available for download to an IBM PC or compatible computer with an Intel 80486 microprocessor or higher running Windows 95 or later, Windows XP, Windows NT, or Windows Vista-32 bit.

Warning: the program will not run in a 64 bit operating system.

Helpful URLs

Test Fees:

See page 11

or

<http://www.ncarb.org/ARE/Taking-the-ARE/Exam-Fees.aspx>

Frequently Asked Questions:

<http://www.ncarb.org/FAQs.aspx>

Downloads:

<http://www.ncarb.org/ARE/Preparing-for-the-ARE.aspx>

Schedule at Prometric:

www.prometric.com/NCARB/

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UNITS OF MEASUREMENT & U.S./CANADIAN STANDARDS AND TERMS

Units of Measurement & U.S./Canadian Standards and Terms

The ARE includes both inch-pound and SI (Système International) units commonly referred to as metric units. References to applicable Canadian documents, standards, and terms are also included.

For most multiple-choice questions, SI units and Canadian standards and terms appear in brackets ([]) immediately following the inch-pound units and U.S. standards and terms. Conversions to SI units are approximate and have been rounded for simplicity and clarity. You must complete your work in either inch-pound (imperial) units or metric (SI) units, where appropriate. Converting from one system to another may result in wrong answers.

For the graphic vignettes, you will be given the opportunity to choose to work in either feet-inch units or metric units at the beginning of the graphic portion of each examination. Once you have made a choice and confirmed your selection, your decision will be irrevocable and cannot be changed during your examination. All of the dimensions and references to standards on the drawings and in the written material will be displayed in the measurement system selected.

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NCARB'S ROLLING CLOCK AND MAINTAINING ELIGIBILITY

NCARB's Rolling Clock

During NCARB's 2004 Annual Meeting, the Council passed a resolution officially creating a "rolling clock" requirement for the ARE. Under the terms of the Rolling Clock, which was officially implemented on **January 1, 2006**, candidates for the ARE must pass all divisions within five years.

Rules

Effective January 1, 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for five years, after which time the division must be retaken unless all divisions have been passed.

The transitional rules are as follows:

- ▶ For applicants who passed all divisions of the ARE by January 1, 2006, regardless of the time taken, such applicants will have passed the ARE.
- ▶ For applicants who have passed one or more but not all divisions of the ARE by January 1, 2006, such applicants will have five years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five years, after which time the division must be retaken if the remaining divisions have not been passed. The five-year period shall commence after January 1, 2006, on the date when the first remaining division is passed. Any division passed prior to January 1, 2006 shall no longer remain valid if all remaining divisions have not been passed by July 1, 2014.
- ▶ For applicants who have passed no divisions of the ARE by January 1, 2006, such applicants shall be governed by the above five-year requirement. The five-year period shall commence on the date when the first passed division is administered.

- ▶ Effective January 1, 2011 and thereafter, the authorization to test of any applicant shall terminate unless the applicant has passed or failed a division of the ARE within a period of five years. This includes the five-year period prior to January 1, 2011. Any applicant whose authorization is so terminated must establish a new eligibility under the then current procedures of a Member Board.

Adherence to these rules is required for NCARB Certification.

Transitional Requirements

Please see the current version of the *Handbook for Interns and Architects* which is available on the Free Publications page of the NCARB website:
www.ncarb.org/publications/freepubs.html.

Maintaining Exam Eligibility

You are responsible for maintaining your exam eligibility with your registration board. Consequently, you should be aware some boards require you to pay an annual maintenance fee so they do not cancel scores for divisions you passed, should your eligibility expire.

Because the rules vary from board to board and are subject to frequent change, NCARB cannot be responsible if you take a division of the ARE at a time when your board has canceled your eligibility. Your scores may be canceled for the divisions taken when your eligibility has expired, and you will not be eligible for a refund of test fees. Therefore, it is important for you to stay informed of your individual registration board's policies and procedures. This includes notifying them of any address changes so they can contact you about eligibility renewals or any other important licensure information and so that NCARB can contact you regarding any updates about the exam.

NOTE: In addition to NCARB's Rolling Clock Policy, your jurisdiction may have its own retake limit/exam validity timeframe. Please contact your jurisdiction directly to determine your exam status under its rules and policies.

During NCARB's 2009 Annual Meeting, the Council passed a resolution modifying the Rolling Clock policy. This resolution included two primary changes:

1. Any division passed prior to 1 January 2006, will no longer be valid unless all divisions of the ARE have been passed by 1 July 2014.
 - ▶ If a candidate has not passed all remaining exams by 1 July 2014, all exams denoted as EXEMPT for divisions passed prior to 1 January 2006 (paper-based OR computer-based) will EXPIRE.
2. A candidate's Authorization to Test will be terminated if the applicant does not test during a five-year period, including the five-year period prior to 1 January 2011.
 - ▶ Authorization will not be terminated if the applicant tests and fails; it will only be terminated if the applicant does not take at least one division every five years.
 - ▶ If authorization is terminated for inactivity, candidate may reestablish new eligibilities through a Member Board under their then current procedures.

Please refer to the *Handbook for Interns and Architects* for the full Rolling Clock policy.

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Intro Time	:15		
MC Testing Time	2:00	85 items	
Scheduled Break	:15		
Intro Time	:15		
Graphic Testing Time	1:00	Site Zoning	
Exit Questionnaire	:15		
Scheduled Appointment Time	4:00		

SITE PLANNING & DESIGN			
Intro Time	:15		
MC Testing Time	1:30	65 items	
Scheduled Break	:15		
Intro Time	:15		
Graphic Testing Time	2:00	Site Grading, Site Design	
Exit Questionnaire	:15		
Scheduled Appointment Time	4:30		

BUILDING DESIGN & CONSTRUCTION SYSTEMS			
Intro Time	:15		
MC Testing Time	1:45	85 items	
Scheduled Break	:15		
Intro Time	:15		
Graphic Testing Time	2:45	Accessibility/Ramp, Stair Design, Roof Plan	
Exit Questionnaire	:15		
Scheduled Appointment Time	5:30		

SCHEMATIC DESIGN			
Intro Time	:15		
Graphic Testing Time	1:00	Interior Layout	
Scheduled Break	:15		
Intro Time	:15		
Graphic Testing Time	4:00	Building Layout	
Exit Questionnaire	:15		
Scheduled Appointment Time	6:00		

STRUCTURAL SYSTEMS			
Intro Time	:15		
MC Testing Time	3:30	125 items	
Scheduled Break	:15		
Intro Time	:15		
Graphic Testing Time	1:00	Structural Layout	
Exit Questionnaire	:15		
Scheduled Appointment Time	5:30		

BUILDING SYSTEMS			
Intro Time	:15		
MC Testing Time	2:00	95 items	
Scheduled Break	:15		
Intro Time	:15		
Graphic Testing Time	1:00	Mechanical & Electrical Plan	
Exit Questionnaire	:15		
Scheduled Appointment Time	4:00		

CONSTRUCTION DOCUMENTS & SERVICES			
Intro Time	:15		
MC Testing Time	2:00	100 items	
Scheduled Break	:15		
Intro Time	:15		
Graphic Testing Time	1:00	Building Section	
Exit Questionnaire	:15		
Scheduled Appointment Time	4:00		



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In order to take the ARE, you shall have enrolled in the Intern Development Program (IDP) by establishing an NCARB Record and meet the educational requirements of the Board of Architecture in the jurisdiction where you want to be licensed to practice architecture. To enroll in IDP and establish your NCARB Record, please fill out the online application at www.ncarb.org. After you have enrolled in IDP and your Board of Architecture deems you eligible, your Board will submit your eligibility information to Prometric.

After processing your eligibility, Prometric will send you a test information package, which includes your *Authorization to Test* letter.

Your *Authorization to Test* includes your name, address, candidate identification number, your Board of Architecture, and all divisions you are eligible to take. Each ARE division is listed with beginning and ending eligibility dates. When scheduling your appointment(s) you may use this form to record your confirmation numbers and appointment information. Candidates are not required to bring their *Authorization to Test* letter to the testing center.

Verify that the name printed on your *Authorization to Test* is accurate and matches the name printed on your primary form of identification. If your name is incorrect, immediately contact your Board of Architecture. **Do not schedule an appointment to test until you receive a corrected *Authorization to Test*.**

If you need to change the name shown on your *Authorization to Test*, you must send a written request and official documentation to your Board of Architecture. **Name discrepancies must be resolved directly with your Board of Architecture before you schedule an appointment.**

Address changes can either be made at the test center or by calling the ARE Helpline at 800/896-2272 (800/692-5395 TTY).

You must also notify your Board of Architecture and NCARB of any address changes so you can be contacted regarding any updates to the ARE.

NCARB and Prometric are NOT responsible for lost, misdirected, or delayed mail.

Direct Registration

The Direct Registration program is a service provided to Member Boards. For those Boards participating in the program, NCARB serves as an intermediary and manages all candidate eligibility and score reporting processes for candidates that meet NCARB's current education and training requirements. Please note that if your jurisdiction participates in Direct Registration but you do not meet NCARB's education and training requirements, you must contact your jurisdiction directly to determine if you may still be made eligible by them through any alternative methods they may permit. Should this be the case, your Board will be responsible for managing your eligibility status and sending your score reports to you. If you are made eligible to test through the Direct Registration program, your NCARB Record and candidate information will not be transmitted to your Board until you complete both the ARE and IDP. If you require approval for special accommodations or have questions about your eligibility, score reporting, or any other exam related issue, please contact NCARB directly, and for the most up-to-date list of jurisdictions participating in Direct Registration, click [here](#).

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Special Testing Accommodations

All test centers in the Prometric network are designed to accommodate people with disabilities. Special testing accommodations will only be made with the authorization of your Board of Architecture.

To receive special accommodations you must make a request directly to your Board of Architecture. Your request must comply with requirements established by your Board and NCARB for people requesting special testing accommodations. Typically, these requirements include documentation of past accommodations, if any, and a specific diagnosis by an appropriately licensed professional that includes a description of the accommodations that are appropriate for your condition. The diagnosis should indicate how the condition substantially limits major life activity and its anticipated duration. The Americans with Disabilities Act (ADA) will be used by NCARB as a guide when evaluating special accommodation requests. This ensures fairness and consistency for all ARE candidates.

Once you have been approved for special accommodations, you will receive an *Authorization to Test* letter. To schedule your appointment, you must call the Special Conditions Department at the Prometric Candidate Services Contact Center at 800/967-1139 (800/529-3590 TTY).

Please **DO NOT** attempt to schedule any exam appointments until you receive written notification that accommodations have been approved by NCARB. Accommodations will **NOT** be added retroactively to previously scheduled exam appointments and exam fees will **NOT** be transferred or refunded.

