



Architect Registration Examination 5.0 Guidelines

Introduction 2	Steps to Completing the ARE 6
What is the Architect Registration Examination? 2	Step 1: Establishing Your Eligibility to Test 6
About NCARB 3	Step 2: Scheduling an Exam Appointment 9
NCARB Services 3	Step 3: Taking the ARE 13
Registration (Licensure) 4	Step 4: Receiving Your Score 22
NCARB Certification 5	Step 5: Retaking the ARE 23

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.

ARE 5.0 consists of the following six divisions:

Practice Management

Project Management

Programming & Analysis

Project Planning & Design

**Project Development
& Documentation**

Construction & Evaluation

Languages

ARE 5.0 is only available in English.

Units of Measurement

The ARE includes measurements in inch-pound units only.

About NCARB

The National Council of Architectural Registration Boards (NCARB) is a global leader in architectural regulation, dedicated to helping professionals reach their career goals, providing key data about the path to licensure, and protecting the public's health, safety, and welfare.

We are a nonprofit organization made up of the architectural licensing boards of 54 states and territories. While each jurisdiction is responsible for regulating the practice of architecture within its borders, NCARB develops and administers national programs for licensure candidates and architects to ensure they have the mobility to go wherever their career takes them.

To accomplish this, NCARB recommends and encourages national requirements for architectural licensure. We develop and recommend standards for the 54 licensing boards, who then issue licenses to applicants who meet their specific registration requirements.

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.

And with our secure digital filing system, 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 protects the public's health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.

Registration (Licensure)

Before you can officially call yourself an architect, you have to earn your 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:

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) or the [Canadian Architectural Certification Board](#) (CACB).

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.

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 Architect Registration Examination (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 54 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 server, 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 [Mini-Monograph Series](#)—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.

To begin taking the ARE, request eligibility via the ARE tab in your NCARB Record. Your board of architecture will deem you eligible (or via NCARB for boards participating in NCARB's [Direct Registration Program](#)), and your board will set your eligibility information in [My Examination](#).

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

- Verify that the name indicated in your NCARB Record is accurate and matches the name printed on your primary form of identification. If your name is incorrect, immediately notify NCARB Customer Relations at 202-879-0520. **Do not schedule an appointment to test until you have verified that the name in your NCARB Record matches the name on your primary form of identification. If the 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 at customerservice@ncarb.org. Name discrepancies must be resolved at least one week prior to a scheduled exam appointment.
- Updates to your address can be made in your NCARB Record.

WHAT'S DIRECT REGISTRATION?

Direct Registration means NCARB manages eligibilities for candidates in [participating jurisdictions](#) who meet NCARB's current education and experience requirements. If your jurisdiction participates in Direct Registration, but you don't meet the education and experience requirements, contact NCARB Customer Relations at customerservice@ncarb.org or 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 [Direct Registration Program](#)) to establish a new eligibility under the then 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 the candidate has completed the ARE.

Step 1: Establishing Your Eligibility to Test

Maintaining Eligibility (continued)

ROLLING CLOCK EXTENSION PROCESS

Candidates can receive an extension to their rolling clock for the birth or adoption of a child, or if their ability to test on the ARE was not possible 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](#), applicants 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.

PLEASE 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.

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. 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 with a pay and schedule link in your NCARB Record.
- All appointments must be scheduled through your NCARB Record.

Once you purchase seat time, 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.

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.

TEST CENTERS

NCARB makes the ARE available at Prometric test centers to provide candidates a consistent testing environment while maintaining examination security.

Step 2: Scheduling an Exam Appointment

Exam Divisions and Duration

DIVISION	NUMBER OF QUESTIONS	TEST DURATION	APPOINTMENT TIME
Practice Management	80	2 hr 45 min	3 hr 30 min
Project Management	95	3 hr 15 min	4 hr
Programming & Analysis	95	3 hr 15 min	4 hr
Project Planning & Design	120	4 hr 15 min	5 hr
Project Development & Documentation	120	4 hr 15 min	5 hr
Construction & Evaluation	95	3 hr 15 min	4 hr
TOTAL TIME:		21 hr	25 hr 30 min

Testing Accommodations

All test centers in the Prometric network are designed to accommodate people with disabilities.

NCARB and Prometric work to ensure the availability of reasonable testing accommodations.

To receive testing accommodations, you must make a request directly to your board of architecture (or to NCARB for boards participating in NCARB's Direct Registration Program).

