



# Policy for the ARE<sup>®</sup>: Exam Candidate Conduct

**National Council of Architectural Registration Boards**

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## Policy for the ARE: Exam Candidate Conduct

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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 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 each candidate enters into the *ARE Candidate Agreement* by requesting eligibility to test affirming, among other things, not to copy or disclose any ARE questions or their content. Copying or disclosing 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 for and any subsequent division(s) taken.
    - Suspension of test authorization for all divisions for up to **5 years** from date attempting to gain ARE content, or date of receipt of ARE content, or **such longer period as may be warranted**.
    - Prohibit granting of an NCARB Certificate for up to **3 years** from date of initial registration, or **such longer period as may be warranted**.
    - 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 Conduct**

*Simply put: Candidates are always required to conduct themselves professionally and civilly throughout the examination process.*

Candidates shall not engage in any behavior, written, verbal or physical, that may be considered inappropriate, abusive, disruptive, threatening, discriminatory, prejudicial or harassing in nature. Candidates must conduct themselves professionally and civilly during any test appointment, while engaging with NCARB, any NCARB member jurisdiction, and/or any vendor working on behalf of NCARB. Candidates are required to follow instruction given by test administration staff.

The consequences may be any or all the following:

**Test Administrator Action:**

- Immediate dismissal from the test appointment.
- Banning the candidate from use of that test center or online proctoring 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 inappropriate conduct or **such longer period as may be warranted**.
    - 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 Testing Room.**

*Simply put: Only authorized electronic devices and other approved materials are allowed in the testing room at any time during the administration.*

Unapproved electronic devices or any other unapproved materials may not be accessed in the testing room at any time during the exam administration. Access to approved accommodated testing devices is allowed. Candidates must allow the proctor to inspect accommodated testing devices.

The consequences may be any or all the following:

**Test Administrator Action:**

- Inspect and/or confiscate inappropriate materials and /or devices accessed.
- Immediate dismissal from the test appointment.
- 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, Recording or Disseminating ARE Content**

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

It is prohibited to record or transcribe ARE content, either from memory, electronic or other means, 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 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 Administrator Action:**

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

**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 a minimum of **3 years** and up to **5 years** from date of test administration, or **such longer period as may be warranted**.
    - Prohibit granting of an NCARB Certificate for a minimum of **1 year** and up to **3 years** from date of initial registration, or **such longer period as may be warranted**.
    - 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 5: Attempting to Disrupt or Gain Unauthorized Access to the ARE**

*Simply put: Candidates may not attempt to disrupt the delivery of or illegally access an administration of the ARE, ARE content, or ARE results using electronic means of any sort.*

It is prohibited to attempt to obtain ARE information from a computer through unauthorized access; trafficking in a computer password that can be used to access a computer; transmitting spam; and/or damaging computer data by any means, including a candidate's own ARE administration or the ARE administration of any other candidate, whether the exam was administered at a test center or through online proctoring. It is prohibited to attempt to intentionally disrupt any administration of the ARE, the processing of examination scoring, or the delivery of examination results in any way.

The consequences may be any or all the following:

Test Administrator Action:

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

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 impacted division(s) and any subsequent division(s) taken.
    - Suspension of test authorization for all divisions **indefinitely**.
    - Prohibit granting of an NCARB Certificate **indefinitely**.
    - 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.