You cannot call the local test center or Prometric's main contact center phone number or go online to schedule an appointment if you require special testing accommodations.

If you arrive at the test site and do not have an approved Request for Special Testing Accommodations on file, you will not be admitted as a special accommodations candidate, but will be instructed to call your Board of Architecture to initiate the special testing accommodations process.

Please note that if your jurisdiction participates in NCARB's Direct Registration program, your request for special accommodations must be submitted directly, to NCARB. For the most up-to-date list of jurisdictions participating in Direct Registration, click [here](#).

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STEP 2: PAYING FOR ARE 4.0

Payment by Credit Card

Payment may be made using VISA or MasterCard when you call or go online to schedule your test appointment(s). **Credit cards will be charged when the appointment is scheduled.**

Payment by Check or Money Order

Payment may also be made by cashier's check or money order. No personal checks will be accepted.

1. Using the *ARE Voucher Request Form*, available at www.ncarb.org, send your cashier's check or money order (drawn on a U.S. or Canadian bank) to:
ARE Operations Helpdesk
Prometric
1200 Lenox Drive, Suite 100
Lawrenceville, NJ 08648
Candidates testing in Canada must add the 5 percent GST to each test fee.
2. A separate voucher for each paid division will be mailed to you. **Vouchers are valid for one year from the date of purchase.** Each ARE voucher lists your name, a unique voucher number, and the name of the division. All ARE vouchers are nonrefundable and may not be transferred to another candidate or division of the ARE. If you do not receive the voucher within four weeks of sending your payment, contact the ARE Helpdesk at 800/896-2272.
3. When you receive your voucher, verify all information listed. If any information on the voucher is incorrect, immediately contact the ARE Helpdesk. The name on your voucher and your *Authorization to Test* must be the same as the name that appears on the identification you present at the test center on the day of your exam.

4. If you fail to arrive for your scheduled appointment or reschedule your appointment without giving the required notice, your voucher becomes invalid.

Payment at the Test Center

You may schedule an appointment and pay for your test by visiting the test center where you have selected to test. *Payment may be made with a credit card only.*

Payment by Employer

If your employer wishes to pay for a group of employees, your employer can submit a group payment using a corporate check. A separate *ARE Voucher Request Form* must be completed for each candidate.

Payment Discrepancies / Bad Debt

NCARB reserves the right to withhold test scores and suspend exam eligibilities until any outstanding debt or payment discrepancies are resolved.

Veterans Affairs Benefit

The ARE has been approved by the Department of Veterans Affairs and qualifies as an education benefit. U.S. military veterans may be eligible for payment assistance to take divisions of the ARE. Please contact your regional Veterans Affairs Office for further details regarding the program.

Exam Fees

\$210 per division

Fees are in U.S. dollars. Candidates testing in Canada will be charged the 5 percent GST (Government Sales Tax) in addition to each test fee.

Additional Fees

► Rescheduling Fee.....\$35
per each reschedule

Any changes to scheduled appointments will be subject to the rescheduling fee within the procedure explained in Step 3 of this document (*see page 13*).
-All fees are subject to change.

Refund Policy

Once you schedule an appointment for a particular division, your test fee CANNOT be refunded or used as payment for another division. If you reschedule an appointment within the procedure explained in Step 3, the test fee will remain valid for a period of one year from the date the payment is processed. If you do not reschedule and take the division within this one-year period, you will forfeit the entire test fee.

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STEP 3: SCHEDULING AN APPOINTMENT

You may take any division of the ARE at any time, and in any sequence you choose. You are not required to take the ARE in the same jurisdiction where you are seeking initial registration.

Testing reservations are accepted on a first-come, first-served basis and are restricted by seat availability at each test center. You must schedule your appointment at least 72 hours in advance. **Walk-in appointments are not allowed.** If your first-choice date or time is unavailable, you will be offered an alternative that is as close to your first choice as possible.

The design of each Prometric test center varies. All are equipped with multiple computer terminals that administer a variety of tests. Your test will be administered at a pre-assigned terminal meeting specific NCARB criteria.

The Prometric Candidate Services Contact Center is open 8:00 a.m. to 8:00 p.m. Eastern Time (ET), Monday through Friday.

Test centers are typically open from 8:30 a.m. to 5:30 p.m., Monday through Friday. Saturday hours vary by test center.

If unusual events occur that are beyond the test center's control, please understand that it may be necessary to reschedule your examination. Please make sure you have provided your current contact information.

Be certain you have the following information available when you call to schedule your appointment:

- ▶ Your credit card or voucher number(s)
- ▶ Your *Authorization to Test*
- ▶ The division(s) you want to schedule
- ▶ The date and time you want to schedule each division
- ▶ An alternate date and time

Scheduling an appointment to take the ARE is governed by the following guidelines. If you encounter difficulty scheduling a testing appointment within the guidelines, please complete and return the *ARE Scheduling Complaint Form* included with your test information package.

Situation

If you call to schedule an appointment within 30 days of the date of your call and the requested date is not available:

If you call to schedule appointments for up to three divisions more than 30 days from the date of your call, and the requested dates are not available:

If you call to schedule an appointment for a division on a specific day of the week more than 30 days from the date of your call, and the requested date is not available:

Guarantee

You must be offered an appointment within those 30 days at that test center OR at another test center within a 50-mile radius of the requested center.

You must be offered appointments within six business days either before or after the requested date(s) at that test center OR at another test center within a 50-mile radius of the requested center.

You must be offered an appointment for the specific day of the week within three weeks either before or after the requested date at that test center OR at another test center within a 50-mile radius of the requested center.

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STEP 3: SCHEDULING AN APPOINTMENT

Scheduling

1. You must schedule a separate appointment for each division of the ARE. Your *Authorization to Test* lists the divisions you are eligible to take.
2. Select the test center of your choice and call the Prometric Candidate Services Contact Center at 800/479-6215 to schedule your appointment. You may also schedule an appointment online at www.prometric.com/NCARB.

Hearing impaired candidates using teletype (TTY) can call 800/529-3590 to schedule an appointment.

If you have been approved by your Board of Architecture and NCARB for **special testing accommodations**, you must call 800/967-1139 to schedule an appointment.

3. When you call to schedule your appointment, you must provide your candidate identification number listed on your *Authorization to Test*. You will also be asked to verify your name, address, and other identifying information.
4. When you schedule an appointment by telephone, you must provide your credit card information or prepaid voucher number. Credit cards will be charged when the appointment is scheduled.
5. You will be given a separate confirmation number for each appointment scheduled. For future reference, record the confirmation number, the date and location of each scheduled appointment, and the name of the Prometric operator who scheduled your appointment. Be sure to confirm the address of and directions to the test center.
6. If your state-based eligibility period expires before you successfully complete all divisions of the ARE or if an ARE division credit/passing score expires due to NCARB's Rolling Clock, **you MUST contact your Board of Architecture.**

Rescheduling

You can reschedule an existing appointment by calling Prometric's Candidate Services Contact Center at 800/479-6215. At the time of your call, you must reschedule the appointment for a later date. **A \$35 reschedule fee will be charged to your credit card.** A credit card is the only accepted form of payment for this fee. Cancellation of a scheduled appointment is NOT permitted. If you cancel an exam, regardless of reason, your testing fee is non-transferable and non-refundable.

When rescheduling, you must call the Prometric Candidate Services Contact Center (not the local test center) **no later than 12:00 noon ET of the third business day prior to your scheduled appointment.** Saturday is considered a business day. Leaving a message on the local test center answering machine is NOT an acceptable method of rescheduling your appointment.

Once you schedule an appointment, your test fee CANNOT be refunded. If you reschedule an appointment within the procedure explained above, the test fee will remain valid for a period of one year from the date the payment is processed for the division scheduled. **If you do not reschedule and take the division within this one-year period, you will forfeit the entire test fee.**

If you fail to arrive for your scheduled appointment or attempt to reschedule an appointment without giving the required notice, you will forfeit the entire test fee.

To Reschedule an Appointment

FOR A TEST SCHEDULED ON	▶	CALL BEFORE NOON ET ON PRECEDING
Monday	▶	Thursday
Tuesday	▶	Friday
Wednesday	▶	Saturday
Thursday	▶	Monday
Friday	▶	Tuesday
Saturday	▶	Wednesday

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STEP 4: TAKING THE ARE

Personal Identification

When you arrive at the test center, you are required to present one or more of the following forms of identification. You will not be admitted to the examination without proper identification, and there will be no refund of your test fee.

The primary form of identification must bear your signature and a recent photograph. The name on the identification **must** be the same as the name that appears on your *Authorization to Test*. You must keep your identification with you at all times.

As stated in **Step 1**, if you need to change the name shown on your *Authorization to Test*, you must send a written request and official documentation to your Board of Architecture.

Name discrepancies must be resolved directly with your Board of Architecture before you schedule an appointment.

Primary Identification Requirements

Primary identification must be from the following list of forms of identification and must include your signature and a recent recognizable photograph. This ID must be current (not expired).

- ▶ valid driver's license with photo
- ▶ military identification card with photo
- ▶ national identification card with photo
- ▶ valid passport with photo

Alternate Identification Requirements

If you cannot present one of the primary IDs listed containing both a photo and signature, you must present TWO of the following current IDs, ONE of which must contain a recent recognizable photo and ONE of which must contain your signature.

- ▶ valid driver's license
- ▶ military identification card
- ▶ national identification card
- ▶ valid passport
- ▶ student identification card
- ▶ state/province identification card

Unacceptable Forms of Identification

- ▶ ID with no photo (unless accompanied by another form of ID with photo)
- ▶ expired driver's license or passport
- ▶ draft classification card
- ▶ letter of identity from a notary
- ▶ Social Security card
- ▶ credit card or bank card of any kind
- ▶ employee identification

If the test center administrator questions the ID presented, you may be asked for additional proof of identity. You may be refused access to an examination if the test center staff believes you have not sufficiently proven your identity. You will not be admitted to the examination without proper identification and **there will be no refund of your test fee.** Admittance to the test center and completion of your examination does not imply that your identification is valid or that your score will be reported.

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At the Test Center

The staff at each test center is required to guide you through designated procedures to ensure that the operation of the test center meets NCARB criteria.

