



# Architect Registration Examination® (ARE®) 5.0

## GUIDELINES

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# What is the ARE?

The Architect Registration Examination® (ARE®) is developed by the National Council of Architectural Registration Boards (NCARB). The ARE is used by U.S. jurisdictions as the registration examination for candidates seeking architectural registration. It is also accepted by select Canadian provincial and territorial architectural associations for registration.

The ARE assesses a candidate's knowledge and skills 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's health, safety, and welfare.

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 assesses a candidate's qualifications in exercising the skills and judgment of a generalist working with numerous specialists.

## Languages

*The ARE is only available in English.*

## Units of Measurement

*The ARE includes measurements in inch-pound units only.*

## ARE 5.0 consists of the following six divisions:

**Practice Management**

**Project Management**

**Programming & Analysis**

**Project Planning & Design**

**Project Development & Documentation**

**Construction & Evaluation**

# About NCARB

The National Council of Architectural Registration Boards' membership is made up of the architectural licensing boards of the 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. NCARB, in collaboration with these boards, facilitates the licensure and credentialing of architects to protect the health, safety, and welfare of the public.

To achieve these goals, NCARB works with its Member Boards and volunteers to develop and facilitate standards for licensure, including the national examination and experience program. NCARB also recommends regulatory guidelines for licensing boards and helps architects expand their professional reach through the NCARB Certificate.

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## NCARB SERVICES

NCARB exists to help you advance from student to practicing architect, so our services span the many phases of your career—think of us as your professional guide. Whether you're navigating the Architectural Experience Program® (AXP®), completing the Architect Registration Examination® (ARE®), or earning your NCARB Certificate, NCARB is here to help.

We can store all your major milestones, including official transcripts, employment history, examination successes, and more—a safe record of all of your achievements and accomplishments, ready to be transmitted to the jurisdiction of your choice.

### NCARB Mission

*NCARB, in collaboration with licensing boards, facilitates the licensure and credentialing of architects to protect the health, safety, and welfare of the public.*

# Licensure

Before you can officially call yourself an architect, you have to earn a license. Once you do, you'll prove to your firm and your community that you're able to protect the health, safety, and welfare of those who live and work in the built environment. Each licensing board has its own set of requirements, but navigating them doesn't have to be complicated. NCARB has developed a number of tools and resources to help you succeed in meeting your jurisdiction's specific standards in the following three areas:

## Licensure/Registration

*NCARB uses the words "licensure" and "registration" interchangeably when talking about the process of becoming an architect.*



### EDUCATION

The recommended first step to becoming an architect is finding a school that offers a professional degree in architecture from a program accredited by the [National Architectural Accrediting Board](#) (NAAB).

With over 120 schools to choose from, the NAAB can help you find a school that fits your vision—or you can take advantage of the education alternatives that some jurisdictions offer. More information about starting your education in architecture can be found in the [Education Guidelines](#).



### EXPERIENCE

Licensure candidates also have to gain experience under the supervision of a practicing architect. The AXP provides the framework to guide you through earning and recording your professional experience—covering everything from site design to project management. And you can start reporting experience after graduating high school or an equivalent.

We know you'll be busy learning the ins and outs of architecture. That's why we offer a number of tools—including a free mobile app—that can help you log experience hours and understand the program requirements. And since completing the AXP is a core component for certification, you'll be on your way to earning your NCARB Certificate, too.

More information about earning experience can be found in the [AXP Guidelines](#).



### EXAMINATION

Another key part of becoming an architect is demonstrating your knowledge and skills through the ARE. With exam divisions that are designed to reflect the current profession, the ARE assesses your competency to practice architecture independently. Passing the exam is another big step toward finally getting that license.

Whenever you need a helping hand, our tips, guides, and inspiring success stories are there to make sure you have what you need to get it done. To learn more about the exam, each division, and tips to start planning, read this document and the [ARE 5.0 Handbook](#).

# NCARB Certification

Following initial licensure, obtaining an NCARB Certificate ensures you can get the most out of your career in architecture. It provides mobility and signifies that you have met the national standards that guide the 55 licensing boards. With an NCARB Certificate in hand, it's simpler to get licensed across jurisdictions—allowing you the freedom and flexibility to pursue your career and connect with clients regardless of location.



## BENEFITS OF THE CERTIFICATE

Once you've earned your NCARB Certificate, you can take advantage of all the following benefits:

### NCARB Credential

Obtaining and maintaining an NCARB Certificate demonstrates that you've met national standards. You can now use the letters "NCARB" after your name.

### Reciprocity

The Certificate streamlines the process for obtaining a license in a new jurisdiction.

### Mobility

Gaining reciprocity in multiple jurisdictions allows you the freedom to go wherever the work takes you.

### Competitive Edge

Setting yourself apart from other architects can be key for your career; the greater flexibility you'll enjoy as a Certificate holder is often an important factor for firms when hiring and promoting.

### Security

As an NCARB Certificate holder, you don't have to worry about record keeping—all your information is stored on our secure servers, ready whenever you need it.

### Free Continuing Education

Earning continuing education hours in Health, Safety, and Welfare (HSW) has never been easier, thanks to NCARB's online [Continuum Education Program](#)—free for Certificate holders!

For more information about how to access all the opportunities the NCARB Certificate has to offer, read the [Certification Guidelines](#).