All testing accommodations must be approved prior to the scheduling of an exam appointment for the accommodation to be available for that exam appointment.

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 the ability to take extra breaks, 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/heating pads
- Inhaler
- Medical alert bracelet
- 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
- Colostomy bag
- Heart rate monitor
- Insulin pump
- Oxygen tank
- Spinal cord stimulator
- TENS units (Transcutaneous Electrical Nerve Stimulation) for nerve pain
- Urine drainage bag

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

EXAM FEES

United States, Canada (includes U.S. territories), and international locations (Hong Kong, Abu Dhabi, London):

- Cost of the ARE (six divisions): \$1,260
- Individual divisions: \$210
- Retakes: \$210

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.

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.

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 (Noon ET)	\$80
16-30 days (Noon ET)	\$60
30+ days (Noon ET)	No charge

*Saturday and Sunday are not considered business days.

Step 3: Taking the ARE

At the Test Center

When you arrive at the test center, 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 name on the identification must be the same as the 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 one week prior to your scheduled exam appointment.**

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

Step 3: Taking the ARE

At the Test Center (continued)

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.

TIPS

- Verify that the name in your NCARB Record is accurate and matches the name printed on your identification. If your name is incorrect, immediately contact NCARB Customer Relations.
- 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 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

At the Test Center (continued)

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 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.**

PLEASE NOTE

Prometric has implemented new 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.**

In addition, NCARB requires mandatory biometric-enabled check-in procedures that include:

- A scan of a candidate's photo ID
 - The providing of six digital fingertip swipes (three from each hand for the first appointment, one swipe for subsequent appointments). Candidates will NOT be permitted to test if they refuse to provide fingertip swipes.
 - A test-day photo
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 flexible 15-minute break. You must leave the testing room during the break. **PLEASE NOTE: You are NOT allowed to access or use cell phones or study materials during breaks.** When you return to your test, you must comply with all re-admittance procedures.

Step 3: Taking the ARE

At the Test Center (continued)

7. Scratch paper and pencils will be 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. You are NOT permitted to separate, detach, or tear portions of the scratch paper provided to you.
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 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 see page 17 for additional information.
10. 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.
11. 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.

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 customerservice@ncarb.org.

PLEASE NOTE: The filing of a report by the test center administrator does NOT satisfy the requirements of notifying customerservice@ncarb.org 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 customerservice@ncarb.org 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 customerservice@ncarb.org **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 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.

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 until the exam has ended.

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.

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)

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 from Prometric for incidental expenses such as transportation, parking, or meals. Lost wages or hourly fees are NOT compensated under this policy.

Details can be found [here](#).

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

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:

- **Cell phones and calculators are not allowed in the testing room and are not allowed to be accessed or used during 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, sign a logbook, be scanned by a metal detector, and provide a fingertip swipe to be readmitted to the testing room.
- No reference materials may be brought into the testing room or accessed from your locker during the administration of your exam.
- Leaving the testing center anytime during your exam administration **(including breaks)** is strictly prohibited.

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.

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).

Small lockers are provided 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.

Step 3: Taking the ARE

Test Center Regulations (continued)

GROUNDS FOR DISMISSAL

An examinee who engages in misconduct, unprofessional behavior, 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, and/or have examination eligibilities suspended.

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.
- 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 a cell phone during a break.**
- **Bringing any study materials (e.g., textbooks, classroom notes, crib sheets, or language translation dictionaries) to the testing center.**
- **Reviewing any materials during breaks.**

Step 3: Taking the ARE

Examination 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, 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.

CONFIDENTIALITY AGREEMENT

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.

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 Agreement 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.

ARE Candidate Agreement
Updated July 2015

You must accept the ARE Candidate Agreement within the allotted time in order to test today.

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 conduct myself professionally and civilly at all times while at the testing center, and I will follow appropriate instruction given by the test center staff.
- 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 disclose to anyone by any means – electronic, written or verbal – the substance or details of any ARE questions, vignettes or other 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 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 eligibility, 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.

I ACCEPT

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:

- **Test Results are not released at the test center.** Results for all divisions are typically processed within one week of your test date.
- 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 to help candidates prepare for their retest. 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 an NCARB staff architect. The process will verify that the score and descriptive feedback reported accurately represented your performance on the division.

A score verification can be requested through My NCARB. 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.** 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.