NCARB

ARE

ARCHITECT REGISTRATION EXAMINATION 4.0 GUIDELINES

NOVEMBER 2016

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© 2016 This document, effective November 2016, supersedes all previous editions of the *ARE 4.0 Guidelines*.
Please check NCARB's website, www.ncarb.org, regularly for updates to the *ARE Guidelines* and for the most current information regarding the ARE.

INTRODUCTION: **ABOUT NCARB**

The National Council of Architectural Registration Boards, a nonprofit organization, is a federation of the architectural licensing boards in each of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands. These 54 boards constitute NCARB's membership.

NCARB serves to protect the public 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. NCARB is responsible for establishing, interpreting, and enforcing national standards for architectural licensure.

The U.S. Constitution establishes that individual states or jurisdictions maintain the actual power to regulate the practice of architecture, including the registration of architects. Each of NCARB's 54 Member Boards has instituted a set of registration requirements that, when satisfied, results in the granting of a license to practice architecture within their jurisdiction.

The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is part of the registration process, this document will primarily use the terms "registration" and "registered" in lieu of "licensure" and "licensed."

NCARB Mission

The National Council of Architectural Registration Boards (NCARB) protects the public 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.

Core Values

The National Council of Architectural Registration Boards believes in:

- Leadership – Proactive, creative thinking, and decisive actions.
- Accountability – Consistent, equitable, and responsible performance.
- Transparency – Clear and accessible rules, policies, procedures, governance, and communication.
- Integrity – Honest, impartial, and well-reasoned action.
- Collaboration – Working together toward common goals.
- Excellence – Professional, expert, courteous, respectful, and responsive service.

INTRODUCTION: **NCARB SERVICES**

NCARB serves a variety of roles in the licensure process, including the development and administration of the Architectural Experience Program (AXP), the Architect Registration Examination® (ARE®), and NCARB certification, which facilitates reciprocal registration. With millions of digital images in its holdings—official transcripts, verified employment records, examination scores, and more—NCARB is also the official custodian of secure and confidential records for thousands of Licensure Candidates, architects, and registration boards. These records are housed, managed, and evaluated by NCARB and then, at various points in the licensure process, can be transmitted to the registration boards of an individual's choosing. NCARB Services include:

For Students

- Supports educators in providing accurate information on the licensure process.
- Supports the American Institute of Architecture Students (AIAS) in its mission to promote excellence in architectural education, training, and practice.
- Provides funding for new curriculum initiatives that integrate practice and education.
- Engages AIAS on relevant NCARB committees to contribute to the process of creating NCARB standards for registration.
- Supports the National Architectural Accrediting Board (NAAB) in the development of standards for accredited architectural education.
- Visits schools and AIAS chapters across the country to promote the value of licensure and benefits of NCARB certification.
- Supports the Architect Licensing Advisors Community.

For Licensure Candidates

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to assist their path to licensure.
- Develops and administers the AXP.
- Develops and administers the ARE.
- Creates tools to assist Licensure Candidates in completing the internship and examination process.
- Compiles, evaluates, and transmits a Licensure Candidate's Record in support of examination or initial registration.
- Visits AIA chapters and firms across the country to promote the values of licensure and the benefits of NCARB certification.
- Engages Licensure Candidates on relevant NCARB committees to contribute to the process of creating NCARB standard for registration.
- Supports the Architect Licensing Advisors Community.

For Architects

- Compiles and evaluates a comprehensive record of credentials.
- Stores secure, confidential, and comprehensive Records to support their career path.
- Develops and recommends national standards for registration to its Member Boards to facilitate reciprocity between jurisdictions.
- Grants an NCARB Certificate to architects who meet the national standards outlined in this guideline.
- Maintains an architect's Record in a condition suitable for transmittal to a jurisdiction.
- Transmits an architect's NCARB Record or Certificate to a jurisdiction in support of reciprocal registration.
- Visits AIA chapters and firms across the country to promote the importance of licensure and the benefits of NCARB certification.
- Provides continuing education opportunities through the Monograph Series.

For Registration Boards

- Stores secure, confidential, and comprehensive records on NCARB Certificate holders and NCARB Record holders.
- Develops and recommends Model Law and Model Regulations for registration boards to adopt to facilitate reciprocal registration and help registration boards protect the health, safety, and welfare of the public.
- Develops, administers, and maintains programs to satisfy education, experience, and examination requirements.
- Represents the interests of Member Boards before public and private agencies.
- Produces resources for Licensure Candidates and architects on the registration process.
- Partners with Member Boards across the country to promote the importance of licensure and the benefits of NCARB certification.

INTRODUCTION: **LICENSURE/REGISTRATION**

Architects are responsible for protecting the health, safety, and welfare of the people who live or work in the buildings and environments they create. You are not an architect without a license. You must be licensed by a jurisdiction in order to practice architecture within that jurisdiction. While it is possible to work within the profession without having a license, you may not practice architecture or call yourself an architect without a license. Licensure signifies to the public that you have completed the education, experience, and examination necessary to practice architecture independently.

Education

Most U.S. jurisdictions require a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB) to satisfy their education requirement.

For a list of NAAB-accredited programs, visit NAAB here.

Some jurisdictions may accept education alternatives. For a guide to alternatives to the education requirement, refer to the *NCARB Education Standard* included in the Education Guidelines at www.ncarb.org.

Experience

All jurisdictions require a structured experience with direct supervision by a registered architect for some period of time. Most U.S. jurisdictions have adopted the IDP/AXP as their experience requirement for initial registration. Compare the AXP with any additional experience requirement your registration board may require. Where differences exist, you must first comply with your jurisdiction's requirement; however, completion of the AXP facilitates certification and future registration in other jurisdictions.

For more information concerning the AXP, refer to the AXP Guidelines, available at www.ncarb.org.

Examination

Every U.S. jurisdiction requires licensure candidates to pass the ARE to satisfy its examination requirement.

The content of the ARE is based on the knowledge and skills required of a recently licensed architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

Steps for completing the ARE, including eligibility and requirements, are outlined in these guidelines. For more information, please see the ARE section of the website.

Registration Requirements are set by Jurisdictions
The 54 architectural registration boards, which are members of NCARB, have the legal authority to establish licensure requirements, enforce licensure laws and regulations, and respond to complaints of unlicensed or unethical practice.

Each registration board determines its own education, experience, and examination requirements for initial and reciprocal registration in its jurisdiction. Most jurisdictions have adopted the standards specified in NCARB's *Legislative Guidelines and Model Law/Model Regulations*.

For an overview of each jurisdiction's registration requirements click here. Since each jurisdiction may change its rules, statutes, and regulations at any time, it is always advisable to check with the individual board to verify registration and practice requirements.

INTRODUCTION: **NCARB CERTIFICATION**

Many architects choose to seek NCARB certification following initial licensure. The NCARB Certificate facilitates reciprocal registration among all 54 NCARB Member Boards, and 11 Canadian provincial associations. The NCARB Certificate signifies that you have met the national standards established by the registration boards.

To qualify for NCARB certification, you must satisfy all of the requirements for certification outlined in the Certification Guidelines. Requirements include; good character; satisfaction of NCARB's education, experience, and examination requirements; and a current registration to practice architecture issued by an NCARB Member Board.

While NCARB certification facilitates reciprocity, it does not provide you the privilege to practice architecture. You must be registered in each jurisdiction before you are permitted to seek work or are qualified to practice architecture. In some jurisdictions the NCARB Certificate allows the benefit of soliciting work or participating in a design competition prior to licensure. Refer to the See the licensing requirements page on ncarb.org.

Benefits of the NCARB Certificate

- **PRESTIGIOUS CREDENTIAL** – By obtaining and maintaining the NCARB Certificate, an individual has demonstrated that he/she has met the established standards for certification. An architect who has an active NCARB Certificate may use the letters "NCARB" after his/her name.
- **RECIPROCITY** – The NCARB Certificate makes it easier to obtain reciprocal registration in other jurisdictions. In fact, many registration boards require the NCARB Certificate for reciprocal registration. Most NCARB Member Boards accept the NCARB Certificate as a primary method to support reciprocal registration.
- **MOBILITY** – The NCARB Certificate gives you the mobility to seek work wherever it is. Even if your work interests center solely on projects within the jurisdiction where you are licensed, with an NCARB Certificate you are prepared to meet your clients' needs as they move or expand across state lines.
- **COMPETITIVE EDGE** – Many architectural firms consider certification an important factor in hiring and promotion because they know that an architect with an NCARB Certificate provides the firm with greater flexibility when pursuing opportunities and expanding their practice. Additionally, some jurisdictions allow the benefit of soliciting work or participating in a design competition prior to licensure if you hold an NCARB Certificate.
- **SECURITY** – Your records are maintained on a secure server and are ready when you are, eliminating the need to worry about misplaced records or obtaining necessary verifications from a previous employer who may no longer be in business.
- **CONTINUING EDUATION** – Both mini-monographs and monographs are available to NCARB Certificate holders for free!