# Step 1: Establishing Your Eligibility to Test

In order to take the ARE, you must establish an NCARB Record and meet the ARE eligibility requirements of the board of architecture in the jurisdiction where you want to be licensed to practice architecture. To establish your NCARB Record, fill out the online application at [www.ncarb.org](http://www.ncarb.org).

**To begin taking the ARE, request eligibility via the “Exams” tab in your NCARB Record.** Your board of architecture will deem you eligible (or via NCARB for boards participating in [NCARB’s Exam Eligibility Services](#)), and your board will establish your eligibility information in your NCARB Record.

You will receive an automated email notification when you are made eligible to take the ARE.

- Verify that the first and last name indicated in your NCARB Record is accurate and matches the first and last name printed on your primary form of identification. If your first and last name are incorrect, immediately notify [NCARB Customer Relations](#). **Do not schedule an appointment to test until you have verified that the first and last name in your NCARB Record matches the first and last name on your primary form of identification.** If the first and last name in your NCARB Record does not match your primary form of identification, you will not be admitted to the examination, and there will be no refund of your test fee.
- If you need to change the name shown in your NCARB Record, you must send a written request and official documentation to [NCARB Customer Relations](#). Name discrepancies must be resolved at least seven business days prior to a scheduled exam appointment.
- Updates to your address can be made in your NCARB Record.

## WHAT ARE NCARB’S EXAM ELIGIBILITY SERVICES?

*Exam Eligibility Services means NCARB manages eligibilities for candidates in participating jurisdictions who meet NCARB’s current education and experience requirements. If your jurisdiction participates in Exam Eligibility Services, but you don’t meet the education and experience requirements, [contact NCARB online](#) or call 202-879-0520 to learn about possible alternative methods to receive exam eligibilities.*

# Step 1: Establishing Your Eligibility to Test

## MAINTAINING ELIGIBILITY

### Test Activity Status

Most jurisdictions have implemented a test activity requirement to maintain exam eligibilities. Your eligibilities to test may expire if no attempt to test (pass or fail) has been completed within a five-year period. If your state-based eligibility period expires before you successfully complete all divisions of the ARE, you must contact your board of architecture (or NCARB if you were made eligible to take the ARE through a jurisdiction participating in the Exam Eligibilities Services Program) to establish a new eligibility under the current procedures of the registration board.

### NCARB's Rolling Clock

A passing grade for any division of the ARE shall be valid for an initial period of five years plus any extensions granted under the rolling clock extension policy, after which time the division will expire unless you have completed the ARE.

### Rolling Clock Extension Process

You can receive an extension to your rolling clock for the birth or adoption of a child, or if you were not able to take the ARE due to a serious medical condition, active military service, or other like causes.

In order to be considered for a rolling clock extension, as prescribed by NCARB in the [Rolling Clock Extension Request Form](#), you must submit requests for a rolling clock extension directly to NCARB. Any request, including appropriate back-up documentation and a completed Rolling Clock Extension Request Form, must be received by NCARB by your NCARB Rolling Clock end date.

### Maintaining Exam Eligibility with Your Jurisdiction

You are responsible for maintaining your exam eligibility with your registration board. Because the rules vary from board to board and are subject to change, 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.

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## PLEASE NOTE

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

## Step 2: Scheduling an Exam Appointment

### SCHEDULING

When you have been made eligible to test, you can schedule to sit for individual divisions of the ARE. 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 Prometric test center and by proctor availability for online proctored delivery. You must schedule your appointment a minimum of three business days in advance of the test date. Saturday and Sunday are NOT considered business days. Walk-in appointments are not allowed.

The divisions you are eligible to take are indicated in your NCARB Record. **You must pay for and schedule a separate appointment for each division of the ARE.**

- Any divisions eligible to be scheduled will be displayed in your NCARB Record.
- All appointments must be scheduled through your NCARB Record.

Once you purchase an “open seat,” your fee CANNOT be refunded. You will receive a confirmation email for each appointment scheduled. 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.

### RESCHEDULING

You can reschedule an existing appointment if the originally scheduled appointment date is four or more business days away. Saturday and Sunday are NOT considered business days. Leaving a message on the local test center answering machine is NOT an acceptable method of rescheduling your appointment.

For both test center and online proctored delivery, you may reschedule an existing appointment of one type to a new appointment of the other type. You will need to select a new date and time. Standard [rescheduling fees](#) will apply.

Rescheduling an appointment can ONLY be done via your NCARB Record. Any changes to scheduled appointments will be subject to the rescheduling fees. 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.

### WHERE TO TEST

NCARB makes the ARE available at Prometric test centers and through Prometric online proctored delivery. Candidates are provided a consistent and secure testing experience in both delivery modalities.



## Step 2: Scheduling an Exam Appointment

### EXAM DIVISIONS AND DURATIONS

DIVISION	NUMBER OF ITEMS	TEST DURATION	ALLOWED BREAK TIME	TOTAL APPOINTMENT TIME*
Practice Management	65	2 hr 40 min	30 min	3 hr 20 min
Project Management	75	3 hr	30 min	3 hr 40 min
Programming & Analysis	75	3 hr	30 min	3 hr 40 min
Project Planning & Design	100	4 hr 5 min	45 min	5 hr
Project Development & Documentation	100	4 hr 5 min	45 min	5 hr
Construction & Evaluation	75	3 hr	30 min	3 hr 40 min
<b>TOTAL TIME:</b>		<b>19 hr 50 min</b>		<b>24 hr 20 min</b>

\* Total appointment time includes 10 minutes for introductory and exit screens.