1. You should arrive at the test center at least 30 minutes before your scheduled appointment. If you arrive 30 minutes or more after your scheduled appointment time, you may be required to forfeit your appointment and your test fee will not be refunded.
2. Your test session should begin within 30 minutes of your scheduled appointment. If circumstances arise that delay your test session more than 30 minutes after your scheduled appointment time, you will be given the choice of continuing to wait or rescheduling your appointment.
3. You are required to present proper identification. You must keep your identification with you at all times. If you leave the testing room for any reason, you will be required to show the test center administrator your identification to be readmitted to the testing room.
4. As of June 2011, Prometric requires all candidates to be scanned by a hand-held metal detector prior to each entry into the testing room, including returns from breaks. All candidates will be required to submit to the scans, with few exceptions. Candidates refusing to be scanned may not be permitted to test.
5. You will be escorted to a workstation by the test center administrator. You must remain in your seat during the examination, except when authorized to leave by test center staff.
6. Each division includes one mandatory 15-minute break. You must leave the testing room during the break. You are required to show your identification to be readmitted to the testing room.
7. Scratch paper and pencils are provided and may be replaced as needed during testing. Used scratch paper will be collected before additional scratch paper is distributed. You are not allowed to bring your own scratch paper or pencils into the testing room. You may not remove any scratch paper from the testing room at any time under any circumstances.
8. Raise your hand to notify the test center administrator if:
 - ▶ you experience a problem with your computer,
 - ▶ an error message appears on the computer screen (**do not clear the message**),
 - ▶ you need additional scratch paper or pencils,
 - ▶ you need to take an unscheduled break (testing time will not be suspended),
 - ▶ you need the test center personnel for any other reason.
9. In the event that a software or hardware problem occurs before or during your test, please wait to see if the test center administrator, with assistance from Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again. If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.
10. When you finish the examination, quietly leave the testing room, return all scratch paper, and sign the test center registration log. The test center administrator will dismiss you after completing all necessary procedures.

NCARB and Prometric employ extensive quality control procedures throughout the development of the ARE, and they strive to provide an optimum testing environment. In spite of these procedures, computer or software-related difficulties may occur on rare occasion.

It is YOUR responsibility to immediately notify the test center administrator if you experience ANY type of problem while taking your exam.

Please do not attempt to fix any computer hardware or software error yourself, and do not clear any error message that may appear.

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Reporting Test Concerns

DO NOT wait to receive your test results before expressing your concerns. NCARB policy does not allow for response to complaints received more than 10 days following your test date and does not allow for response to complaints sent to any other address than that of the ARE Helpdesk.

PLEASE NOTE:

The filing of a report by the test center administrator does NOT satisfy the requirements of notifying the ARE Helpdesk directly.

General Comments and Questions

If you have any comments or questions concerning your examination, direct your comments in writing to the following address **within 10 days** following your test administration:

ARE Operations Help Desk
Prometric
1200 Lenox Drive, Suite 100
Lawrenceville, NJ 08648
609/895-5022 FAX
areoperations@prometric.com

A copy of this letter should be forwarded to your Board of Architecture. You will receive a reply from NCARB, Prometric, or your Board of Architecture as appropriate.

Inquiries About Specific Questions or Vignettes

NCARB and Prometric employ extensive quality control procedures throughout the development of the ARE. In spite of these procedures, typographical errors or flawed questions or vignettes may be encountered on rare occasion. If you suspect an error in a specific question or vignette, write to the following address **immediately after taking the test:**

ARE Operations Help Desk
Prometric
1200 Lenox Drive, Suite 100
Lawrenceville, NJ 08648
609/895-5022 FAX

In your correspondence, include the name of the division and the test date as well as your specific concern(s) about the question or vignette. You are not allowed to copy the question before leaving the test center and are not expected to recreate the entire question in your correspondence. Prometric test development specialists will review the question, and you will be notified of the findings. The correct answer will not be revealed.

Technical Difficulties

In the event that a software or hardware problem occurs before or during your test, please wait to see if the test center administrator, with assistance from Prometric technical support, can resolve the problem. In the event a computer must be restarted, the computer software has been designed to suspend testing time until the computer is operating again.

If your examination cannot be administered because of technical difficulties, your examination will be rescheduled at your earliest convenience.

If rescheduling your examination is necessary, you may be eligible for limited compensation for incidental expenses such as transportation, parking, or meals. Lost wages or hourly fees are NOT compensated under this policy.

Test Center Closings

If you are unsure whether a test center is closed due to inclement weather or any other reason, you should contact the test center directly. **If the center is open, it is your responsibility to keep the appointment.** If the center is closed, you will be given the opportunity to reschedule.

If you are unable to contact the local test center, call the Prometric Candidate Services Contact Center at 800/479-6215 between 8:00 a.m. and 8:00 p.m. ET, Monday through Friday.

Reporting Test Concerns

► Do not wait to receive your test results before expressing your concerns. NCARB policy does not allow for response to complaints received more than 10 days following your test date and does not allow for response to complaints sent to any other address than that of the ARE Helpdesk.

► All comments and questions concerning your examination should be in writing and directed to the ARE Helpdesk within 10 days following your test administration:

ARE Operations Help Desk

Prometric
1200 Lenox Drive, Suite 100
Lawrenceville, NJ 08648
609/895-5022 fax
areoperations@prometric.com

► **The filing of a report by the test center administrator does NOT satisfy the requirements of notifying the ARE Helpdesk directly.**

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STEP 4: TAKING THE ARE

Test Center Regulations

To ensure that all ARE divisions are administered under comparable conditions to that of other candidates and that the results represent a fair and accurate measurement, it is necessary to maintain a standardized testing environment.

You must adhere to the following regulations:

- ▶ **Communication devices, such as personal calculators, personal digital assistants, pagers, and cellular telephones, are not allowed in the testing room and are not allowed to be accessed or used during mandatory or unscheduled breaks.**
- ▶ Eating, drinking, or use of tobacco is not allowed in the test center.
- ▶ Papers, books, food, purses, or wallets are not allowed in the testing room.
- ▶ You may not leave the testing room without the test center administrator's permission.
- ▶ You must present your identification each time you enter the testing room.
- ▶ No reference material may be brought into the testing room or accessed from your locker during the administration of your exam. On-screen reference material is accessible during the Structural Systems division and the Building Systems division.
- ▶ Leaving the testing center anytime during your exam administration (**including mandatory and unscheduled breaks**) is strictly prohibited.

Grounds for Dismissal

An examinee who engages in misconduct and/or does not heed the administrator's warning to discontinue inappropriate behavior may be dismissed from the test center and/or have examination results cancelled.

Examples of misconduct include:

- ▶ Failing to follow the instructions of the test center administrator.
- ▶ Violating the test center regulations.
- ▶ Creating a disturbance of any kind.
- ▶ Giving or receiving assistance of any kind.
- ▶ Removing or attempting to remove examination questions and/or responses (in any format) or notes about the examination from the testing room.
- ▶ Removing or attempting to remove scratch paper from the test center.
- ▶ Attempting to take the examination for someone else.
- ▶ Tampering with the operation of the computer or attempting to use it for any function other than taking the examination.
- ▶ Leaving the testing room without permission.
- ▶ Using any unauthorized references or devices.
- ▶ **Using electronic communications equipment such as personal calculators, personal digital assistants, cellular telephones, pagers, etc. during any mandatory or unscheduled breaks.**
- ▶ **Bringing any study materials (e.g., textbooks, classroom notes, crib sheets, or language translation dictionaries) to the testing center. The test center administrator may report anyone who brings study materials to the testing center for appropriate action.**
- ▶ **Reviewing any materials during mandatory or unscheduled breaks.**

Personal Calculators

ARE Candidates are not permitted to bring a personal calculator into the test center. All divisions of the ARE include an on-screen scientific calculator for your use.

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Examination Security

To ensure the integrity of the ARE program, specific security measures are enforced during the administration of your examination.

All NCARB tests are held in strict security and confidence.

Before beginning your test, you will be required to accept a Confidentiality Agreement, which prohibits any disclosure of exam content. (A copy of the Confidentiality Agreement can be found on [page 4](#).)

No test material can be copied or removed from the test center.

You are required to sign the test center registration log each time you enter or leave the testing room. As of June 2011, Prometric requires all candidates to be scanned by a hand-held metal detector prior to each entry into the testing room, including returns from breaks. All candidates will be required to submit to the scans, with few exceptions. Candidates refusing to be scanned may not be permitted to test.

You will not be able to refer to notes, language translation dictionaries, or reference materials during the administration of your exam.

You will be observed at all times while taking the examination. This may include direct observation by test center staff, as well as audio and video recording of your examination session.

You are required to leave all personal belongings outside the testing room. Candidates will not be allowed to take anything into the testing room other than those items given to them by the test center administrator (such as pencils, scratch paper, earplugs), and their identification documents (e.g., driver's license, passport).

Prohibited items will not be allowed into the testing room. They include, but are NOT limited to, the following: weapons, pagers, **cellular telephones**, **personal digital assistants**, recording devices, photographic devices, digital watches, **calculators**, briefcases, laptop computers or computer bags, handbags/purses, wallets, books, outerwear (coats, hats, sweatshirts), food, beverages, personal contents in pockets, pens, and other writing implements not given to the candidate by the test center administrator.

Small lockers are provided for candidate use to secure purses, wallets, keys, cellular telephones, pagers, etc. Lockers will NOT accommodate briefcases, laptop computers, or large purses and bags. Do not bring large items (bags, textbooks, notebooks, etc.) to the testing center. Test center staff will not take responsibility for these items; you will be asked to remove large items from the testing center.

Waiting areas at the test center are for candidates only. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

Tips

- ▶ Verify that the name printed on your *Authorization to Test* letter is accurate and matches the name printed on your identification. If your name is incorrect, immediately contact your Board of Architecture.
- ▶ When you arrive at the test center, you are required to present an approved form of identification.
- ▶ The name on the ID must match the name on the *Authorization to Test* letter.
- ▶ You will not be admitted to the examination without the proper form of ID, and there will be no refund of your test fee.

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STEP 5: RECEIVING YOUR SCORE

All divisions of the ARE are administered and graded by computer. **Results for all divisions are typically processed within four to six weeks of your test date and then sent to your Board of Architecture for any additional processing and release. For candidates made eligible through NCARB's Direct Registration program, score reports will be processed and released by NCARB.** Test results are not released at the test center.

Although every effort is made to return examination scores to your Board in a timely manner, NCARB's first priority is to ensure that all examinations are scored fairly and accurately and that no errors are made in the score-reporting process.

All test scores are reported as Pass or Fail. You will receive limited diagnostic information for each failed division. This diagnostic information indicates areas of relative strength and weakness based on the division's content areas and vignettes. If you fail a division, you can develop your general study plan according to these diagnostics prior to retaking the ARE.

