

Policy for the ARE: Exam Candidate Conduct

(Amended January 2019)

The following policy has been established by NCARB's Board of Directors to provide procedures in the event of exam candidate misconduct while preparing for, taking or after taking the Architect Registration Examination® (ARE®). Exam candidate misconduct includes, but is not limited to, the particular violations described below, any other violation of ARE test center regulations, and any other misconduct, inappropriate behavior, or breach of examination security. The Board anticipates that these procedures will be applicable to most exam candidate misconduct. Nevertheless, the Board reserves the right to impose any sanction it believes appropriate, either more or less than those noted below. Action taken by the NCARB Board of Directors is final and non-appealable. In addition, if the individual subsequently seeks NCARB certification, the matter will be considered in deciding whether to grant NCARB certification.

The ARE is copyrighted and at the time each candidate takes the ARE, he or she also enters into the *ARE Candidate Agreement* affirming, among other things, not to copy or disclose any ARE questions or their content. Copying or disclosing of test questions or any other examination content is a violation of NCARB's copyright and the *ARE Candidate Agreement*. In addition to the sanctions described below, where warranted, NCARB may pursue all legal remedies available to recover monetary damages caused by such conduct and to enjoin violations of its rights with respect to the ARE.

Upon discovery of any exam candidate misconduct in any category below, NCARB shall have the authority to place a 'hold' on pending scores and all open exam eligibilities to test and cancel any scheduled exam(s) pending further investigation, review by NCARB's Professional Conduct Committee (PCC), and action by NCARB's Board of Directors if applicable. If no action is taken or only a warning letter is issued, NCARB will reopen any closed eligibilities to test and assist the candidate in rescheduling the canceled exam(s) at no additional cost to the candidate.

Procedures for Exam Candidate Misconduct

Category 1: Seeking or Failing to Report Disclosed ARE Content

Simply put: A candidate may not attempt to gain access to ARE content disclosed by others. If a candidate is unwillingly exposed to exam content by others, the candidate shall report the incident to NCARB.

A candidate may not willfully obtain or seek to obtain ARE test questions, ARE exhibits, or ARE resources disclosed by others. If a candidate unwillingly receives or discovers exam content disclosed by others, the candidate must report the disclosed content to NCARB.

The consequences may be any or all the following:

Initial NCARB action:

- Issue warning letter to candidate and send copy to candidate's board and/or
- Forward to PCC for review
 - Send candidate notification of PCC review and permit 30 days for response by candidate.
 - Send copy of PCC notification to candidate's board.

NCARB PCC action:

- Following review, recommend any or all the following:
 - Issue warning letter to candidate and send copy to candidate's board.
 - Recommend action to NCARB's Board of Directors including any or all the following:
 - Cancellation of score(s) for the division(s) which content was sought or obtained and any subsequent division(s) taken.
 - Suspension of test authorization for all divisions for up to **5 years** from date of test administration, attempt to gain ARE content, receipt of ARE content, or **such longer period as may be warranted in exceptional circumstances.**
 - Prohibit granting of an NCARB Certificate for up to **3 years** from date of initial registration, or **such longer period as may be warranted in exceptional circumstances.**
 - Any other sanction permitted under the PCC Rules of Procedure.

NCARB Board of Directors action:

- Review and act upon final decision.
- Notification of action taken will be forwarded to the candidate and the candidate's board.

Category 2: Inappropriate Test Center Conduct

Simply put: Candidates are always required to conduct themselves professionally and civilly and follow instructions given by the test center staff.

Candidates shall not engage in any behavior that may be considered inappropriate, abusive, disruptive, threatening, or harassing in nature.

The consequences may be any or all the following:

Test Center Administrator action:

- Immediate dismissal from the test center premises.
- Banning the candidate from use of that test center for any and all future examination appointments.

Initial NCARB action:

- Issue warning letter to candidate and send copy to candidate's board and/or
- Forward to PCC for review.
 - Send candidate notification of PCC review and permit 30 days for response by candidate.
 - Send copy of PCC notification to candidate's board.