## Step 2: Scheduling an Exam Appointment

### TESTING ACCOMMODATIONS

Do you have a documented disability or temporary condition that requires accommodations? NCARB is committed to ensuring the availability of reasonable accommodations for qualifying individuals by making feasible modifications to our examination procedures for candidates with documented conditions. This includes appropriate accommodations for individuals who are pregnant or breastfeeding.

In order to protect exam security, maintain the validity of the exam, and meet the overall delivery capabilities of the ARE, there are limits to the accommodations that NCARB and Prometric are able to provide. NCARB will use the Americans with Disabilities Act (ADA) as a guide when evaluating requests. Common examples of reasonable accommodations include additional break time, extended testing time (up to 50 percent longer), and testing in a separate room within the test center.

Testing accommodations are granted to allow equal access to the ARE and to ensure fairness to all candidates while remaining consistent with ADA principles. NCARB will not grant requests that will alter the measurement of the skills or knowledge that the ARE is intended to test or result in an undue burden on NCARB or Prometric.

### ACCOMMODATIONS FOR PREGNANCY & NURSING

NCARB and Prometric offer reasonable accommodations for individuals who are pregnant or breastfeeding. If you are planning to test while pregnant or breastfeeding, please [contact us](#) for more information on how NCARB and Prometric can support you.

### HOW TO REQUEST TESTING ACCOMMODATIONS

**Accommodations must be approved prior to the scheduling of an exam appointment.**

You must make your request directly to [your board of architecture](#), or to NCARB if your board participates in Exam Eligibility Services. [Contact us](#) to receive the testing accommodations request form.

You may provide documentation of past accommodations, if any, to support your request, and a specific diagnosis by an appropriately licensed professional that includes a description of the accommodations that are appropriate for your condition.

Once you have been approved for testing accommodations, you will receive notification and instructions on how to make an appointment. While some appointments may be able to be scheduled through your NCARB Record, depending on the accommodation, it may be necessary to schedule by phone. DO NOT attempt to schedule any exam appointments until you receive written notification that accommodations have been approved.

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### PLEASE NOTE

Some available accommodations (e.g. reader, sign language interpreter, etc.) are not supported for an online proctored appointment. Candidates requiring these accommodations must test in a test center. If your testing accommodation request is determined to require onsite testing only, NCARB will advise you accordingly during the evaluation process.

## Step 2: Scheduling an Exam Appointment

### TESTING ACCOMMODATIONS: PRE-APPROVED PERSONAL ITEMS

Please note that candidates do NOT need to request testing accommodations for the specific items indicated below. However, if any other accommodations are needed that are NOT listed below, the formal testing accommodation request process indicated previously must be followed.

For example, if you wear an insulin pump (which by itself does not require approval) and require a separate room and/or additional break time, etc.; the formal testing accommodation request process indicated previously must be followed.

#### Medicine and Medical Devices

- Arm/shoulder sling
- Bandages
- Braces – neck, back, wrist, leg, or ankle
- Casts/cervical collar
- Cough drops (must be unwrapped and not in a bottle/container)
- Earplugs (foam with no strings)
- EpiPen
- Eye drops
- Eye patches
- Eyeglasses (without a case)
- Glucose monitor
- Glucose tablets
- Handheld magnifying glass (non-electric, no case)
- Ice packs/Non-electrical heating pads
- Inhaler
- Medical alert bracelet
- Medical masks
- Medical rubber gloves
- Nitroglycerin tablets
- Pillow/lumbar support
- Pills (must be unwrapped and not in a bottle/container). Candidates may bring pills that are still in the packaging if the packaging states they **MUST** remain in the packaging, such as nitroglycerin pills that cannot be exposed to air. (Packaging will be inspected by test center administrators and a Center Problem Report will be submitted.)

- Stool for elevating a limb
- Surgical facemask
- Walking boot casts

#### Medical Devices (Attached to a person's body)

- Catheter
- Ostomy bag/appliance
- Heart rate monitor
- Insulin pump
- Oxygen tank
- Spinal cord stimulator
- TENS units (Transcutaneous Electrical Nerve Stimulation) for nerve pain
- Urine drainage bag
- Continuous Glucose Monitor

#### Communication Aids

- Hearing aid/cochlear implant
- Vocal cord magnifiers

#### Mobility Devices

- Cane
- Crutches
- Walker
- Wheelchair

#### Other

- Service animal

# Step 2: Scheduling an Exam Appointment

## FEES AND PAYMENT OPTIONS

### Payment by Credit Card

Payment must be made in your NCARB Record using VISA, MasterCard, or American Express.

### 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 or visit the [Veteran's Affairs website](#).

### Exam Fees

United States, Canada (includes U.S. territories), and international locations:

- Cost of the ARE (six divisions): \$1,410
- Individual divisions: \$235
- Retakes: \$235

When you pay an exam fee in your NCARB Record, you will have one year from the date of payment to schedule an exam.

### Refund Policy

Refunds of exam fees are not available.