NCARB recognizes your rights to control personal information maintained by NCARB and Prometric. NCARB policy is designed to safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, reports are released only to the Board of Architecture for which you are being tested. A Board of Architecture may reserve the right to cancel one or more of your test scores, if, in its sole opinion, there is any reason to question its validity.

NCARB and Prometric do not release test scores except for use in research studies that preserve your anonymity or under compulsion of legal process. However, NCARB reserves the right to anonymously publish selected sample solutions of vignettes for the benefit of future candidates.

The Passing Standard

Passing or failing the ARE depends solely on your level of performance in relation to the established point representing entry-level competence.

Careful judgment has been exercised in setting the passing standards for all NCARB examinations. The passing scores are the same for every Board of Architecture and are not affected by the number of people who pass or fail each division of the examination. **There is no fixed percentage of candidates who pass or fail the ARE.**

Multiple-Choice Sections

Approximately every five years, NCARB assembles a group of architects to establish the passing standard for the multiple-choice sections of the ARE. This group of architects is selected from the United States and Canada and represents a general cross section of practicing architects.

Graphic Vignette Sections

Members of select NCARB committees establish the grading standards for each vignette. These members are practicing architects from USA or Canada. Throughout the year, randomly selected solutions are reviewed by these committees of architects to ensure that the software accurately reflects the professional judgment of this group of practitioners.

The computer scoring programs for the graphic vignettes objectively assess your solution based on its conformance to the specific programmatic requirements of each vignette. The compensatory scoring model evaluates an extensive list of features before determining the final score and compensates for weaknesses in some areas when strengths in others are demonstrated.

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STEP 5: RECEIVING YOUR SCORE

Payment Discrepancies/Bad Debt

NCARB reserves the right to withhold test scores and suspend test taking privileges until any outstanding debt or payment discrepancies are resolved.

Review and Challenge

A review procedure is available to you ONLY if your Board of Architecture permits reviews of failed examinations. It is at the sole discretion of each Board of Architecture whether or not to administer the review process. If you wish to pursue the review process, immediately contact your Board of Architecture to better understand the procedures and fees involved. The application for review and review fee must be received by NCARB within four months of the administration of your test and the review process must be completed within six months following the administration of your test.

Only those questions you answered incorrectly or those vignettes marked with an asterisk (*) on your score report can be reviewed. The correct answer or proper solution will not be revealed.

During the review process, you may only challenge a question answered incorrectly for a multiple-choice section if your Board of Architecture allows challenges and appeals. Your challenge to a multiple-choice question will be forwarded to NCARB for review and response. Any challenge to a graphic vignette will not be reviewed by NCARB.

Depending on the laws of the jurisdiction where you are seeking registration, you may be able to challenge the score received on any ARE division. If your Board of Architecture (or a court with jurisdiction) changes your score from fail to pass, ONLY that jurisdiction is required to accept the new score.

NCARB will not recognize the new score for purposes of NCARB certification.

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STEP 6: RETAKING THE ARE

You may not take the same division of the ARE more than once within a six-month time period. If you fail a division, you will be able to schedule an appointment approximately two months prior to the start date of the new eligibility period for that division.

Once you receive your new *Authorization to Test*, you can schedule a test appointment as previously outlined in Step 3 of this document.

If you should fail a division, it is important to spend the time between test administrations gaining additional knowledge, skills, and abilities in the appropriate areas of practice.

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INTRODUCTION

Sample Unanswered Question

Sample Answered Question

Review Screen

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ARE 4.0 Divisions

ARE 4.0 consists of the following seven divisions:

- ▶ Programming, Planning & Practice
- ▶ Site Planning & Design
- ▶ Building Design & Construction Systems
- ▶ Schematic Design
- ▶ Structural Systems
- ▶ Building Systems
- ▶ Construction Documents & Services

Six divisions contain a section of multiple-choice items and a separate section including one or more graphic vignettes. The multiple-choice section consists of a fixed number of questions delivered within a maximum time limit. The Schematic Design division, however, has two sections containing one graphic vignette each. No multiple-choice items are delivered in the Schematic Design division.

Within the six divisions that include multiple-choice items, some questions are being pretested and will not affect your actual test score. These pretest questions will be evaluated and may be included in future editions of the test.

Guessing

You should answer every question presented. If you are not sure of the correct answer, make your best guess and/or mark the question for later review during completion of the multiple-choice section. All unanswered questions will be counted as incorrect responses.

Reviewing Answers

You will be able to review and change your answers or solutions within a section of the exam (multiple-choice or graphic). However, once you have exited the section OR the time limit has expired for the section, you will NOT be able to return to any items in that section.

Reference Material

Structural Systems and Building Systems divisions include reference material that is accessed through a reference button on the computer screen. These screens include formulae and other reference material that may be helpful when answering questions in these multiple-choice sections of each division.

For each ARE division, candidates should be familiar with the latest edition of the following codes:

- ▶ **International Code Council, Inc. (ICC, 2006)**
 - International Building Code
 - International Mechanical Code
 - International Plumbing Code
- ▶ **National Fire Protection Association (NFPA)**
 - Life Safety Code (NFPA 101)
 - National Electrical Code (NFPA 70)
- ▶ **National Research Council of Canada**
 - National Building Code of Canada
 - National Plumbing Code of Canada
 - National Fire Code of Canada
- ▶ **American Institute of Architects**
 - AIA Documents - 2007

Candidates should be familiar with the Standard on Accessible and Usable Buildings and Facilities (ICC/ANSI A117.1-98).

Helpful URLs

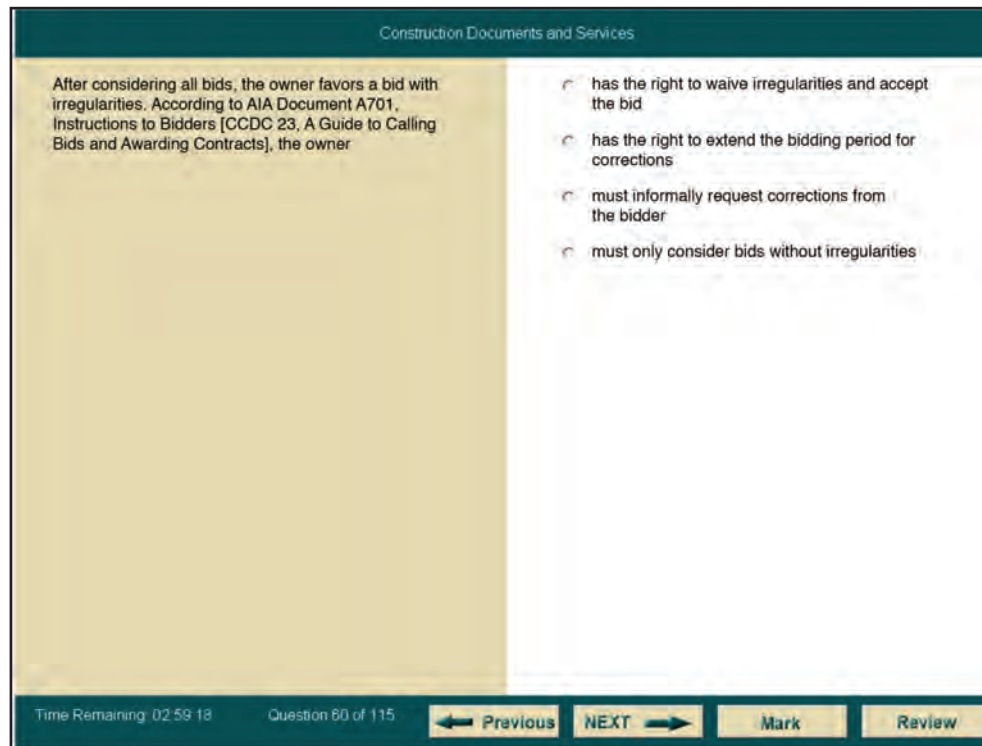
Exam Guide Download Page:
<http://www.ncarb.org/ARE/Preparing-for-the-ARE.aspx>

Direct download links:

- ▶ Programming, Planning & Practice
- ▶ Site Planning & Design
- ▶ Building Design & Construction Systems
- ▶ Schematic Design
- ▶ Structural Systems
- ▶ Building Systems
- ▶ Construction Documents & Services

Multiple-Choice Sections

SAMPLE UNANSWERED QUESTION



REFERENCE
Where available, click here to access formulae and other reference material.

REVIEW
Click to see the status of each question.

TIME DISPLAY
Shows the time remaining in your multiple-choice section.

QUESTION NUMBER
Shows the number of the question you are on and the total number in the division.

PREVIOUS
Click here to return to the last question.

NEXT
Click here to move to the next question.

MARK
Click here to mark the question on the screen for later review.

Sample Unanswered Question

The question shown to the left represents a typical unanswered question from one of the multiple-choice sections as it appears on the computer screen.

Unlike sample questions in this document, only one question appears at a time on the screen. The tools along the bottom portion of the screen allow you to navigate through the questions.

Before you begin the timed portion of your examination, a brief instructional tutorial is administered. This will allow you the opportunity to become familiar with the navigation icons and to practice using the mouse to select your answer.

Multiple-Choice Sections

SAMPLE ANSWERED QUESTION

The screenshot shows a question interface with a title bar 'Construction Documents and Services'. The question text is: 'After considering all bids, the owner favors a bid with irregularities. According to AIA Document A701, Instructions to Bidders [CCDC 23, A Guide to Calling Bids and Awarding Contracts], the owner'. The options are:

- has the right to waive irregularities and accept the bid
- has the right to extend the bidding period for corrections
- must informally request corrections from the bidder
- must only consider bids without irregularities

At the bottom, there is a control bar with 'Time Remaining: 02:59:18', 'Question 60 of 115', and buttons for 'Previous', 'NEXT', 'Mark', and 'Review'.

Click on the circle to select your answer.

Sample Answered Question

The question shown to the left represents a typical answered question from one of the multiple-choice section as it appears on the computer screen. To select an answer from the list of available choices, position the mouse pointer over the circle that corresponds to your selection and press to click. The circle will become solid.

After selecting an answer, you can change your selection by clicking on a different selection, or you can unanswer the question by clicking again on the choice previously selected. The circle will appear empty.