Save Money

Licensure Candidates can save money just by keeping their NCARB Record active while they complete the steps for licensure. If you have a professional degree from a NAAB-accredited program and have completed the AXP, you'll meet the requirements for NCARB certification when you pass the ARE and receive your initial license.

The cost to keep your NCARB Record active while you pursue your initial license is just $85 a year.

If you maintain an active Record in good standing, the application fee for NCARB certification ($1,100) will be waived and you will receive a 50 percent discount on Certificate renewals for the first three years of service.

INTRODUCTION: **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. state and territorial registration boards as the registration examination for candidates for architectural registration. It is also accepted by select Canadian provincial and territorial architectural associations for registration.

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

In addition to testing for competence in specific subject areas, NCARB is aware of the responsibilities an architect may have for coordinating the activities of others involved in the design/construction process. The ARE attempts to determine a candidate's qualifications not only in performing measurable tasks, but also in exercising the skills and judgment of a generalist working with numerous specialists. In short, the objective is to reflect the practice of architecture as an integrated whole.

The ARE is administered exclusively on computers at a network of test centers across the United States and its territories; Canada; London, England; Hong Kong, People's Republic of China; and Abu Dhabi, United Arab Emirates. Scores for each division will be made available to the board of architecture that qualified the candidate for the examination. That board of architecture has the ultimate authority to determine a candidate's qualifications to practice architecture within its jurisdiction.

Prior to taking the ARE, you must be made eligible by one of NCARB's member registration boards or one of the Canadian provincial architectural associations (or via NCARB for boards participating in NCARB's Direct Registration Program). It is not possible to "sign-up" for the exam with NCARB's testing consultant. Only individuals who have been made eligible for the ARE will be permitted to take the exam. For more on eligibility, please see page 8.

ARE 4.0 consists of the following seven divisions:

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

To help candidates prepare for the examination, the content areas and references for each division are available to be downloaded from NCARB's website here.

ARE 5.0 will consist of six divisions that align with the more commonly defined professional architecture activities of practice management, project management, and project design.

Languages
ARE 4.0 is only available in English.

Units of Measurement
The ARE includes measurements in inch-pound units only.

ARE 5.0
ARE 5.0 will launch November 1, 2016, but ARE 4.0 will continue to be available until June 30, 2018.

Candidates who wish to test in ARE 4.0 must meet their jurisdiction's eligibility requirement and request eligibility by October 31, 2016.

Candidates who request eligibility after October 31, 2016, will only be able to test in ARE 5.0.

After the new exam launches, candidates can self-transition to ARE 5.0 through the My Examination section of their NCARB Record.

Learn more about ARE 5.0.

INTRODUCTION: **KEY ORGANIZATIONS**

NCARB

NCARB administers the ARE with the assistance of two examination consultants. For more general examination information, visit the ARE section of the NCARB website. Specific information about your progress through the examination process can be found in the My Examination section of your NCARB Record. Log in at My NCARB.

NCARB will be your main point of contact for questions related to the ARE. Questions should be directed to NCARB Customer Relations at 202/879-0520.

Prometric®

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

Prometric serves as NCARB's test center administration consultant and maintains test centers in which eligible candidates can sit for divisions of the ARE. There are over 300 Prometric test centers with 4,000 ARE workstations.

Alpine Testing Solutions, Inc.

Alpine serves as NCARB's test content and candidate management consultant for the ARE.

Alpine offers test development and psychometric services, which enable test sponsors to build, maintain, and continuously improve testing programs. Alpine provides test content and candidate management consultation to NCARB for the ARE. Candidate management is powered by CertMetrics™, a psychometric tool that delivers reports based upon appropriate psychometric analyses, provides proactive security monitoring, and enables responsible score reporting.

CALA

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

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1801 K Street NW
Suite 700K
Washington, DC 20006
202/879-0520
202/783-0920 FAX
www.ncarb.org

CALA
c/o Ontario Association of Architects
111 Moatfield Drive
Toronto, ON M3B 3L6

STEPS TO COMPLETING THE ARE

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. Then, make your request to begin taking the ARE 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 via My Examination.

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

- The My Examination section of your NCARB Record includes your name, address, NCARB Record number, and all divisions you are eligible to take. Each ARE division is listed with beginning and ending eligibility dates.
- 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.

MAINTAINING ELIGIBILITY

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. If an ARE division credit/passing score expires due to NCARB's Rolling Clock, 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).

Applicants for NCARB certification that completed the ARE or were licensed:

- Prior to January 1, 2006, will not have any divisions governed by the five-year rolling clock.
- Prior to July 1, 2014, will have only divisions passed after January 1, 2006, governed by the five-year rolling clock.
- On July 1, 2014 or later, will have all divisions governed by the five-year rolling clock.

Direct Registration

The Direct Registration program is a service provided to Member Boards. For those boards participating in the program, NCARB serves as an intermediary and manages candidate eligibility for candidates that meet NCARB's current education and experience requirements.

If you are made eligible to test through the Direct Registration program, your NCARB Record and candidate information will not be transmitted to your board until you complete both the ARE and AXP. If you require approval for testing accommodations or have questions about your eligibility, score reporting, or any other exam-related issue, please contact NCARB directly.

Please note: If your jurisdiction participates in Direct Registration, but you do not meet NCARB's education and experience requirements, you must contact your jurisdiction directly to determine if you may still be made eligible through any alternative methods it may permit. If so, your board will be responsible for managing your eligibility status.

For the most up-to-date list of jurisdictions participating in Direct Registration, click here.

Step 1: Establishing Your Eligibility to Test *(continued)*

Rolling Clock Extension Process

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 the end of your NCARB Rolling Clock end date.

Adherence to these rules is required for NCARB certification.

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.

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.

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.

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 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 the My Examination section of your NCARB Record. **You must schedule a separate appointment for each division of the ARE.**

- Any divisions eligible to be scheduled will be displayed with a scheduling link in My Examination.
- **All appointments must be scheduled through My Examination in your NCARB Record.**

Credit cards will be charged when the appointment is scheduled. **Once you schedule an appointment, your test fee CANNOT be refunded.**

You will receive a confirmation e-mail 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 My Examination.**

Any changes to scheduled appointments will be subject to the rescheduling fees noted on page 14 of this document.

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.

ARE 5.0 Reminder

If you anticipate transitioning to ARE 5.0, there are three important divisions to pass in ARE 4.0:

- Construction Documents & Services
- Programming, Planning & Practice and
- Site Planning & Design

To learn more about the transition to ARE 5.0, visit NCARB's website.

Step 2: Scheduling an Exam Appointment *(continued)*

TESTING ACCOMMODATIONS

All test centers in the Prometric network are designed to accommodate people with disabilities. Testing accommodations will only be made with the authorization of your board of architecture.

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

Once you have been approved for testing accommodations by both your board and NCARB, you will receive notification from NCARB and instructions on how to make an appointment.

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

You must follow the instructions outlined in My Examination to schedule an appointment if you require and have been approved for testing accommodations.

If you arrive at the test site and do not have an approved testing accommodation on file, you will not be admitted as an accommodations candidate, but will be instructed to call your board of architecture to initiate the testing accommodations process.

As noted, if your jurisdiction participates in NCARB's Direct Registration Program, your request for testing accommodations must be submitted directly to NCARB. For the most up-to-date list of jurisdictions participating in Direct Registration, click here. Contact Customer Relations at customerservice@ncarb.org to receive the testing accommodations request form.

Step 2: Scheduling an Exam Appointment *(continued)*

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 the 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 Administrator 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 Chord Magnifiers

Mobility Devices

- Cane
- Crutches
- Walker
- Wheelchair

Other

- Service Animal

For security purposes, all personal items will be subject to inspection prior to testing.

Step 2: Scheduling an Exam Appointment *(continued)*

APPOINTMENT TIMES

Each testing appointment you schedule includes an overall amount of time for various introductory screens, a mandatory scheduled break, and a post-administration survey. The following tables show the total scheduled appointment time for each division along with a breakdown of the time alloted for each testing portion.