### \$50 Rebate for First Online Proctored Appointment

To help offset the cost of meeting the system requirements for testing via online proctoring (such as the external webcam), NCARB will provide all candidates who schedule their first online appointment with a \$50 prepaid card. Every ARE candidate is eligible to receive one rebate. This prepaid card is issued automatically after a candidate schedules their first online proctored appointment. Candidates who do not schedule an online proctored appointment are not eligible.

The prepaid card will be delivered to the email address on file in your NCARB Record.

### Payment Discrepancies/Debt

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

RESCHEDULE EVENT (Business days before scheduled appointment*)	RESCHEDULE FEE (to be collected by Prometric from candidates)
0-3 days	Rescheduling not permitted
4-15 days (Before Noon ET)	\$55
16-30 days (Before Noon ET)	\$40
30+ days (Before Noon ET)	No charge

\*Saturday and Sunday are not considered business days. Here are two examples of rescheduling an in-person appointment four business days out. Remember to reschedule your in-person appointments before noon ET.

SUN	MON	TUE	WED	THU	FRI	SAT
	<b>Example 1</b> Reschedule before Monday at noon ET ...				... for a Friday exam appointment (\$55)	
			<b>Example 2</b> Reschedule before Wednesday at noon ET ...			
		... for a Tuesday exam appointment (\$55)				

## Step 2: Scheduling an Exam Appointment

### PREPARING FOR ONLINE PROCTORED EXAM

In preparation for an online proctored exam, you'll need to review the requirements established by both Prometric and NCARB. By scheduling a division of the ARE in this delivery setting, you are acknowledging that your system and testing environment meet all technical requirements and policies.

If you believe that you can't meet these requirements for online proctoring, please consider testing in-person at a physical test center. If you schedule an online proctored appointment but do not meet the requirements and are unable to test because you do not meet the requirements, you accept responsibility for any fees lost as a result.

### SCHEDULE A TEST RUN

Before taking an online proctored exam, NCARB recommends all candidates take a free [Prometric test run](#) to confirm your computer and testing space meet all requirements. You can schedule this 30-minute appointment through your NCARB Record.

### PROMETRIC REQUIREMENTS

Prior to scheduling an online proctored exam, please read and understand the requirements and policies within the [Prometric ProProctor User Guide](#). This document outlines the following content:

- System requirements to run the ProProctor software, including a link to perform a System Readiness Check. This check typically takes 2-3 minutes. When you run the check, please try to replicate the conditions under which you expect to take your test. Use the same computer, at the same time of day, in the same room, and with the same setup.
- Launching an exam
- Check-in procedures
- Environmental requirements, including the dos and don'ts of setting up an online proctored workspace
- Prohibited items
- Candidate conduct

### NCARB REQUIREMENTS

In addition to the requirements provided in the ProProctor User Guide, NCARB has established the following system requirements to optimize the delivery of the ARE. In instances where Prometric's general guidelines and NCARB's requirements do not align, please adhere to NCARB's requirements.

#### System Requirements

- **Computer:** Laptop or desktop computer in a single monitor configuration. Tablets and touchscreen monitors are not acceptable. Tablet/laptop hybrids must be configured in laptop mode with tablet mode disabled. All cables connected to the computer and/or peripheral devices must be accessible and visible for full inspection prior to testing.

## Step 2: Scheduling an Exam Appointment

### NCARB REQUIREMENTS (CONTINUED)

- **Laptop Setup:** Laptops are required to be plugged directly into a power source and unattached from a docking station. If you wish to use a single external monitor configuration with your laptop, connect a computer monitor cable directly from your external monitor to your laptop and close the laptop screen. You will not be able to use the laptop's integrated keyboard or trackpad.
- **Webcam:** You must use an external webcam (even if you are testing from a laptop with an integrated webcam) with the flexibility and cord length to provide a 360° view of your testing environment including under your workstation and behind any monitor. Integrated webcams are NOT acceptable. Your camera should have the ability to autofocus to allow the proctor to fully visualize your ID, your surroundings, and yourself during the check-in process and throughout testing. To help offset the potential cost of purchasing an external webcam, NCARB is offering all candidates a one-time, \$50 prepaid card the first time they schedule an online appointment. See [page 12](#) for more information.
- **Keyboard:** Laptop or external keyboard. If you test from a laptop plugged into an external monitor, you must close your laptop screen and use an external keyboard. If you use a wireless keyboard, ensure the batteries are fully charged and can last for the duration of the exam.
- **Audio:** Your microphone must be enabled at all times, and headphones or headsets are not allowed. Adjust the speaker volume to a comfortable setting before launching the ProProctor application.
- **Mouse:** Laptop trackpad or mouse. If you use a wireless mouse, ensure the batteries are fully charged and can last for the duration of the exam. If you test from a laptop plugged into an external monitor, you must close your laptop screen and use an external mouse.
- **Monitor:** Graphics and text on the ARE are designed for a single 19-inch or larger monitor displaying at 1920 x 1080 resolution. You may test from a smaller monitor or a monitor with lower resolution, but if you do so you accept that this will reduce image clarity and necessitate additional scrolling throughout your exam.
- **Internet:** You will need a minimum of 3 mbps of dedicated bandwidth, and an ethernet connection is strongly recommended. Make sure there is no additional load (video streaming, gaming, music, etc.) on your internet connection during your exam administration. Consider scheduling your exam at a time when other individuals in your household/secure testing location will not be online. If using a wi-fi connection, ensure you have a strong signal throughout your exam administration. You are responsible for ensuring internet connectivity.