NCARB PCC action:

- Following review, PCC may recommend any or all the following:
 - Issue warning letter to candidate and send copy to candidate's board.
 - Recommend action to NCARB's Board of Directors including any or all the following:
 - Cancellation of score for the division.
 - Suspension of test taking authorization for all divisions for up to **5 years** from date of test administration or **such longer period as may be warranted in exceptional circumstances**
 - Any other sanction permitted under the PCC Rules of Procedure.

NCARB Board of Directors action:

- Review and act upon final decision.
- Notification of action taken will be forwarded to the candidate and the candidate's board.

Category 3: Unauthorized Access to Devices or Materials in the Test Center.

Simply put: Electronic devices and written materials are not to be accessed at any time while inside a test center. All cell phones and smart devices shall be turned off before entering the test center and shall not be turned on until the candidate has exited the test center.

Electronic devices or written materials may not be accessed, except by exam candidates with approved testing accommodations. Candidates shall not access any written materials or electronic devices while waiting in the test center prior to check-in. Candidates shall not access any written materials or electronic devices while on any break unless access to the specific materials or devices is an approved testing accommodation.

The consequences may be any or all the following:

Test Center Administrator action:

- Inspect and/or confiscate inappropriate materials and /or devices accessed.
- Immediate dismissal from the test center premises.
- Confiscation of unauthorized devices or materials by the test center staff.

Initial NCARB action:

- Issue warning letter to candidate and send copy to candidate's board and/or
- Forward to PCC for review.
 - Send candidate notification of PCC review and permit 30 days for response by candidate.
 - Send copy of PCC notification to candidate's board.

NCARB PCC action:

- Following review, PCC may recommend any or all the following:
 - Issue warning letter to candidate and send copy to candidate's board.
 - Recommend action to NCARB's Board of Directors including any or all the following:
 - Cancellation of score for the division.
 - Suspension of test taking authorization for all divisions for up to **5 years** from date of test administration.
 - Any other sanction permitted under the PCC Rules of Procedure.

NCARB Board of Directors action:

- Review and act upon final decision.
- Notification of action taken will be forwarded to the candidate and the candidate's board.

Category 4: Copying or Disseminating ARE Content

Simply put: Candidates may not attempt to reproduce or share the content of any ARE question, ARE exhibit, or ARE resource viewed during their exam appointment. If someone else discloses what he or she saw on the ARE, candidates may not forward, re-post, or otherwise disclose that information.

It is prohibited to record or transcribe ARE content from memory, regardless of whether such ARE content is subsequently disclosed. It is further prohibited to forward, re-post, or otherwise disclose any ARE Content that others may have disclosed. It is also prohibited for test-takers to attempt to remove ARE content from the testing room, whether by removal of scratch paper or other notes in any form from the testing room, or by use of devices (including without limitation cameras, audio recorders, or scanning or digital storage devices) to record or transmit test content at or from the testing room, or by any other means of data recording or information transmission.

The consequences may be any or all the following:

Test Center Administrator action:

- Inspect and/or confiscate inappropriate materials and/or devices accessed.
- Immediate dismissal from the test center premises.

Initial NCARB action:

- Issue warning letter to candidate and send copy to candidate's board and/or
- Forward to PCC for review
 - Send candidate notification of PCC review and permit 30 days for response by candidate.
 - Send copy of PCC notification to candidate's board.

NCARB PCC action:

- Following review, recommend any or all the following:
 - Issue warning letter to candidate and send copy to candidate's board.
 - Recommend action to NCARB's Board of Directors including any or all the following:
 - Cancellation of score(s) for the division(s) from which content was copied or disseminated and any subsequent division(s) taken.
 - Suspension of test authorization for all divisions for up to **5 years** from date of test administration, or **such longer period as may be warranted in exceptional circumstances**.
 - Prohibit granting of an NCARB Certificate for up to **3 years** from date of initial registration, or **such longer period as may be warranted in exceptional circumstances**.
 - Any other sanction permitted under the PCC Rules of Procedure.

NCARB Board of Directors action:

- Review and act upon final decision.
- Notification of action taken will be forwarded to the candidate and the candidate's board.