PROGRAMMING, PLANNING & PRACTICE

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

SITE PLANNING & DESIGN

SCHEDULED APPOINTMENT TIME	4:30	
Intro Time		
MC Testing Time	1:30	65 items
Scheduled Break	:15	
Intro Time		
Graphic Testing Time	2:00	Site Grading, Site Design
Exit Questionnaire		

BUILDING DESIGN & CONSTRUCTION SYSTEMS

SCHEDULED APPOINTMENT TIME	5:30	
Intro Time		
MC Testing Time	1:45	85 items
Scheduled Break	:15	
Intro Time		
Graphic Testing Time	2:45	Accessibility/Ramp, Stair Design, Roof Plan
Exit Questionnaire		

SCHEMATIC DESIGN

SCHEDULED APPOINTMENT TIME	6:00	
Intro Time		
Graphic Testing Time	1:00	Interior Layout
Scheduled Break	:15	
Intro Time		
Graphic Testing Time	4:00	Building Layout
Exit Questionnaire		

STRUCTURAL SYSTEMS

SCHEDULED APPOINTMENT TIME	5:30	
Intro Time		
MC Testing Time	3:30	125 items
Scheduled Break	:15	
Intro Time		
Graphic Testing Time	1:00	Structural Layout
Exit Questionnaire		

BUILDING SYSTEMS

SCHEDULED APPOINTMENT TIME	4:00	
Intro Time		
MC Testing Time	2:00	95 items
Scheduled Break	:15	
Intro Time		
Graphic Testing Time	1:00	Mechanical & Electrical Plan
Exit Questionnaire		

CONSTRUCTION DOCUMENTS & SERVICES

SCHEDULED APPOINTMENT TIME	4:00	
Intro Time		
MC Testing Time	2:00	100 items
Scheduled Break	:15	
Intro Time		
Graphic Testing Time	1:00	Building Section
Exit Questionnaire		

Step 2: Scheduling an Exam Appointment *(continued)*

FEES AND PAYMENT OPTIONS

Payment by Credit Card

Payment must be made using VISA, MasterCard, or American Express when you schedule your test appointment(s) via My Examination in your NCARB Record. Credit cards will be charged when the appointment is scheduled.

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 at here.

ARE 4.0 Exam Fees

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

- Cost of the ARE (seven divisions): $1,470
- Individual divisions: $210
- Retakes: $210

International locations (Hong Kong, Abu Dhabi, London):

- Cost of the ARE (seven divisions): $1,470
- Individual divisions: $210
- Retakes: $210

Rescheduling Fees:

- 0-3 business days before appointment: Rescheduling not permitted
- 4-15 business days (noon ET) before appointment: $80
- 16-30 business days (noon ET) before the appointment: $60
- 30+ business days (noon ET) before the appointment: No charge

Fees are in U.S. dollars. Rescheduling fees must be paid via credit card at the time of rescheduling.

** All fees are subject to change.*

Refund Policy

Once you schedule an appointment for a particular division, your test fee CANNOT be refunded or used as payment for another division. If you reschedule an appointment within the procedure explained on page 10, the test fee will remain valid for a period of one year from the date the payment is processed. If you reschedule an exam appointment, you must reschedule within one year of the original test date. The exam fee is valid for one year only.

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.

Step 3: Taking the ARE

PERSONAL IDENTIFICATION

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. You must keep your identification with you at all times. 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 of forms of identification and must include your signature and a recent recognizable photograph. This ID must be current (not expired).

- valid driver's license with photo
- military identification card with photo
- national identification card with photo
- valid passport with photo
- U.S. issued Green Card with photo.

Alternate Identification Requirements

If you cannot present one of the primary IDs listed containing both a photo and signature, you must present alternate forms of identification (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 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.

Please Note

Prometric has implemented new security procedures that will help prevent small recording devices from being used in the test center.
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.

Step 3: Taking the ARE *(continued)*

AT THE TEST CENTER

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

1. You should arrive at the test center at least 30 minutes before your scheduled appointment. If you arrive 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 handheld 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.

In addition, Prometric uses 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 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 mandatory 15-minute break. You must leave the testing room during the break. PLEASE NOTE: **Communication devices, such as personal calculators, personal digital assistants, pagers, and cellular telephones or any study materials are NOT allowed to be accessed or used during mandatory or unscheduled breaks.** When you return to your test, you must comply with all re-admittance procedures as noted in #10 below.
7. Scratch paper and pencils are provided and may be replaced as needed during testing. Used scratch paper will be collected before additional scratch paper is distributed. You are not allowed to bring your own scratch paper or pencils into the testing room. You may not remove any scratch paper from the testing room at any time under any circumstances. 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 to take an unscheduled break (testing time will not be suspended)
   - you need the test center personnel for any other reason
9. In the event that a software or hardware problem occurs before or during your test, please see page 17 for additional information.
10. If you leave the testing room for any reason, you will be required to show the test center administrator your identification, sign a logbook, be scanned by a handheld metal detector and provide a fingertip swipe to be readmitted to the testing room.
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.

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

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

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 *(continued)*

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. A copy of this letter should be forwarded to your board of architecture. You will receive a reply from NCARB or your board of architecture as appropriate.

INQUIRIES ABOUT SPECIFIC ARE QUESTIONS OR VIGNETTES

NCARB employs extensive quality control procedures throughout the development of the ARE. In spite of these procedures, typographical errors or flawed questions or vignettes may be encountered on rare occasion. If you suspect an error in a specific question or vignette, write to 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 or vignette

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

TECHNICAL DIFFICULTIES

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

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

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

RESCHEDULING WHEN TEST CENTER IS CLOSED

In the event your test center is closed, 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 e-mail 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 My Examination 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.

If you are unable to contact the local test center, please visit Prometric for a list of test centers that are currently or will be non-operational and cannot deliver exams.

Step 3: Taking the ARE *(continued)*

TEST CENTER REGULATIONS

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

- **Communication devices, such as personal calculators, personal digital assistants, cell telephones and all other electronic devices are not allowed in the testing room and are not allowed to be accessed or used during mandatory or unscheduled breaks.**
- Eating, drinking, or use of tobacco is not allowed in the test center.
- Papers, books, food, purses, or wallets are not allowed in the testing room.
- You may not leave the testing room without the test center administrator's permission.
- You must present your identification, sign a logbook, be scanned by a handheld metal detector and provide a fingertip swipe to be readmitted to the testing room.
- No reference material may be brought into the testing room or accessed from your locker during the administration of your exam. On-screen reference material is accessible during the Structural Systems division and the Building Systems division.
- Leaving the testing center anytime during your exam administration **(including mandatory and unscheduled breaks)** is strictly prohibited.

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

GROUNDS FOR DISMISSAL

An examinee who engages in misconduct and/or does not heed the administrator's warning to discontinue inappropriate behavior may be dismissed from the test center and/or have examination results cancelled, 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 electronic communications equipment such as personal digital assistants, cellular telephones, pagers, etc. during any mandatory <u>or</u> unscheduled breaks.**
- **Bringing any study materials (e.g., textbooks, classroom notes, crib sheets, or language translation dictionaries) to the testing center.**
- **Reviewing any materials during mandatory <u>or</u> unscheduled breaks.**

Step 3: Taking the ARE *(continued)*

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.