### IMPORTANT NOTE ON ONLINE PROCTORED EXAMS

As an online tester, you take full responsibility for ensuring your setup meets the requirements for online proctoring. This includes integrity of equipment, internet connectivity, system performance or other issues related to but not limited to the above that are outside of the control of NCARB, Prometric, or NCARB's other test delivery vendors.

NCARB staff is not able to provide technical support regarding individual setup for online proctored delivery. Prior to your testing day, review the [Prometric ProProctor User Guide](#), including the technical information in [Prometric's ehelp website](#). If you are using a computer issued by your workplace or a personal computer with antivirus software, please note the General Instructions for Corporate Computers.

## Step 3: Taking the ARE

### DURING YOUR APPOINTMENT

When you arrive at the test center or online exam check-in, you are required to present a proper form of identification as outlined below. 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 first and last name on the identification must be the same as the first and last name that appears in your NCARB Record. If you need to change the name shown in your NCARB Record, you must send a request and official documentation to [NCARB Customer Relations](#). **Name discrepancies must be resolved at least seven (7) business days prior to your scheduled exam appointment. If you are testing online, it is essential that your webcam have the ability to autofocus on your ID, or you will not be able to complete the check-in process.**

#### Primary Identification Requirements

Primary identification must be from the following list 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 or your primary ID does not contain both a photo and your signature, you must present two forms of identification from the following list (not expired), 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
- U.S. passport 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 or online proctor 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 or online proctor 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/online exam portal and completion of your examination does not imply that your identification is valid or that your score will be reported.

**Please Note:** In light of the COVID-19 pandemic, Prometric has instituted new policies and procedures to increase safety. Please review this information on Prometric's [website](#).

#### TIPS

- Verify that the first and last name in your NCARB Record is accurate and matches the first and last name printed on your identification. If your name is incorrect, immediately contact [NCARB Customer Relations](#).
- When you arrive at the test center or online exam check-in, you are required to present an approved form of identification.
- The first and last name on the ID must match the first and last name in your NCARB Record.
- You will not be admitted to the examination without the proper form of ID, and there will be no refund of your test fee.

## Step 3: Taking the ARE

### IN-PERSON EXAMS

The staff at each test center will 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 later than 15 minutes 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.
4. Prometric requires all candidates at test centers to be scanned by a 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. In addition, NCARB requires mandatory biometric-enabled check-in procedures that include:
  - A scan of a candidate's photo ID
  - A test-day photo
6. 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.
7. Each division includes a total amount of break time, which may be used all at once or split into multiple breaks throughout your test until you have used up the allotted time. If you need additional breaks beyond your allotted time, you may take a break, but the exam timer will continue to count down. You are required to click the on-screen Break tool and notify the test center administrator anytime you take a break from your exam; failure to do so may result in your exam being terminated. When you return from a break, all items that you have already viewed will be locked, including those marked for later review, and you will not be able to view or edit them again. You must comply with all re-admittance procedures each time you return from a break.
8. You will have access to an onscreen electronic whiteboard during your test. You are not allowed to bring your own scratch paper or pencils into the testing room at a test center.
9. Raise your hand to notify the test center administrator if:
  - a. You experience a problem with your computer
  - b. An error message appears on the computer screen **(do not clear the message)**
  - c. You need the test center personnel for any other reason



## Step 3: Taking the ARE

### IN-PERSON EXAMS (CONTINUED)

10. In the event that a software or hardware problem occurs before or during your test, please see [page 20](#) for additional information. If you are required to restart your exam, please note that your exam progress is automatically saved, and the test is able to be resumed in the same state as when the technical issue arose. Most candidates who do experience an exam restart are able to complete their exam administration without further interruption.

In the unlikely event that you experience three or more technical issues during the same administration, Prometric will give you the option to continue testing or end your exam administration and be rescheduled at no additional cost.

11. If you leave the testing room for any reason, you are required to follow all Prometric security procedures to check out and later check back in to the test session.
12. When you finish the examination, quietly leave the testing room and sign the test center registration log. The test center administrator will dismiss you after completing all necessary procedures.

Prometric has implemented security procedures that will help prevent the use of small recording devices. Be advised:

- All candidates will be required to remove their eyeglasses for visual inspection.
- Most types of jewelry are prohibited, with the exception of wedding or engagement rings.
- Other accessories are subject to inspection.

#### Provisional Feedback

*You will have the option to view provisional feedback of your performance at the end of your exam. If you do not view the provisional feedback at that time, your official score report will be processed and made available to you within one week of your test date.*

## Step 3: Taking the ARE

### ONLINE-PROCTORED EXAMS

The online Readiness Agent and Proctor will guide you through designated procedures to ensure that the operation of the online portal meets NCARB criteria.

