



Prescribed Examination Guidance Booklet (Part B)

The Examination.



The Examination

Step 1

When will your examination take place?

Examinations normally run every three months on the first Tuesday, Wednesday and Thursday in January, April, July, and October. If there are more applications than dates available, we will schedule in additional dates to accommodate the demand.

We will write to you around three weeks before the date selected for your examination. You must contact us immediately if you are no longer able to take the examination on the specified date. If you fail to let us know that you cannot attend, you may have to forfeit your examination fee. Whenever possible, we will allocate an examination date that you have marked as your preferred choice.

Step 2

Where will your examination take place?

The examinations are usually held at our offices in Central London:

ARB
8 Weymouth Street
London
W1W 5BU

Very occasionally, examinations are held at other venues. Your confirmation letter will specify the venue for your examination.

Step 3

Delivering your supporting material

You will need to let us have your supporting material either the day before examination between 8.30am and 4.30pm, or on the morning of your examination between 8.30am and 9.30am. You are then free until the time set for your examination.

Step 4
Proof of Identity

You will be required to show evidence of your identity on the day of your examination, so please bring either your Passport or Identification Card with you. If you don't have either of these documents, we may accept a driving licence with photo ID.

Step 5
What happens during the first part of the Examination?

The Examination Panel is made up of three examiners, one of whom is appointed as lead examiner. The Panel will examine your application, Comparative Matrix and supporting material in private session. This examination will last for up to 60 minutes, and will be overseen by an Independent examiner who is there to ensure the examiners are fair and consistent and that the examination is conducted properly. During this period the examiners will need to make a decision on the number of criteria satisfied.

Step 6
When you arrive to meet Examiners

You will only be invited to meet the examiners at your allotted examination time if they decide you have provided them with the evidence that demonstrates you meet half or more of ARB's criteria in line with the Board's procedures. If the examiners decide that you do not meet half or more of the criteria, you will not be required to offer oral explanations at an examination interview. However, the examiners may use this time to offer you feedback.

Step 7
The Second Part of the Examination

Your interview will last up to 45 minutes but it may be shorter if only limited clarifications are necessary. The examiners will ask you to clarify any aspects of your evidence that in their view may not provide indisputable proof of your knowledge, understanding and skills. You will need to satisfy them that you meet all ARB's criteria at the relevant level in order to pass the examination.





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