Multiple-Choice Sections

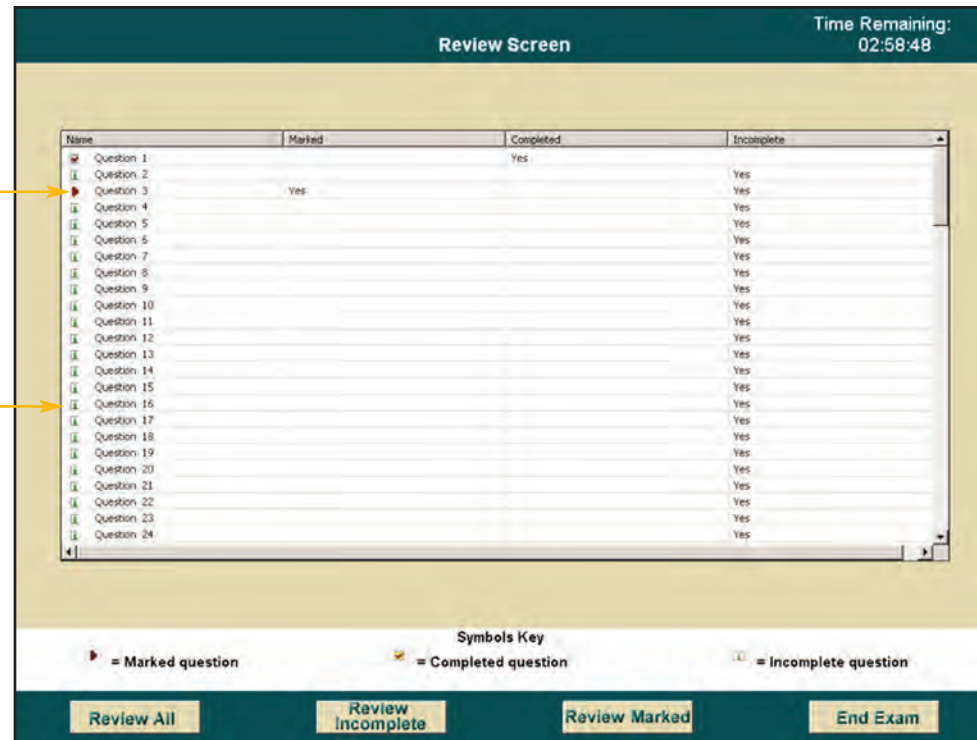
REVIEW SCREEN

MARKED FOR REVIEW

If you click the "Mark" icon on any question, a red "M" will appear in this column.

INCOMPLETE

If you do not answer or choose to skip a question, a green "i" will appear in this column.



REVIEW ALL

Selecting this icon will sequentially deliver all questions.

REVIEW INCOMPLETE

Selecting this icon will sequentially deliver all "Incomplete" questions.

REVIEW MARKED

Selecting this icon will sequentially deliver only the questions you "marked."

END EXAM

Selecting this icon will terminate your multiple-choice section.

Review Screen

Clicking on the "Review" icon on the question screen will take you to a screen similar to the one shown. This review screen indicates the status of each question and enables you to move to any specific question within the section. You may have to use the scroll bar on the right to see those questions that do not appear in the display. To move to a specific question, double-click the question number.

While answering the test questions, you can mark questions that you'd like to go back to and review by clicking on the "Mark" button. If you've clicked "Mark" on any question, a red "M" appears to the left of the question number on the review screen. Therefore, it is possible to answer all the questions, mark a few for review, and then use the review screen after you have seen all of the questions in the division to return to those you want to see again. It is not necessary to undo the "Mark" icon before you end your section.

If you do not answer a question, or choose to skip to the next question without selecting an answer, a green "i" appears to the left of the incomplete question number. It is possible to skip a question and "Mark" it for later review. In this instance, both the green "i" and the red "M" appear on the review screen.

If you click on the "End Exam" icon, a warning screen will appear asking you to confirm that you intend to quit your multiple-choice section.

If you click on the "Yes" button on the warning screen, your section will end and you will not be able to return to answer or review any questions.

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All divisions of the ARE include problems called vignettes that are used to assess your knowledge, skills, and abilities in the different facets of architectural practice.

You are required to create a solution for each of the 11 vignettes listed below based on the program and code requirements presented with each vignette.

Programming, Planning & Practice

Site Zoning

Site Planning & Design

Site Grading

Site Design

Building Design & Construction Systems

Accessibility/Ramp

Stair Design

Roof Plan

Schematic Design

Interior Layout

Building Layout

Structural Systems

Structural Layout

Building Systems

Mechanical & Electrical Plan

Construction Documents & Services

Building Section

The format of NCARB's exam guides assumes that users are prepared to take the ARE and that they want more information on the format of the examination. The guides will familiarize you with the software used to take the test. The guides are not to be used as the only source for preparing for the exam as they are not intended to "teach" the architectural content of the exam's separate test divisions. The samples included in each exam guide are presented to illustrate the types of graphic vignettes delivered within each division.

Each division guide includes a sample passing and failing solution for the vignette(s) that comprises that division of the ARE. These sample solutions are formatted similarly to the way the vignettes appear on the actual examination. The graphics have been reduced to fit into the exam guides; they appear in a larger format within the exam.

The comments included on the sample solutions are intended to help users identify some of the positive and negative aspects of the solutions. These comments do not represent the entire evaluation process. Many deficiencies may not be noted at all; however, the overall passing or failing scores are realistic, relevant, and accurate.

While the Architect Registration Examination has been designed to be taken by candidates who do not use this guide to prepare themselves, we hope that you will find it useful in your preparations for this important stage in your career.

Helpful URLs

Exam Guide Download Page:
<http://www.ncarb.org/ARE/Preparing-for-the-ARE.aspx>

Direct download links:

- ▶ Programming, Planning & Practice
- ▶ Site Planning & Design
- ▶ Building Design & Construction Systems
- ▶ Schematic Design
- ▶ Structural Systems
- ▶ Building Systems
- ▶ Construction Documents & Services

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PRACTICE PROGRAM

Practice Software for Graphic Vignettes

The exam guides do not contain the practice software for the graphic sections, which can be downloaded (for personal use only), free of charge, from the Council's web page (www.ncarb.org).

The practice program for the graphic vignettes allows you the opportunity to become familiar with the software interface before you schedule a testing appointment. You can download the practice program (for personal use only) from NCARB's website at www.ncarb.org, free of charge. Candidates are encouraged to frequently check NCARB's website in order to download the latest version of the practice program.

The practice program for the graphic vignettes consists of tutorials, directions, and one practice vignette for each of the 11 vignettes. The tutorials have been developed to help you learn how to use the features of the computer software to create solutions for the graphic vignettes. **You should spend as much time as necessary practicing with the software before taking your examination, even if you feel comfortable using other computer and/or graphic drawing programs.**

Prior knowledge of CAD or other graphic drawing programs is not necessary, as there will be differences between the drawing tools you use in the examination and the software you are familiar with.

Download the Practice Program

The practice programs can be found at <http://www.ncarb.org/ARE/Preparing-for-the-ARE.aspx>

Or, follow the links below to download each graphic vignette practice program:

- ▶ Site Zoning
- ▶ Site Design
- ▶ Site Grading

- ▶ Accessibility/Ramp
- ▶ Stair Design
- ▶ Roof Plan

- ▶ Interior Layout
- ▶ Building Layout

- ▶ Structural Layout

- ▶ Mechanical & Electrical Plan

- ▶ Building Section

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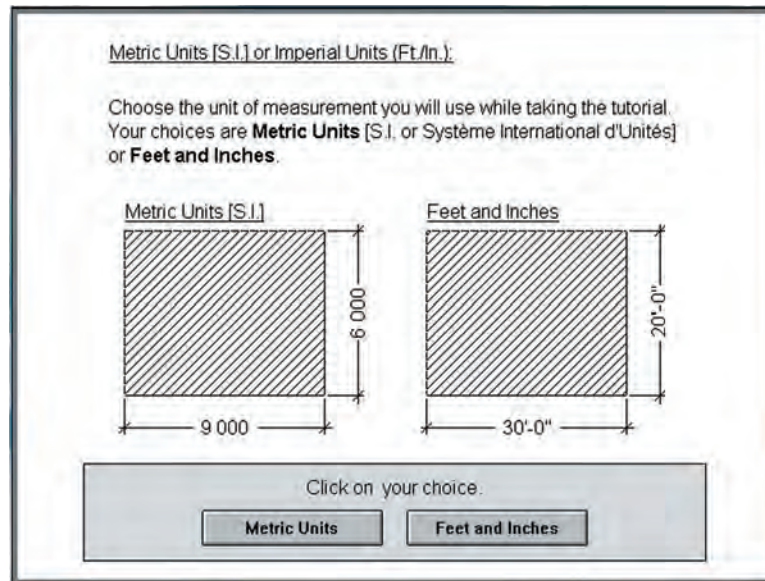
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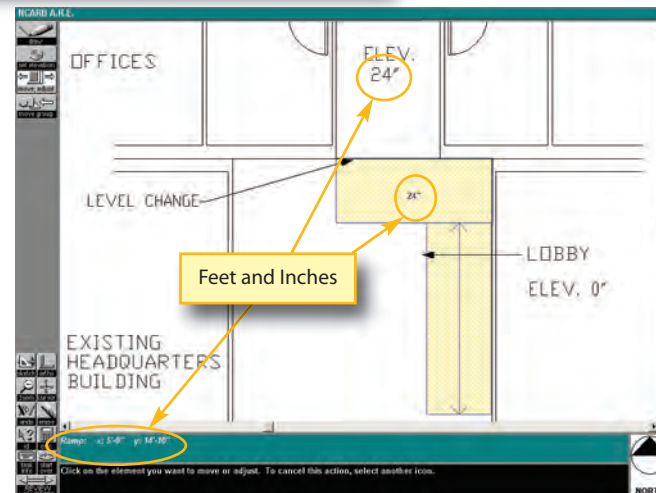
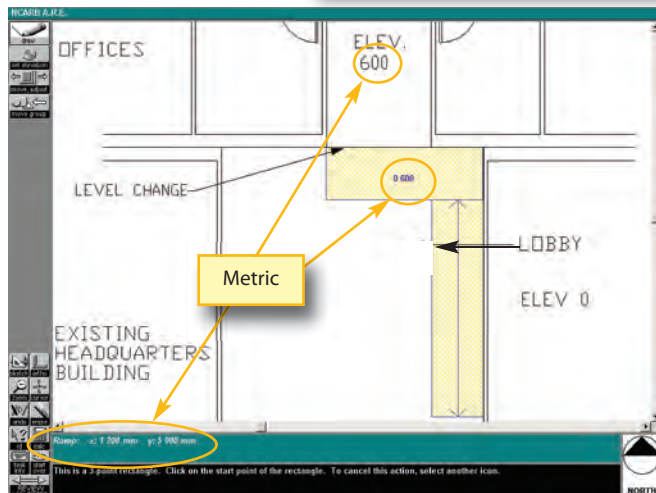
Multiple-Choice Sections



BASIC CONTROLS



**Choose one system to work in.
Once you confirm your choice, you cannot change it.
Choose EITHER Metric or Feet and Inches.**



Choosing Units of Measure

Before beginning each graphic section, you must choose the units of measure that you plan to work in—metric (SI) or feet and inches. You will be asked to select and confirm your choice. After you confirm, you cannot change your choice. All of the vignettes administered within that section will be delivered in the measurement system you select.