1. You should log in 30 minutes before your scheduled online proctored appointment. If you log in later than 15 minutes 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.
4. Prometric requires all online proctored candidates to complete the check-in process each time they access their test, including returns from breaks. Candidates refusing to provide a 360° view of their testing environment using their webcam may not be permitted to test.
5. In addition, NCARB requires mandatory biometric-enabled check-in procedures that include:
  - A scan of a candidate's photo ID via webcam
  - A test-day photo
6. After you check-in with the Readiness Agent, you will start your exam monitored by a Proctor through your webcam. You must remain in your seat and in the camera view unless you are taking a break from testing.
7. Each division includes a total amount of break time, which may be used all at once or split into multiple breaks throughout your test until you have used up the allotted time. If you need additional breaks beyond your allotted time, you may take a break, but the exam timer will continue to count down. You are required to click the on-screen Break tool and notify the online proctor anytime you take a break from your exam; failure to do so may result in your exam being terminated. When you return from a break, all items that you have already viewed will be locked, including those marked for later review, and you will not be able to view or edit them again. You must comply with all re-admittance procedures each time you return from a break.
8. You will have access to an onscreen electronic whiteboard during your test. You are not allowed to have scratch paper or pencils in your workspace during an online proctored test.
9. Use Prometric's onscreen tool to speak with or message your online proctor if:
  - a. You experience a problem with your computer
  - b. An error message appears on the computer screen **(do not clear the message)**
  - c. You need a proctor for any other reason

## Step 3: Taking the ARE

### ONLINE-PROCTORED EXAMS (CONTINUED)

10. In the event that a software or hardware problem occurs before or during your test, please see [page 20](#) for additional information. If you are required to restart your exam, please note that your exam progress is automatically saved, and the test is able to be resumed in the same state as when the technical issue arose. Most candidates who do experience an exam restart are able to complete their exam administration without further interruption.

In the unlikely event that you experience three or more technical issues during the same administration, Prometric will give you the option to continue testing or end your exam administration and be rescheduled at no additional cost.

11. If you leave the secure testing area for any reason, you are required to follow all Prometric security procedures to check out and later check back in to the test session.
12. After you finish an online proctored examination, you'll simply close out of the Prometric application.

Prometric has implemented security procedures that will help prevent the use of small recording devices. Be advised:

- All candidates will be required to remove their eyeglasses for visual inspection.
- Most types of jewelry are prohibited, with the exception of wedding or engagement rings.
- Other accessories are subject to inspection.

#### Provisional Feedback

*You will have the option to view provisional feedback of your performance at the end of your exam. If you do not view the provisional feedback at that time, your official score report will be processed and made available to you within one week of your test date.*

## Step 3: Taking the ARE

### 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 15 days following your test date. You must send your complaint to [NCARB's Customer Relations team](#).

PLEASE NOTE: The filing of a report by the test center administrator or online proctor does NOT satisfy the requirements of notifying NCARB's Customer Relations team directly.

### Comments and Questions About Your Exam Administration

If you have any comments or questions concerning your exam administration, direct your comments in writing to [NCARB's Customer Relations team](#) within 15 days following your test administration.

### Inquiries About Specific Exam Questions

NCARB employs extensive quality control procedures throughout the development of the ARE.

In spite of these procedures, typographical errors or flawed questions may be encountered on rare occasion. If you suspect an error in a specific question, write to [NCARB's Customer Relations team](#) immediately after taking the test. In your correspondence, include:

- The name of the division
- The test date
- The specific concern(s) about the question

You are not permitted to copy the question before leaving the test center or during an online proctored test and are not expected to recreate the entire question in your correspondence. NCARB will review the question, and you will be notified of the findings. The correct answer will not be revealed.

## Step 3: Taking the ARE

### REPORTING TEST CONCERNS (CONTINUED)

#### Technical Difficulties at the Test Center

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 exam delivery 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 from Prometric for incidental expenses such as transportation, parking, or meals. Lost wages or hourly fees are NOT compensated under this policy. If any exam content was delivered to you prior to the technical difficulty, standard retake time frames will apply.

#### Technical Difficulties During Online Proctored Delivery

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

If your examination cannot be administered because of technical difficulties due to NCARB's test delivery vendor, your examination will be rescheduled at your earliest convenience. If your examination cannot be administered because of technical difficulties due to your computer, mouse, keyboard, internet connection, or any other personal technology/equipment, testing fees cannot be refunded. You will need to purchase a new seat credit and schedule a new appointment for the division at a later date. If any exam content was delivered to you prior to the technical difficulty, standard retake time frames will apply.

For both test center and online proctored delivery, details can be found [here](#).

#### Tips

##### 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. All unanswered questions will be counted as incorrect responses.*

##### Personal Calculators

*ARE candidates are not permitted to bring a personal calculator into the test center or secure testing area. All divisions of the ARE include an on-screen scientific calculator for your use.*

##### What to Expect

*To learn more about what to expect at a Prometric test center, [click here](#).*

## Step 3: Taking the ARE

### REPORTING TEST CONCERNS (CONTINUED)

#### Rescheduling When Test Center is Closed

In the event your test center is closed during your scheduled appointment time, you will be contacted by Prometric to assist you with rescheduling your exam as follows:

1. You will receive a phone call from Prometric within 24 hours of your test center closing to reschedule your exam.
2. If you miss this phone call, you will automatically be rescheduled at no charge for the next available slot at a test center near you. You will receive an email and automated phone call from Prometric notifying you of the new appointment time.
3. If you are unable to make the automatically rescheduled appointment time, you must call Prometric's Customer Care line at 1-800-853-6769 to reschedule your exam at no cost. When speaking with the Prometric representative, you must mention that you need to reschedule your automatically rescheduled appointment because of a test center closure. You may not reschedule your appointment through your NCARB Record in this circumstance.