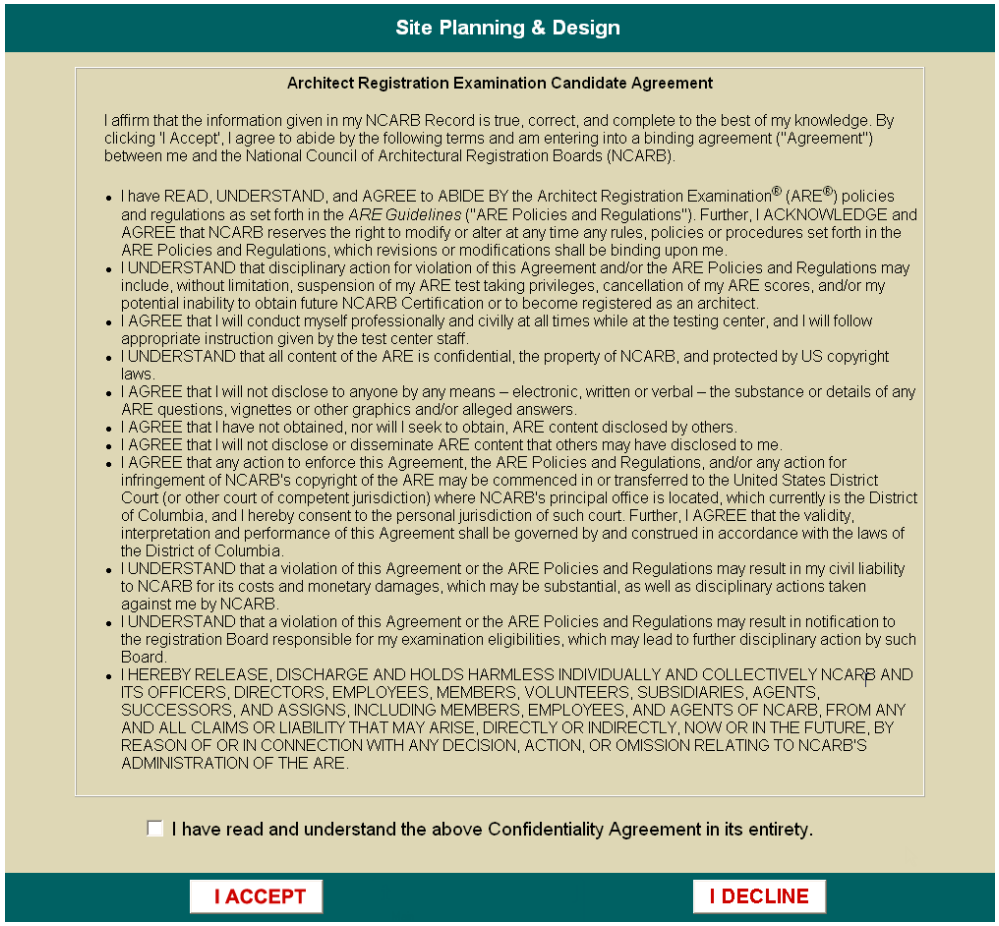
Waiting areas at the test center are for candidates only. Friends or relatives who accompany you to the test center will not be permitted to wait in the test center or contact you while you are taking the examination.

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 statement that you accepted prior to commencing the exam.

Any disclosure of ARE content is strictly prohibited and may result in severe disciplinary action, including the suspension of testing privileges, and/or the cancellation of scores.



Site Planning & Design

Architect Registration Examination Candidate Agreement

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 eligibilities, which may lead to further disciplinary action by such Board.
- I HEREBY RELEASE, DISCHARGE AND HOLDS 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 have read and understand the above Confidentiality Agreement in its entirety.

I ACCEPT | I DECLINE

NCARB Board of Directors Policy Regarding Cheating
For further details and to review the Policy and Procedure for testing irregularities visit the NCARB website.

ARE Candidate Agreement
To review the ARE Candidate Agreement refer to the NCARB website.

Step 4: Receiving Your Score

All divisions of the ARE are administered and graded by computer. **Results for all divisions are typically processed within four weeks of your test date. When your score is processed and available to you, an automated notification will be sent to you via e-mail. At that time, you will be able to access your score report online via My Examination.** Test results are not released at the test center.

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

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

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

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

THE PASSING STANDARD

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

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

MULTIPLE-CHOICE SECTIONS

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

GRAPHIC VIGNETTE SECTIONS

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

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

Step 4: Receiving Your Score *(continued)*

REVIEW AND CHALLENGE

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

Only those questions you answered incorrectly or those vignettes listed at Performance Level 3 on your score report can be reviewed. The correct answer or proper solution will not be revealed.

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

Depending on the laws of the jurisdiction where you are seeking registration, you may be able to challenge the score received on any ARE division. If your board of architecture (or a court with jurisdiction) changes your score from fail to pass, outside of the NCARB facilitated review/challenge process, ONLY that jurisdiction is required to accept the new score. NCARB will not recognize the new score for purposes of NCARB certification. Alternatively, if there is a successful challenge to any multiple-choice choice question/s on a candidate's examination that has been determined by NCARB to positively impact an ARE division score from fail to pass, via the NCARB facilitated review/challenge process, the new score will be recognized for the purpose of NCARB certification.

SCORE VERIFICATION

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

A score verification can be requested by contacting customerservice@ncarb.org or 202-879-0520. The fee for a score verification is $100. In the event that it is found that the score or descriptive feedback reported to you was not accurate, the score verification fee will be refunded.

Step 5: Retaking the ARE

Effective October 1, 2014, 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 a running year.

Upon receiving a failing score report in My Examination, you will be permitted to schedule a test appointment for that same division for a date on or after the start date of your new eligibility period. For scheduling details, please refer to Step 2 of this document.

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

ARE REFERENCE MATERIALS

ARE® 4.0 Exam Guides

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

Direct download links:

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

Reference Material

Structural Systems and Building Systems divisions include reference material that is accessed through a resources button on the computer screen. These screens include formulae and other reference material that may be helpful when answering questions in these multiple-choice sections of each division. PDF copies of the reference materials or sources of the reference materials that will be available to you in the test center are available to download and review in advance of your examination here.

Codes and Standards

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

International Code Council, Inc.

- International Building Code, 2012
- International Mechanical Code, 2012
- International Plumbing Code, 2012
- International Residential Code, 2012

US Department of Justice

- 2010 ADA Standards for Accessible Design

American National Standards Institute

- ICC A117.1-2009: Accessible and Usable Buildings and Facilities

National Fire Protection Association

- NFPA 101-12: Life Safety Code, 2012
- NFPA 70-11: National Electrical Code, 2011

American Concrete Institute

- ACI 318-08: Building Code Requirements for Structural Concrete

American Institute of Steel Construction

- AISC 360-05: Specification for Structural Steel Buildings
- AISC 340-05: Seismic Provisions for Structural Steel Buildings

American Society of Civil Engineers

- ASCE 7-10: Minimum Design Loads for Buildings and Other Structures

American Institute of Architects

- AIA Documents, current edition

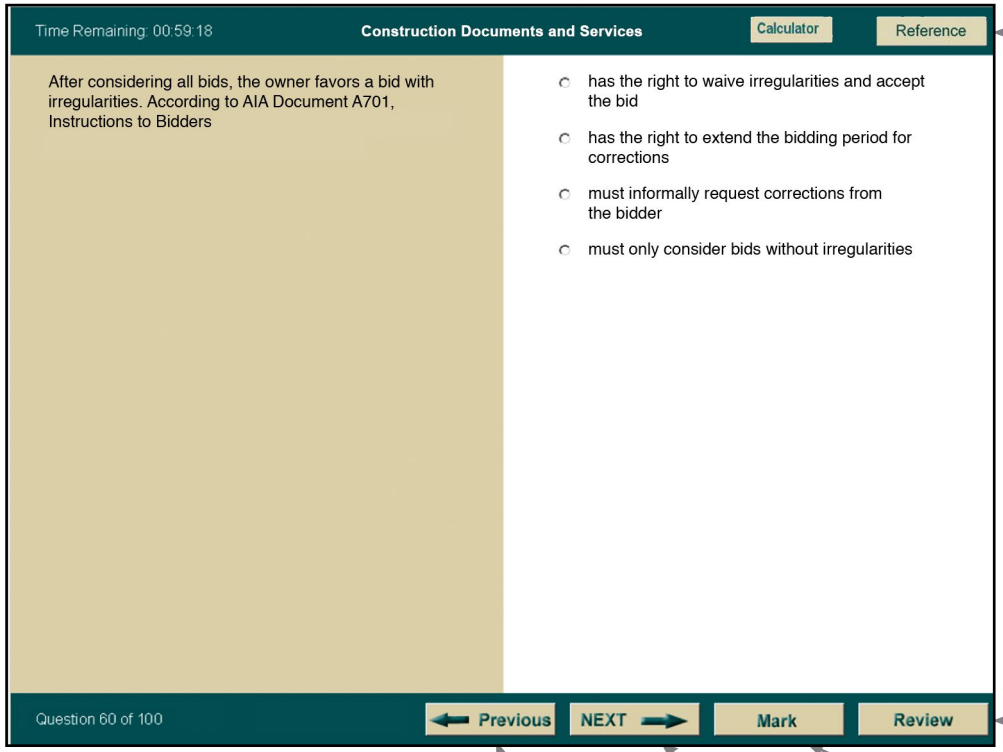
Preparing for the ARE

The Preparing for the ARE page includes links to:

- Exam Guides
- Practice Programs
- Reference sheets for Structural Systems and Building Systems divisions

Sample Unanswered Question

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



REFERENCE
Click here to access formulae and other reference material.

REVIEW
Click to see the status of each question.

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

PREVIOUS
Click here to return to the last question.