Saving Your Work

The test software automatically saves your solution approximately every minute while you are working, whenever you close one vignette to move to another vignette, and whenever you say that you are finished with your examination. There is no “Save” button or keyboard command that you have to implement.

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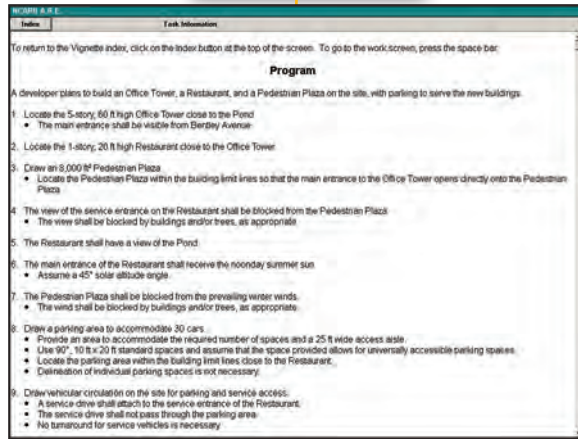
Multiple-Choice Sections

Multiple-Choice Sections

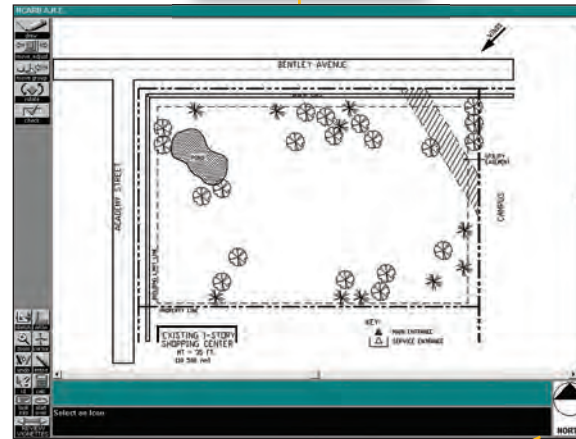
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BASIC CONTROLS

REFERENCE SCREEN



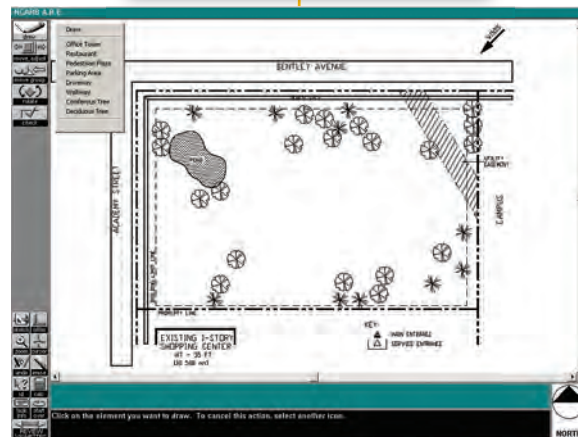
WORK SCREEN



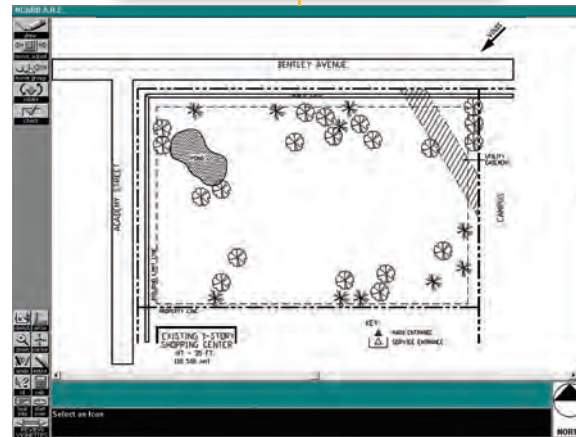
Click on the space bar to toggle between the reference screen and work screen. If nothing happens when you press the space bar, you may have left a menu open. See below for an example.



SAMPLE SCREEN WITH MENU OPEN



SAMPLE SCREEN WITH MENU CLOSED



Toggle Between Screens

You can switch between the reference information and the work screen by pressing the space bar on the computer keyboard. This allows you to leave any one of the reference screens, view the work screen, and return to the same reference information.

Drop-Down Menu

When you attempt to leave the work screen and move to the reference screen by pressing the space bar, you may find that the space bar doesn't do anything. This can be caused by having a menu open. For example, in the Site Design vignette, when you click on the "Draw" icon, a drop-down menu opens. You cannot move to the reference screen while the menu is open. You need to click anywhere on the screen outside the open menu to close the menu and then you will be able to switch back to the reference screen.

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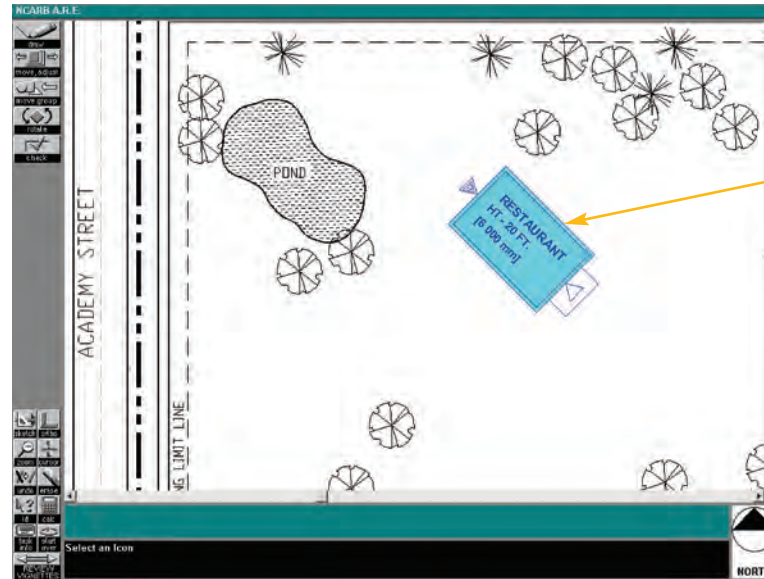
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Navigation icons

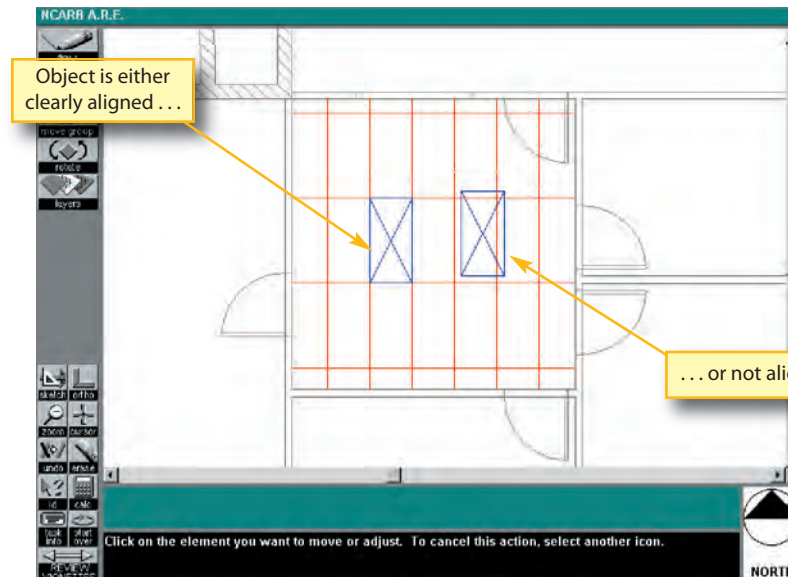
BASIC CONTROLS

Site Design Vignette



Object can be placed anywhere.

Mechanical & Electrical Plan Vignette



Object is either clearly aligned ...

... or not aligned.

Snaps and Grids

All vignettes contain a pre-set, hidden grid that allows the objects you draw or place to align automatically. The grid dimensions have been set with each particular vignette in mind. On vignettes such as the **Site Design** vignette, you may not notice that there is a grid because the objects you draw and place can be laid out anywhere on the site. On the other hand, the **Mechanical & Electrical Plan** vignette has a very obvious grid to help guide you when placing objects. In this vignette, the hidden grid makes it obvious that elements are either right on the ceiling grid or clearly not on the grid. This prevents you from placing an object close but not quite in alignment.

You are responsible for being as accurate as possible when drawing your solutions. More accurate information will result in more accurate scoring. Using the "Zoom" tool and the "Full Screen Cursor" may make it easier to produce more accurate solutions. A "Check" tool is provided in several vignettes to help you identify problem areas, such as overlapping elements.

Tolerances are built into each scoring program to allow for slight graphic inaccuracies. These tolerances vary from vignette to vignette based on the importance of the feature being evaluated.