#### 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.*

## Step 3: Taking the ARE

### TESTING 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:

- Cell phones, calculators, and smart watches or devices are not allowed in the testing room or secure testing area.
- Use of tobacco is not allowed in the test center.
- Papers, books, food, purses, or wallets are not allowed in the testing room or secure testing area.
- At the test center, you may not leave the testing room without the test center administrator's permission. During online proctored delivery, you may not leave the secure testing area without first selecting the onscreen break option.
- At the test center, you must present your identification, sign a logbook, and be scanned by a metal detector to be readmitted to the testing room. During online proctored delivery, you must present your identification and show your workstation and surrounding area to regain access to your test.
- No reference materials may be brought into the testing room or secure testing area.

You are required to leave all personal belongings outside the testing room. Candidates testing in person 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 earplugs), and their identification documents (e.g., driver's license, passport).

Small lockers are provided at test centers for candidate use to secure purses, wallets, keys, cell phones, 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.

For an online proctored appointment, your secure testing area must be free of any personal items that may present an unfair advantage. Refer to the [Prometric ProProctor User Guide](#) for additional information.

### Grounds for Dismissal

An examinee who engages in misconduct, unprofessional behavior, and/or does not heed the administrator's or proctor's warning to discontinue inappropriate behavior may be dismissed from the test center or online proctored test session, and/or have examination results cancelled, and/or have examination eligibilities suspended. Examples of misconduct include:

- Failing to follow the instructions of the test center administrator or online proctor.
- Violating the test center or online proctored testing regulations.
- Creating a disturbance 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 or secure testing area.

- 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 or online camera view without permission.
- Using any unauthorized references or devices.

**Please Note:** Accessing inappropriate materials during the test duration may result in the invalidation of your exam score and no refund for the administration will be given.

## Step 3: Taking the ARE

### EXAM SECURITY

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

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

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. During an online proctored test, friends or relatives are not permitted to contact you or enter your secure testing area.

#### Confidentiality Agreement

All NCARB tests are held in strict security and confidence. Disclosure of exam content is prohibited. You are required to acknowledge that you have read, understand, and accept the [ARE Candidate Agreement](#) prior to scheduling your exam appointment.

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.

At the start of your exam administration, you are required to reaffirm that you understand and accept the [ARE Candidate Agreement](#) in order to proceed with your exam. The following text will be provided to you, summarizing the key aspects of the ARE Candidate Agreement:

*I reaffirm that the information given in my NCARB Record is true, correct, and complete to the best of my knowledge. By clicking "I Reaffirm," I confirm my agreement to abide by the ARE Candidate Agreement ("Agreement"), which is a binding agreement between me and the National Council of Architectural Registration Boards (NCARB).*

- *I agree to conduct myself professionally, civilly, and honestly throughout my test administration.*
- *I understand that all ARE content is confidential and may not be copied, reproduced, or disclosed by any means or for any reason.*
- *I agree that I have not obtained, or sought to obtain, ARE content disclosed by others. I will notify NCARB if I believe I have received exam content disclosed by others.*
- *I understand that violation of the Agreement may result in disciplinary action against me and/or my civil liability to NCARB. Further action may be taken against me by the registration board responsible for my exam eligibilities.*

#### ARE Candidate Agreement

*All candidates are required to read and accept the ARE Candidate Agreement, available on [NCARB's website](#) and in the appendix.*



## Step 3: Taking the ARE

### EXAM SECURITY (CONTINUED)

At the end of your exam, you will be provided a final reminder of your agreement to abide by the ARE Candidate Agreement. The following text will be provided to you:

*Remember that you have agreed not to divulge any questions or content on this examination after your exam appointment to any individual or entity, and you have agreed that a violation of the Confidentiality Agreement can result in NCARB seeking recovery of costs and civil damages in a court of law, which could be substantial, as well as other actions by NCARB and your licensing board.*

*Ensuring the confidentiality of the ARE is important to the Council's core mission of protecting the public health, safety, and welfare. Thank you for your cooperation.*

**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.**

## Step 4: Receiving Your Score

### SCORE REPORTING

All divisions of the ARE are administered and graded by computer on a pass/fail basis. Keep in mind that:

- **Official test results are not released at the test center or during online proctored delivery.** Results for all divisions are typically processed within one week of your test date. You may view provisional feedback at the end of your exam appointment.
- NCARB's first priority is to ensure that all examinations are scored fairly and accurately. While every effort is made to process examination scores in a timely manner, it is more important that no errors are made in the score-reporting process.
- You will be notified via email when your score has been processed and is available to you. Once available, you will be able to access your score report online via your NCARB Record.

### Sharing Your Score

NCARB recognizes your rights to control any personal information that we (or our third-party service providers) maintain. Our policy is designed to safeguard this information from unauthorized disclosure. To protect your rights to control score distribution, NCARB will only release your score reports under two circumstances:

1. **NCARB will release your score reports 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.
2. NCARB may release test scores for use in research studies or under compulsion of legal processes. In the case of research studies, NCARB will ensure that your anonymity is preserved.