NEXT
Click here to move to the next question.

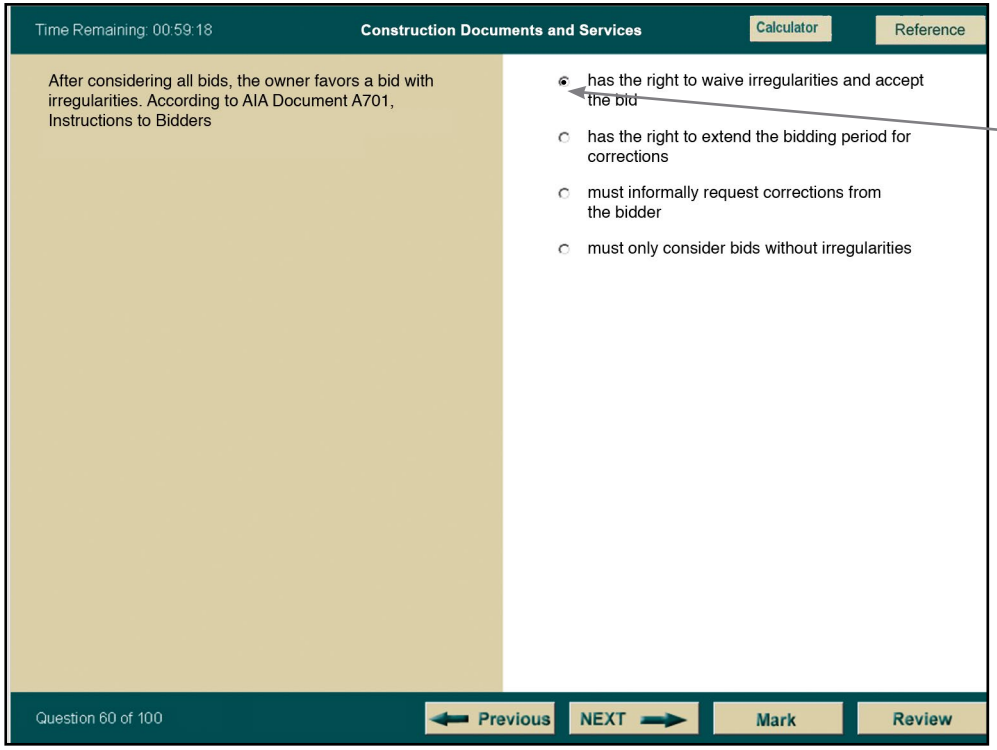
MARK
Click here to mark the question on the screen for later review.

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

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

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

Sample Answered Question



Click on the circle to select your answer.

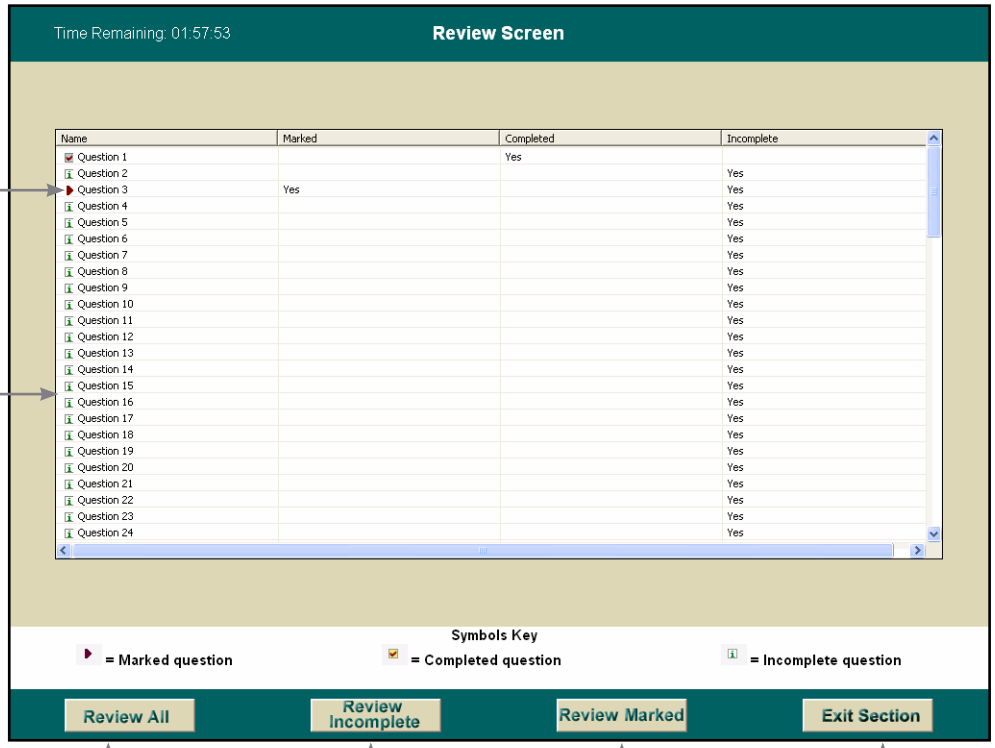
Sample Answered Question
The question shown to the left represents a typical answered question from one of the multiple-choice section as it appears on the computer screen. To select an answer from the list of available choices, position the mouse pointer over the circle that corresponds to your selection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

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

Review Screen

MARKED FOR REVIEW
If you click the "Mark" icon on any question, a red "▶" will appear in this column.

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



REVIEW ALL
Selecting this icon will sequentially deliver all questions.

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

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

EXIT SECTION
Selecting this icon will terminate your multiple-choice section.

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

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

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

If you click on the "End Exam" icon, a warning screen will appear asking you to confirm that you intend to quit your multiple-choice section. **If you click on the "Yes" button on the warning screen, your section will end and you will not be able to return to answer or review any questions.**

ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

Introduction

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

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

Programming, Planning & Practice
Site Zoning

Site Planning & Design
Site Grading
Site Design

Building Design & Construction Systems
Accessibility/Ramp
Stair Design
Roof Plan

Schematic Design
Interior Layout
Building Layout

Structural Systems
Structural Layout

Building Systems
Mechanical & Electrical Plan

Construction Documents & Services
Building Section

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

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

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

HELPFUL URLS
Exam Guide Download Page

Direct download links:

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

Practice Program

PRACTICE SOFTWARE FOR GRAPHIC VIGNETTES

The practice program for the graphic vignettes allows you the opportunity to become familiar with the software interface before you schedule a testing appointment. The exam guides do not contain the practice software for the graphic sections; however, you can download the practice program (for personal use only) from NCARB's website here. Warning: The practice programs downloadable at the above link will not run in a 64-bit operating system. See below for additional information.

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

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

CLOUD-BASED PRACTICE PROGRAM SERVICE

For candidates using a 64-bit Windows or Mac operating sytems, NCARB has launched a cloud-based service through My NCARB to run the practice programs. Learn more FAQs

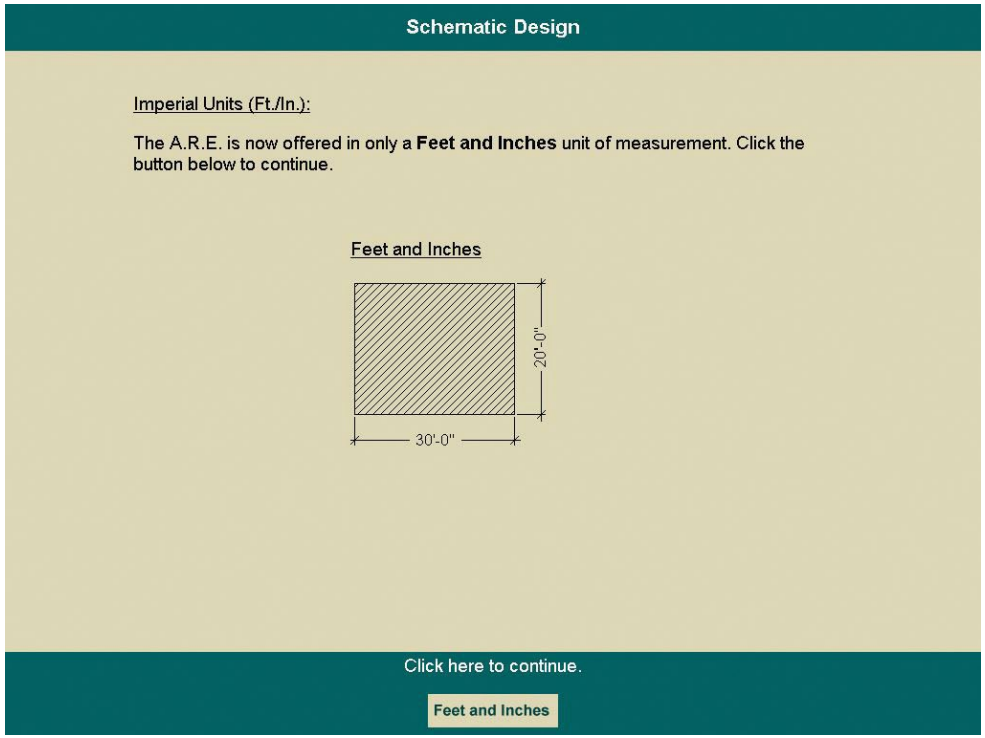
Download the Practice Program

The practice programs can be found here.