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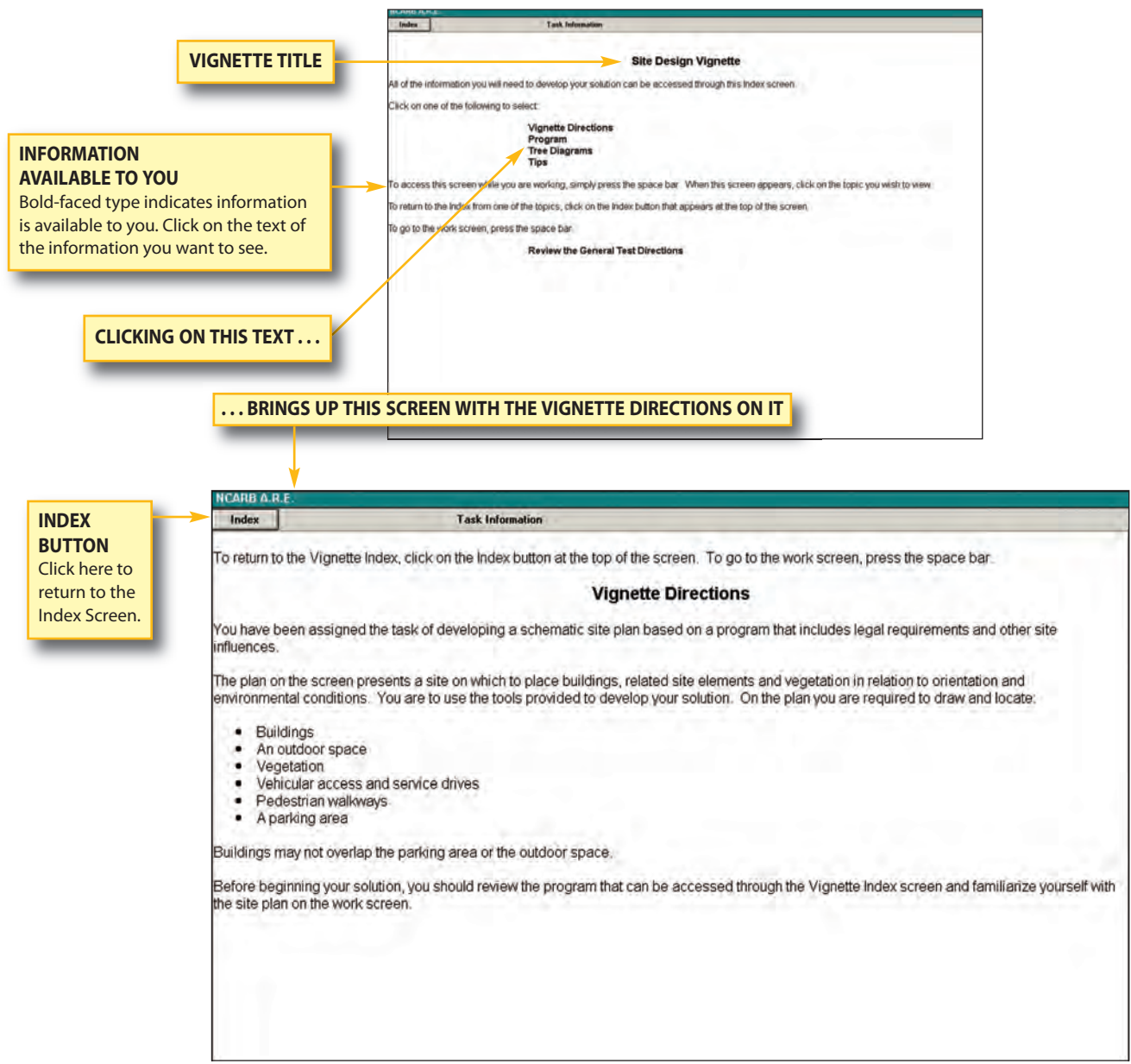
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INDEX SCREEN



All 11 vignettes that make up the ARE follow the same format outlined on this page. The first screen you will see when you begin a vignette shows the title of the vignette and lists in boldface reference information that is available for you to use in completing your solution.

To go to any of the items in bold-faced type, click on the text for that item, and the screen will change to show you that information.

After reviewing the information on the screen, you can return to the Index Screen by clicking on the "Index" button found in the upper left corner of the screen.

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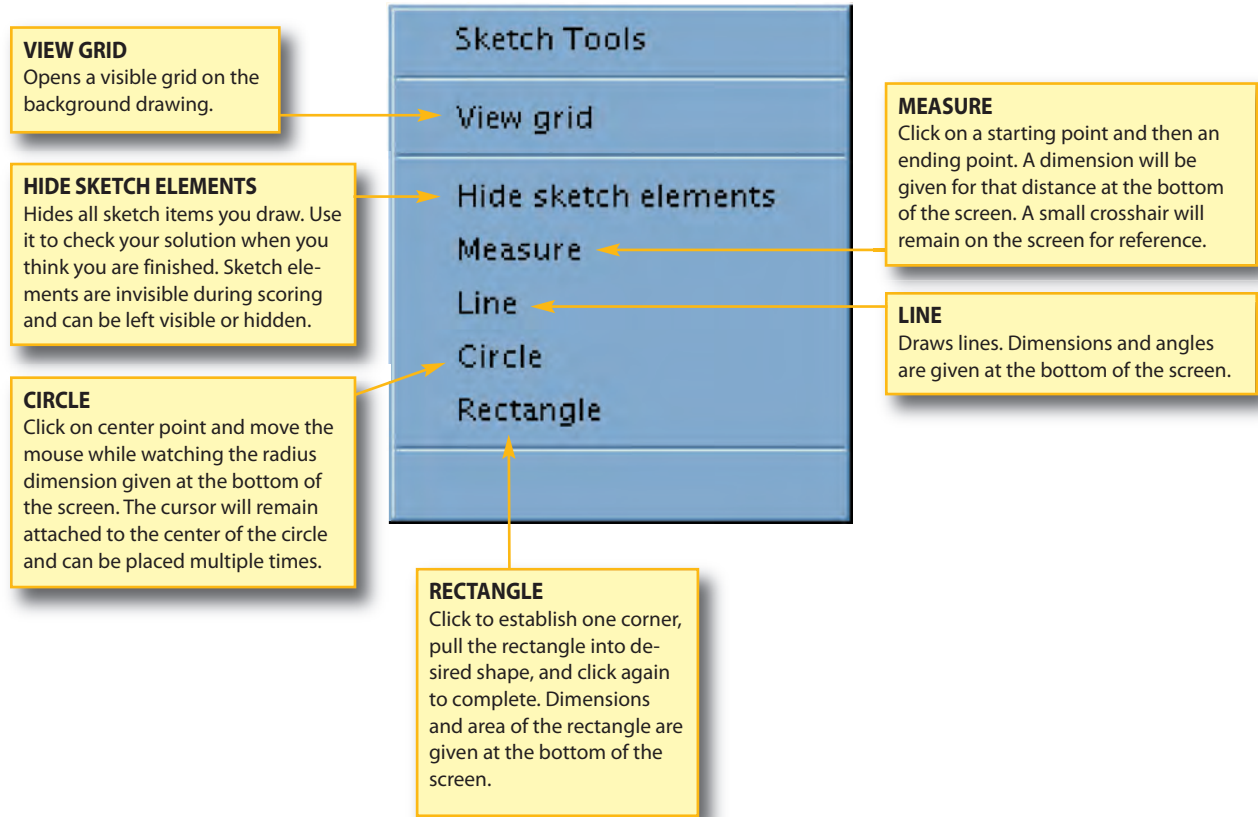
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COMMON TOOLS



The following pages contain an overview of most of the tools used in the graphic vignettes. Many of them are common to all divisions; others, such as the "Set Roof" tool, are only used in the Roof Plan vignette.

Objects drawn with sketch tools will not be scored.

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COMMON TOOLS

DRAW
Brings up a menu of items to be drawn or placed.

MOVE, ADJUST
Changes the shape and/or moves previously drawn objects.

SKETCH
Brings up a menu of sketch tools. Objects drawn with sketch tools will not be scored.

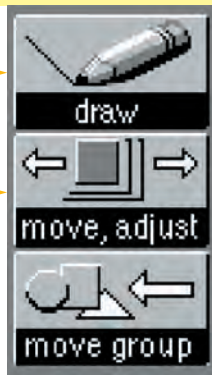
ZOOM
Zooms in on a window you have drawn. The image in the window will re-size to fill the screen as much as possible. Click on "Zoom" again to return to the original size.

UNDO
Undoes the last operation completed.

ID
Brings up identifying information for a selected object at the bottom of the screen.

TASK INFO
Returns the screen to the reference screens. This is the same as pressing the space bar (described on page 29).

REVIEW VIGNETTES
Click on this icon when you are finished with the vignette or you wish to go to other vignettes. You will be able to access all vignettes in the section you are working in until time runs out or you indicate you are finished with the section. Clicking on this icon may bring up warning windows if you have not completed all the tasks necessary to have your solution scored. If you get a warning message, follow the instructions.



MOVE GROUP
Moves objects as a group. Click on this icon then click on all the other objects you want to move. Click on this icon again and the highlighted objects will move as a group.

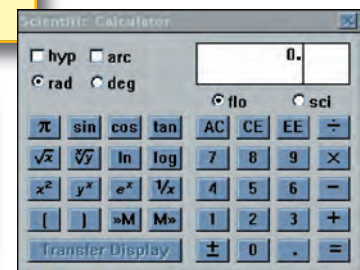
ORTHO
Limits movement of most drawing tools to only vertical and horizontal directions. Use when you want to create orthogonal lines.

CURSOR
Changes the cursor from a small cross to one with horizontal and vertical crosshairs that extend the entire width and height of the screen (full-screen cursor). This tool is extremely useful when aligning objects.

ERASE
Removes objects from the work screen. Click on "Erase," then select the item(s) you want to remove, and then click on "Erase" again. Cancel by not clicking on "Erase" a second time or by starting a new operation.

CALCULATOR
Brings up an on-screen calculator as shown here.

START OVER
Erases the entire solution in case you want to begin again. If you click here, a warning message will ask you to confirm the action to prevent accidental erasures.



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SPECIALIZED TOOLS

ROTATE
Dynamically rotates objects. Click on the icon and then on the object(s) to be rotated. When all the objects are highlighted (selected), click on the "Rotate" icon again to rotate them. Angular measurements are given at the bottom of the screen.

LAYERS
Some vignettes require solutions to be drawn on more than one layer. This tool allows you to move between layers.

CHECK
Depending on the vignette, the "Check" tool lets you check for overlapping spaces, objects, or trees that will be removed by the solution.

SET ROOF
Clicking on this icon opens up the tool to the right.

ROOF ELEVATION MARKER
Click on the "?" mark to set an elevation. The elevation marker can be moved to any corner by clicking anywhere inside the roof plane.

This roof plane is complete and no "?" marks remain.

ROOF SLOPE DIRECTION MARKER
Click on this arrow repeatedly until it points in the direction of downward slope.

ROOF SLOPE VALUE
Click on the "?" to bring up the Roof Slope Ratio Window. Remember to set both sides of the ratio (e.g., 6:12).

This roof plane is considered incomplete as no values have been set for elevation or slope.

Some vignettes have tools that are shown and used in that vignette only. Here is a sample tool palette from the Roof Plan vignette.

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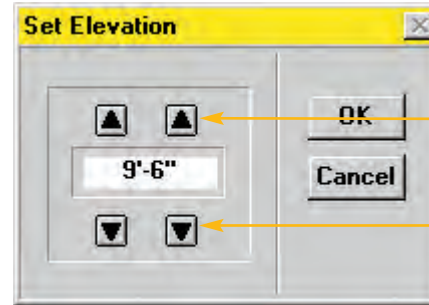


SPECIALIZED TOOLS



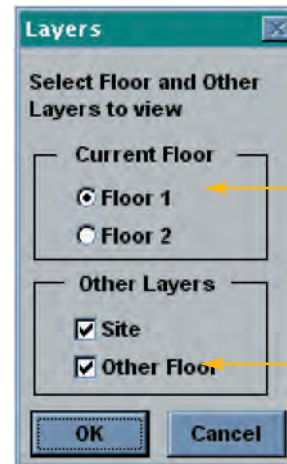
SET ELEVATION
Clicking on this tool opens up the tool to the right.