### 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.

## Step 5: Retaking the ARE

### AFTER AN UNSUCCESSFUL ATTEMPT

In the event you do not pass a division of the ARE, a new eligibility to test on that division will be created based on the rules of your jurisdiction. Failing score reports will contain descriptive feedback on page two of the score report identifying areas of relative strength and weakness. Options are available to candidates wanting to receive additional verification of their performance.

Candidates can retake a failed division of the ARE as soon as 60 days after the previous attempt of that division. A candidate may only take the same division of the ARE three (3) times within any 12-month time frame.

### Score Verification

Any candidate can request a score verification. A score verification will involve the review of your performance on all questions by NCARB staff. The process will verify that the score and descriptive feedback reported accurately represented your performance on the division.

A candidate can request a score verification of a failed division up to 60 days from the date of the administration. A score verification can be requested by contacting [NCARB Customer Relations](#). The fee for a score verification is \$100. In the event that it is found that the score or descriptive feedback reported to the candidate was not accurate, the score verification fee will be refunded.

## Step 5: Retaking the ARE

### REVIEW AND CHALLENGE

You may only initiate a review process 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, keep in mind the following information:

- **Immediately contact your board of architecture to better understand the procedures and fees involved.** NCARB charges a \$300 fee to review a failed exam. Your board may charge additional fees. The application for review and the 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 of your test date.
- Only those questions you answered incorrectly can be reviewed. The correct answer or proper response will not be revealed.
- You may only challenge a question answered incorrectly if your board of architecture allows challenges and appeals. Your challenge will be forwarded to NCARB for review and response.
- **NCARB Review:** If there is a successful challenge to a question/s on your exam that has been determined by NCARB through the NCARB-facilitated review/challenge process to change your score from fail to pass, NCARB will recognize the new score for the purpose of NCARB certification.
- **State Review:** If your board of architecture (or a court with jurisdiction) changes your score from fail to pass outside of the NCARB-facilitated review/challenge process, **ONLY** that jurisdiction is required to accept the new score, and NCARB will not recognize the new score for purposes of NCARB certification.

# Appendix

## ARE CANDIDATE AGREEMENT

*{Amended January 2019}*

I affirm that the information given in my NCARB Record is true, correct, and complete to the best of my knowledge. By clicking “I Accept,” I agree to abide by the following terms and am entering into a binding agreement (“Agreement”) between me and the National Council of Architectural Registration Boards (NCARB).

- I have READ, UNDERSTAND, and AGREE to ABIDE BY the Architect Registration Examination® (ARE®) policies and regulations as set forth in the ARE Guidelines (“ARE Policies and Regulations”). Further, I ACKNOWLEDGE and AGREE that NCARB reserves the right to modify or alter at any time any rules, policies or procedures set forth in the ARE Policies and Regulations, which revisions or modifications shall be binding upon me.
- I UNDERSTAND that disciplinary action for violation of this Agreement and/or the ARE Policies and Regulations may include, without limitation, suspension of my ARE test taking privileges, cancellation of my ARE scores, and/or my potential inability to obtain future NCARB Certification or to become registered as an architect.
- I AGREE that I will always conduct myself professionally and civilly while at the testing center, I will follow instruction given by the test center staff, and I will act in an honest and reasonable manner.
- I UNDERSTAND that all content of the ARE is confidential, the property of NCARB, and protected by US copyright laws.
- I AGREE that I will not copy or attempt to reproduce ARE content for my own later use.
- I AGREE that I will not disclose to anyone by any means – electronic, written, graphic or verbal – the substance or details of any ARE content, including but not limited to exhibits, resources, graphics and/or alleged answers.
- I AGREE that I have not obtained, nor will I seek to obtain, ARE content disclosed by others.
- I AGREE to notify NCARB if I believe I have received exam content by any means of communication.
- I AGREE that I will not disclose or disseminate ARE content that others may have disclosed to me.
- I AGREE that any action to enforce this Agreement, the ARE Policies and Regulations, and/or any action 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. Further, I AGREE that the validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the District of Columbia.
- I UNDERSTAND that a violation of this Agreement or the ARE Policies and Regulations may result in my civil liability to NCARB for its costs and monetary damages, which may be substantial, as well as disciplinary actions taken against me by NCARB
- I UNDERSTAND that a violation of this Agreement or the ARE Policies and Regulations may result in notification to the registration board responsible for my examination eligibilities, which may lead to further disciplinary action by such Board.
- I HEREBY RELEASE, DISCHARGE AND HOLD HARMLESS INDIVIDUALLY AND COLLECTIVELY NCARB AND ITS OFFICERS, DIRECTORS, EMPLOYEES, MEMBERS, VOLUNTEERS, SUBSIDIARIES, AGENTS, SUCCESSORS, AND ASSIGNS, INCLUDING MEMBERS, EMPLOYEES, AND AGENTS OF NCARB, FROM ANY AND ALL CLAIMS OR LIABILITY THAT MAY ARISE, DIRECTLY OR INDIRECTLY, NOW OR IN THE FUTURE, BY REASON OF OR IN CONNECTION WITH ANY DECISION, ACTION, OR OMISSION RELATING TO NCARB’S ADMINISTRATION OF THE ARE.