They include the following graphic vignettes:

- Site Zoning
- Site Design
- Site Grading
- Accessibility/Ramp
- Stair Design
- Roof Plan
- Interior Layout
- Building Layout
- Structural Layout
- Mechanical & Electrical Plan
- Building Section

Basic Controls



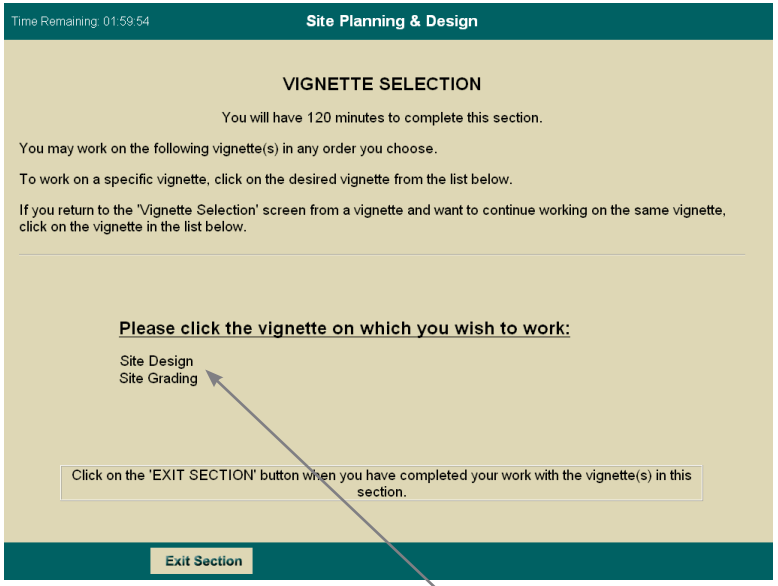
Click Feet and Inches to continue.

Units of Measure
Before beginning each graphic section, you will be required to confirm that all vignette work will be completed in feet and inch units.

Saving Your Work at the Test Center
The software automatically saves your solution on an ongoing basis while you are working, whenever you close one vignette to move to another vignette, and whenever you say that you are finished with your examination. There is no "Save" button or keyboard command that you have to implement.

Menus and Windows

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



If you click "Exit Section," you will go to this screen.

If you click the name of a vignette, you will go to this screen.

If you wish to continue working, select "Vignette Selection."

DO NOT click on the "Exit Section" button until you have completed all of the vignettes contained within the section.

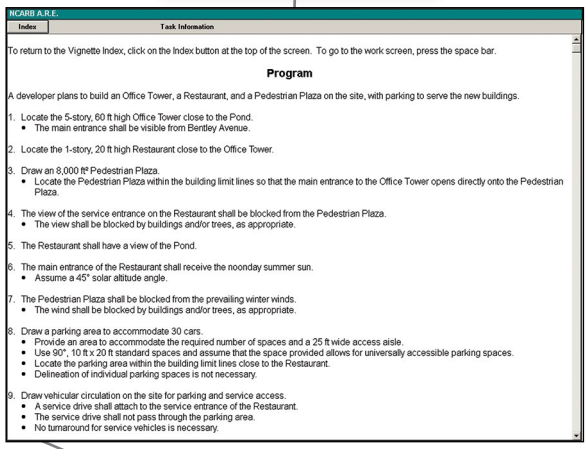
Click on the "Vignette Selection" button to navigate back to the Vignette Selection screen.

Moving Between Vignettes
You can move between vignettes that are administered within a single section by clicking on the "Review Vignettes" icon in the lower left corner of the work screen. (A review of all the icons in the graphic divisions begins on page 34.) The vignette selection screen lists all of the vignettes available to you during that section of the test. You can click on any vignette to move to that vignette. You should also click on the "Review Vignettes" icon when you have completed all of the vignettes within a section. The vignette review screen contains an icon that allows you to exit the test section. If you choose to exit the test section, a warning screen will appear to confirm that you intend to exit.

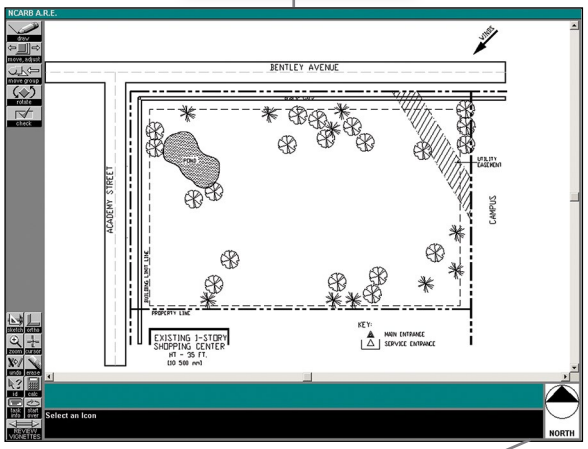
ONLY click on the "Exit Section" button, when you have completed all of your work for all of the vignette(s) contained within the section. If you click on the "Exit Section" button, you will receive the warning screen to the left, to help prevent you from prematurely exiting your examination. **If you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

Basic Controls

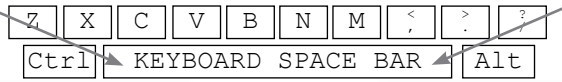
REFERENCE SCREEN



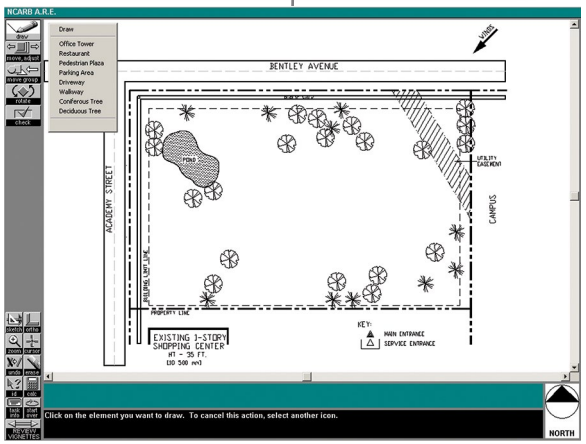
WORK SCREEN



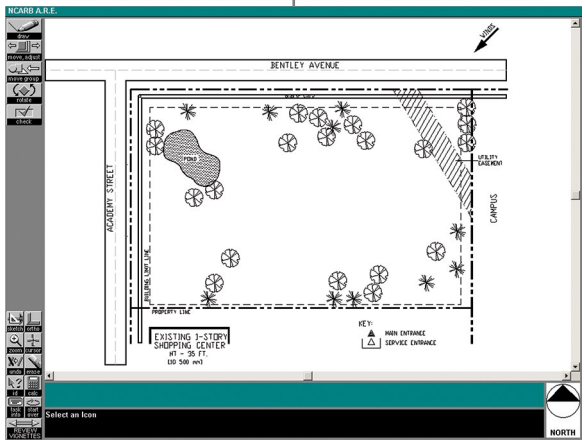
Click on the space bar to toggle between the reference screen and work screen.
If nothing happens when you press the space bar, you may have
left a menu open. See below for an example.