Sets the landing elevation and end-of-stair elevations for the Stair vignette. A similar tool appears in the Accessibility/Ramp vignette.



Click on the up and down arrows to set the desired elevation.

LAYERS
Clicking on this icon opens up the tool below.



CURRENT FLOOR
Click to select the floor level you want to display.

OTHER LAYERS
Depending on the vignette, select to view or hide additional background drawing information.

This is a sample tool palette from the Stair Design vignette. The tools used to create your solution differ from those used in the Roof Plan vignette described on the previous page.

Becoming familiar with all the tools and their functions in the various vignettes will help you manage your time more efficiently during your test.

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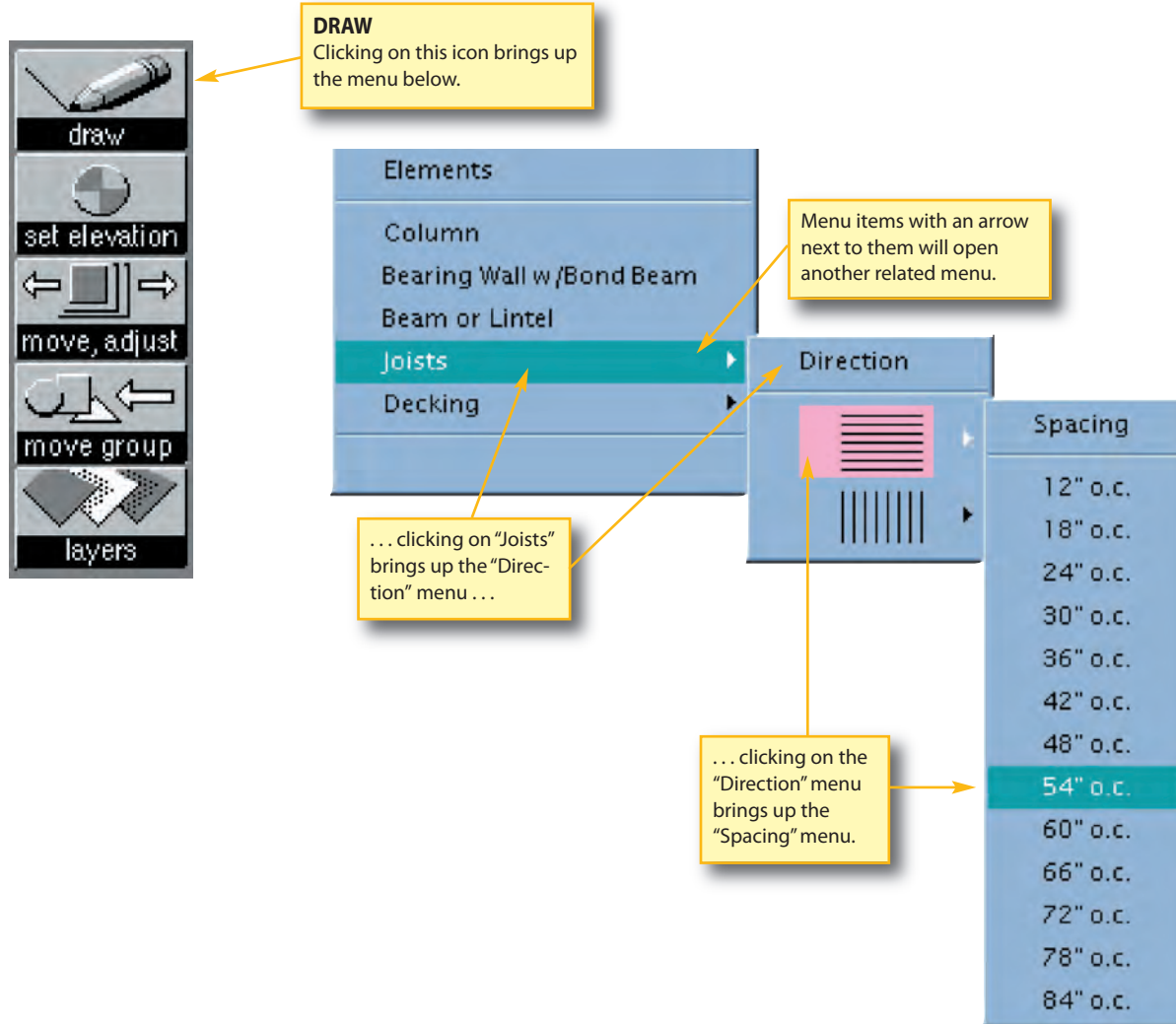
Multiple-Choice Sections

Multiple-Choice Sections

Multiple-Choice Sections

Multiple-Choice Sections

MENUS AND WINDOWS



Layered Menu

Some items have additional drop-down menus embedded in them. To the right are examples of a sample menu for the "Draw" icon in the Structural Layout vignette.

An arrow to the right of menu items means there is a related menu for that item. The "Draw" icon's options will change as necessary for items in each vignette. Again, it is a good idea to become thoroughly familiar with the tools found in the practice software prior to scheduling your examination.

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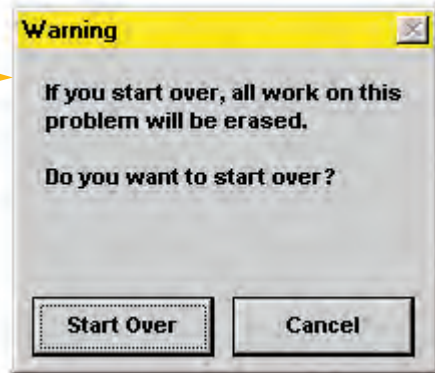
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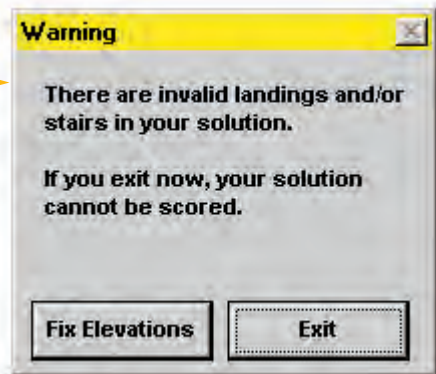


MENUS AND WINDOWS

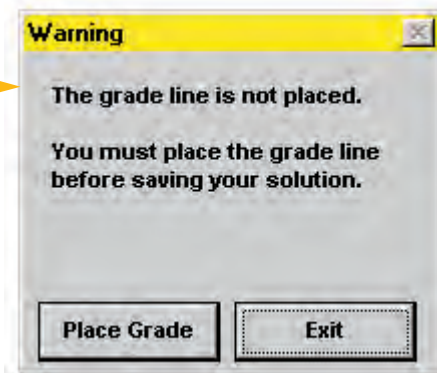
If you decide to start over during any vignette and want to return to the original work screen, simply click on the "Start Over" icon in the lower left corner of the computer screen. To prevent accidental erasures, you must confirm your action.



In the Stair vignette, this warning means that you have not designated all of the landing elevations or end-of-stair elevations.



In the Building Section vignette, you must draw the grade line for your section or your solution cannot be scored.



Warning Windows

When you exit a vignette, some vignettes will warn you that you have not completed a crucial element or that spaces overlap. A few examples of possible warning screens are illustrated on this page. If you get a warning screen, simply follow the instructions.

You will also see a warning screen or confirmation screen at other times, such as when you click on the "Start Over" icon or when you prematurely exit a section of vignettes.

5 Minute Warning Reminder

When you have five minutes remaining during a section of vignette(s), a warning reminder box will appear over the vignette you are currently working on. You must click "OK" to clear the message. This will temporarily take you to the vignette selection screen. To return to the work screen for the vignette you were working on, please select the vignette from the vignette selection screen.

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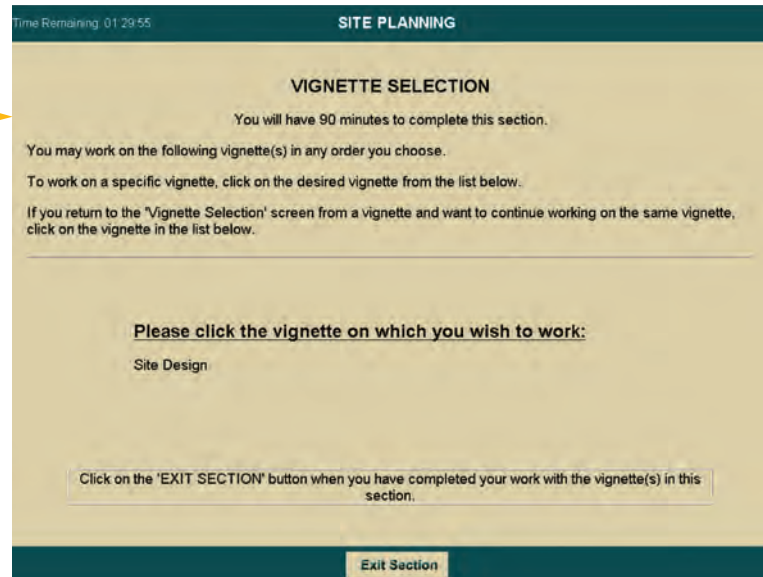
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MENUS AND WINDOWS

A section is the group of vignettes you are able to see and work on at a given time. Within each section, you will respond to a specific series of vignettes. You may work on the vignettes within a section in any order you choose, and you may take as much time as you need on each vignette up to the maximum time allotted for that section. Vignettes within a section may be reviewed; however, **when the section time limit is up, or if you have exited the section, you will not be able to return to any vignette in that section. Do not exit a section unless you are finished with the current set of vignettes.**



Moving Between Vignettes

You can move between vignettes that are administered within a single section by clicking on the "Review Vignettes" icon in the lower left corner of the work screen. (A review of all the icons in the graphic divisions **begins on page 33.**) The vignette selection screen lists all of the vignettes available to you during that section of the test. You can click on any vignette to move to that vignette. You should also click on the "Review Vignettes" icon when you have completed all of the vignettes within a section. The vignette review screen contains an icon that allows you to exit the test section. If you choose to exit the test section, a warning screen will appear to confirm that you intend to exit.

ONLY click on the "Exit Section" button, when you have completed all of your work for all of the vignette(s) contained within the section. If you click on the "Exit Section" button, you will receive the warning screen to the left, to help prevent you from prematurely exiting your examination. **If you exit a section prematurely, you WILL NOT be able to return to any vignette in that section.**