SAMPLE SCREEN WITH MENU OPEN



SAMPLE SCREEN WITH MENU CLOSED

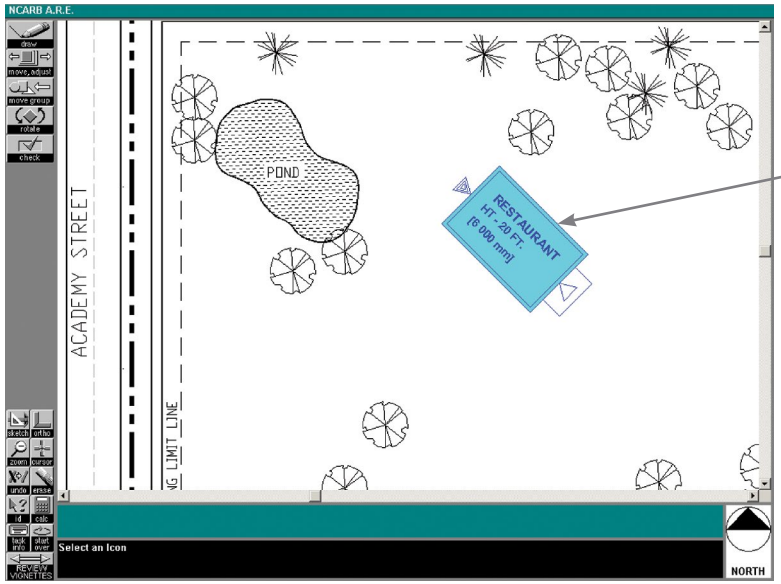


Toggle Between Screens
You can switch between the reference information and the work screen by pressing the space bar on the computer keyboard. This allows you to leave any one of the reference screens, view the work screen, and return to the same reference information.

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

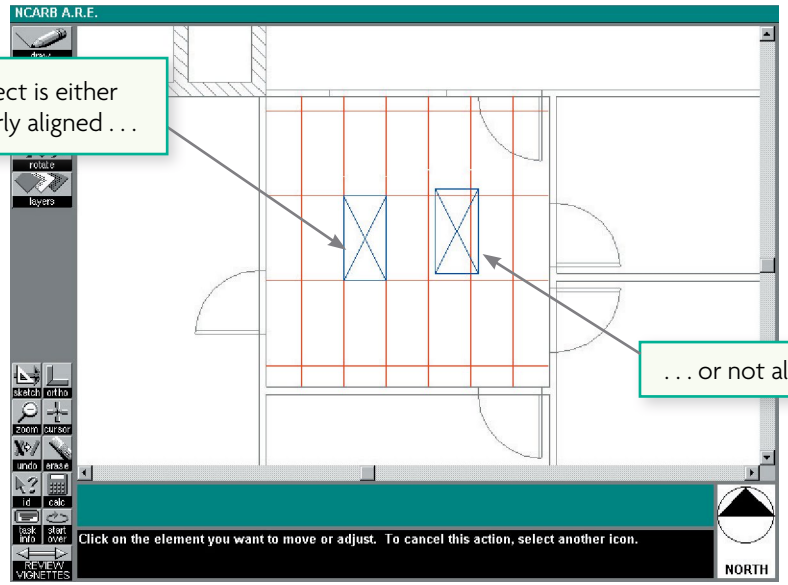
Basic Controls

SITE DESIGN VIGNETTE



Object can be placed anywhere.

MECHANICAL & ELECTRICAL PLAN VIGNETTE



Object is either clearly aligned . . .

. . . or not aligned.

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

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

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

ARE DIVISIONS & REFERENCE MATERIALS: **GRAPHIC VIGNETTE SECTIONS**

Index Screen

VIGNETTE TITLE

INFORMATION AVAILABLE TO YOU
Bold-faced type indicates information is available to you. Click on the text of the information you want to see.

CLICKING ON THIS TEXT . . .

NCARB A.R.E.

Index | Task Information

Site Design Vignette

All of the information you will need to develop your solution can be accessed through this Index screen.

Click on one of the following to select:

Vignette Directions
Program
Tree Diagrams
Tips

To access this screen while you are working, simply press the space bar. When this screen appears, click on the topic you wish to view.

To return to the Index from one of the topics, click on the Index button that appears at the top of the screen.

To go to the work screen, press the space bar.

Review the General Test Directions

. . . BRINGS UP THIS SCREEN WITH THE VIGNETTE DIRECTIONS ON IT

INDEX BUTTON
Click here to return to the Index Screen.

NCARB A.R.E.

Index | Task Information

To return to the Vignette Index, click on the Index button at the top of the screen. To go to the work screen, press the space bar.

Vignette Directions

You have been assigned the task of developing a schematic site plan based on a program that includes legal requirements and other site influences.

The plan on the screen presents a site on which to place buildings, related site elements and vegetation in relation to orientation and environmental conditions. You are to use the tools provided to develop your solution. On the plan you are required to draw and locate:

- Buildings
- An outdoor space
- Vegetation
- Vehicular access and service drives
- Pedestrian walkways
- A parking area

Buildings may not overlap the parking area or the outdoor space.

Before beginning your solution, you should review the program that can be accessed through the Vignette Index screen and familiarize yourself with the site plan on the work screen.

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

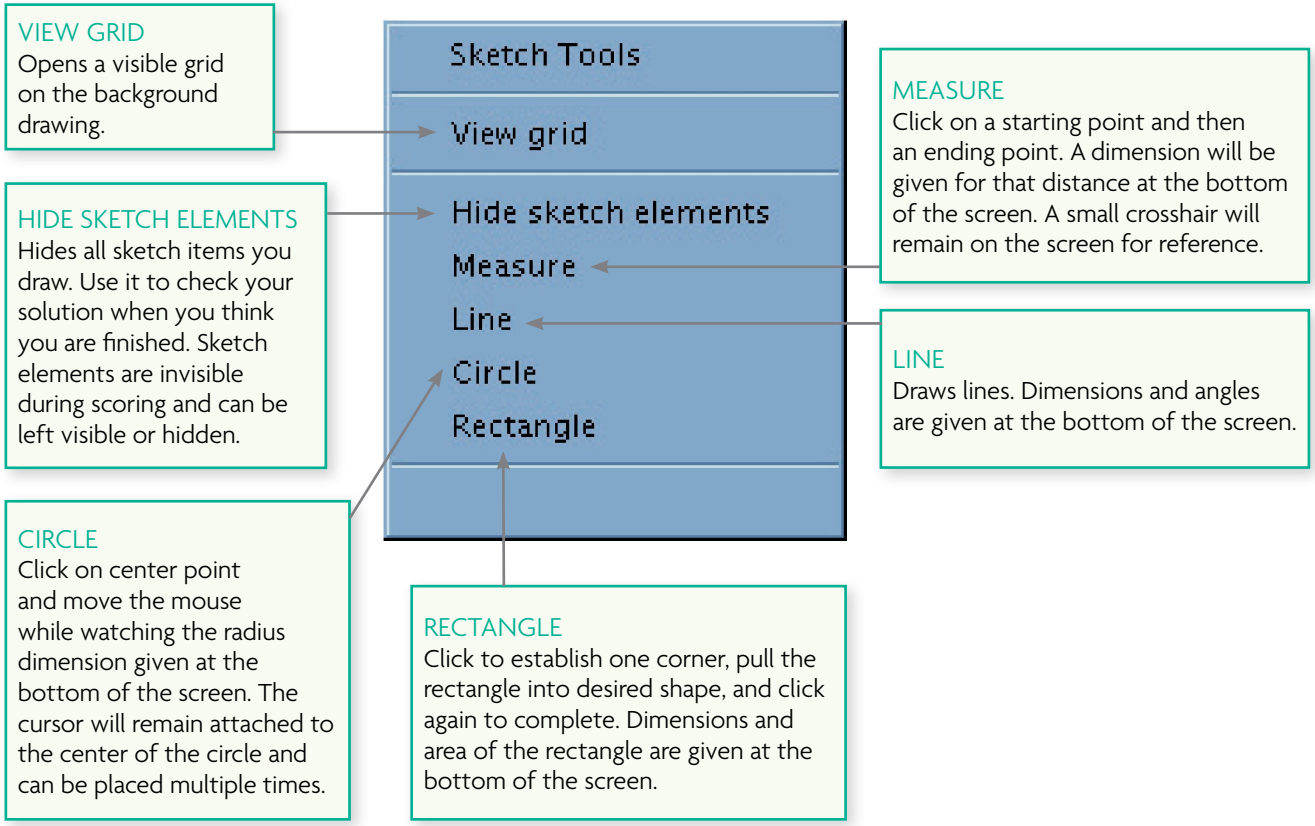
To go to any of the items in bold-faced type, click on the text for that item, and the screen will change to show you that information.

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

Common Tools

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

Objects drawn with sketch tools will not be scored.



Common Tools

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

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

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

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

UNDO
Undoes the last operation completed.

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

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

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

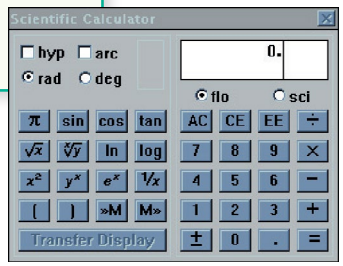
MOVE GROUP
Moves objects as a group. Click on this icon then click on all the other objects you want to move. Click on this icon again and the highlighted objects will move as a group.

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

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

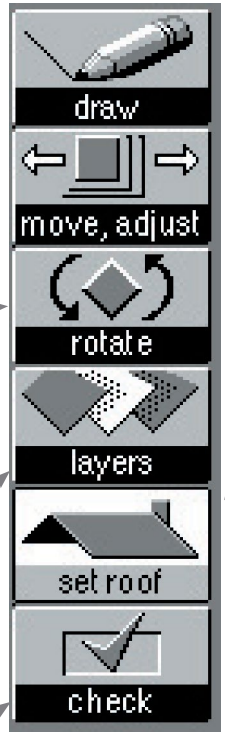
ERASE
Removes objects from the work screen. Click on "Erase," then select the item(s) you want to remove, and then click on "Erase" again. Cancel by not clicking on "Erase" a second time or by starting a new operation.

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



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

Specialized Tools



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

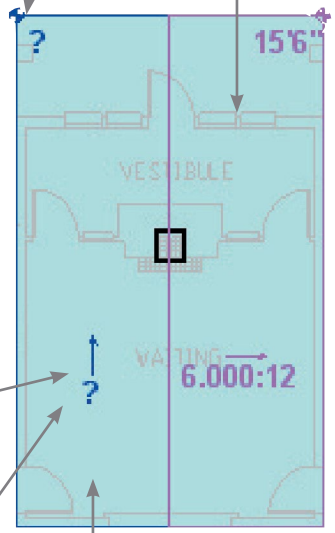
LAYERS
Some vignettes require solutions to be drawn on more than one layer. This tool allows you to move between layers.

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

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

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

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



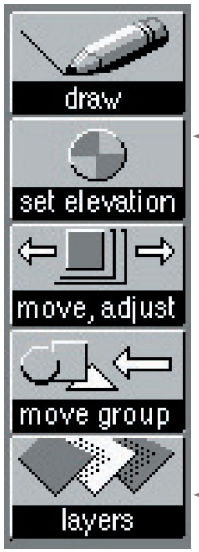
ROOF SLOPE DIRECTION MARKER
Click on this arrow repeatedly until it points in the direction of downward slope.

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

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

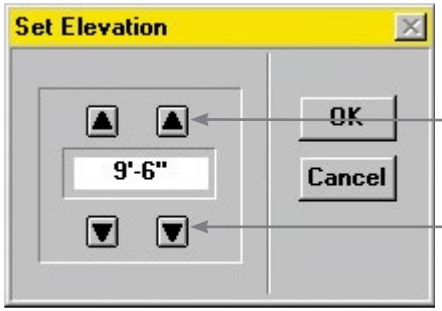
Some vignettes have tools that are shown and used in that vignette only. Here is a sample tool palette from the Roof Plan vignette.

Specialized Tools



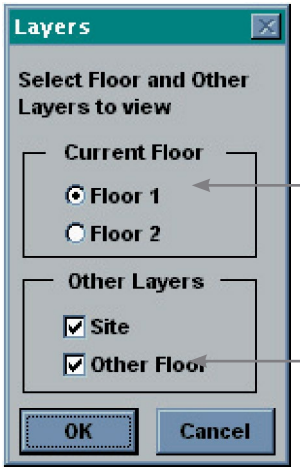
SET ELEVATION
Clicking on this tool opens up the tool to the right.

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



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

LAYERS
Clicking on this icon opens up the tool below.



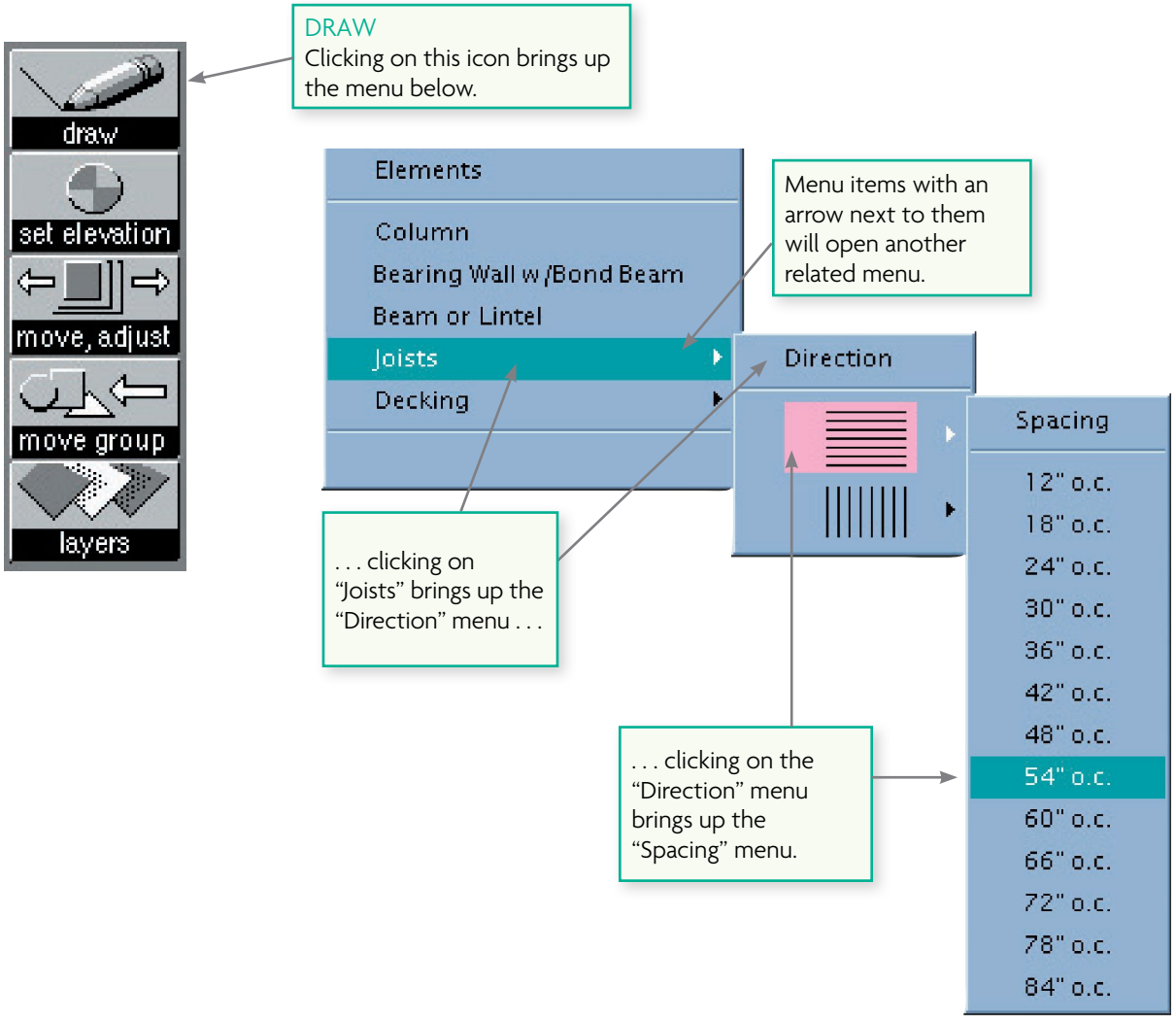
CURRENT FLOOR
Click to select the floor level you want to display.

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

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

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

Menus and Windows



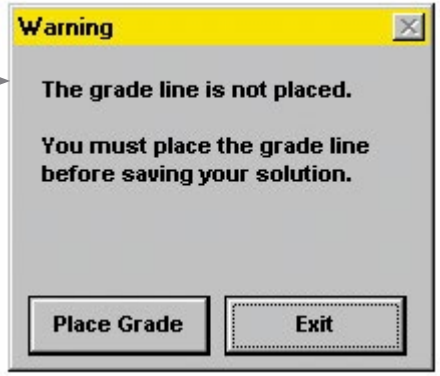
Layered Menus
Some items have additional drop-down menus embedded in them. To the right are examples of a sample menu for the "Draw" icon in the Structural Layout vignette. An arrow to the right of menu items means there is a related menu for that item. The "Draw" icon's options will change as necessary for items in each vignette. Again, it is a good idea to become thoroughly familiar with the tools found in the practice software prior to scheduling your examination.

Menus and Windows

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

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

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



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

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

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