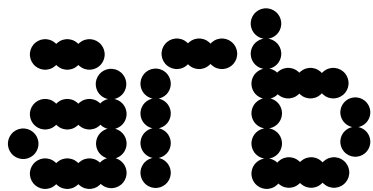


Examiners Code of Practice



Architects
Registration
Board

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1. Introduction

The Architects Registration Board is the regulatory body for the architects' profession in the UK, and was established by statute (the Architects Act) in April 1997. ARB is governed by a Board of 15 members, eight of whom are non-architects. These non-architect – or lay - members are appointed by the Privy Council, while the remaining seven members are architects elected by the profession.

The Act places on the Architects Registration Board (the Board or ARB) the responsibility for prescribing the qualifications and practical training experience required for entry to the UK Register of Architects. The Board also has a duty to ensure that those who apply for registration without prescribed qualifications have an equivalent standard of competence to those who enter the Register with prescribed qualifications. The Board's opinion is that a person may be of an equivalent standard of competence if they hold qualifications which are equivalent to the prescribed qualifications. For those without prescribed qualifications from Schools of Architecture, the Board prescribes examinations, under section 4(2) of the Act, at two key stages – commonly called Part 1 and Part 2.

The Board publishes criteria which set out the minimum levels of knowledge, understanding and ability that students of architecture must acquire at each stage. These criteria form the basis upon which the Board makes decisions as to whether or not qualifications from Schools of Architecture can be prescribed. The criteria are organised in two sections, with general criteria applying to Part 1 and Part 2 as a whole and graduate attributes which describe the level differences between Part 1 and Part 2 applications. The same criteria must be met by all those who pass the Board's Prescribed Examinations at the Part 1 and 2 stages. The underlying framework for the criteria is to be found in Article 46 of the European Union Council Directive 2005/36/EC (the Professional Qualifications Directive). That Directive sets minimum requirements for the length and core areas of study for architectural qualifications across the European Union. The Board's criteria and point of entry requirements which determine who is eligible for the Board's examinations are intended to ensure that all successful candidates satisfy these requirements.

1.1 Welcome from ARB

The Board values the work carried out by the Examination Panel and its continued commitment to the process. It relies on feedback from both candidates and examiners to ensure appropriate improvements are taken forward. Some very useful feedback was provided by examiners during training events and this has now been incorporated in to the good practice guide and the revised guidance for candidates.

The good practice guide is designed to tell you about the way the examinations are to be conducted, your role within the process and additional background information on the Board's expectations. However, if anything is not clear, or you have any queries you wish to raise, please speak to a member of the Registration team and please do continue provide feedback to allow us to continue to make improvements where necessary.

1. Introduction

We are very keen to ensure we work as a team; examiners, independent examiners and staff, please assist us in making it a success by inputting your contribution.

1.2 Our Philosophy

ARB is only as good as the individuals it appoints, we value and respect your expertise but we expect high standards from our examiners.

The Board approved a revised and updated Equality Scheme during 2014. The new scheme focuses on ARB's responsibilities as a public body to adhere to the Public Sector Equality Duty, introduced as a key measure of the Equality Act in April 2011. The Scheme was revised following ARB being informed that it was not scheduled to be listed under Schedule 19 of the Equality Act. Bodies listed under Schedule 19 are subject to both the general and specific duties of the Act. As ARB is not listed, this means that it is only subject to the general duties, including the public sector equality duty. The Scheme has been redrafted to reflect that position, and while it is proportionate to the requirements of the public sector equality duty, it also demonstrates ARB's continuing commitment to ensure equality of opportunity and fairness to all. The public sector equality duty requires public bodies, including ARB, to have due regard to the need to:

- eliminate unlawful discrimination, harassment, victimisation and any other conduct prohibited by the Act;
- advance equality of opportunity between people who share a protected characteristic and those who don't;

and

- foster good relations between people who share a protected characteristic and those who don't.

All those carrying out work on behalf of the ARB must always consider and take these three strands into account in any decision-making process.

The examination must be conducted within an ethic of respect for the candidate and their background. This process must be demonstrably fair and respect the candidate's work. Honesty and openness should characterise the relationship between examiners, candidates and ARB.

Remember for the period of the examination, the face that examiners present to a candidate is that of the profession focussed in its regulatory body. Ensure that your presentation and behaviour during that time reflect the values and culture that the Board holds in dealing with people. Respect the dignity of those presenting themselves for examination.

2. Confidentiality

2.1 Data Protection Act 1998 and confidentiality

The Data Protection Act 1998 places specific obligations on organisations who wish to process personal data.

Examiners should observe the confidentiality of the organisation. With regards to examination applications, details of, and details contained within, the material submitted by a candidate is confidential between the ARB, its examiners and the candidate. Examiners must not discuss any details about a candidate with any third party. Care must be taken to safely keep any printed copies of candidate information secure. When reviewing papers on public transport, care should be taken to avoid papers being overlooked. For using emails securely:

- Consider whether the content of the email should be encrypted or password protected. When typing in the name of the recipient, some email software will suggest similar addresses you have used before. If you have previously emailed several people whose name or address starts the same way, eg 'Dave' - the auto-complete function may bring up several "Daves". Make sure you choose the right address before you click send.
- If you want to send an email to a recipient without revealing their address to other recipients, make sure you use blind carbon copy (bcc), not carbon copy (cc). When you use cc every recipient of the message will be able to see the address it was sent to.
- Be careful when using a group email address. Check who is in the group and make sure you really want to send your message to everyone.
- If you send a sensitive email from a secure server to a non-secure recipient, security will be threatened. You may need to check that the recipient's arrangements are secure enough before sending your message.

Examiners must not discuss a candidate's performance with anyone outside of the prescribed examination process.

If you discover that data has been lost, or if you believe there has been a breach of the data protection principles in the way data is handled, you must immediately inform a member of the Registration team so that appropriate steps can be taken to mitigate any risk. All breaches will be logged by ARB in line with good practice.

When disposing of confidential papers you must ensure any reference to personal data is removed or destroyed.

All information acquired during your appointment relating to ARB or its activities is confidential to ARB and must not be disclosed to third parties or used for any reason other than in the interests of ARB (in either case save as required by law), either during the term of your appointment or afterwards. Further information regarding your obligations in relation to data protection is set out in ARB's Privacy and Data Protection Policy which is available on our web-site.

2. Confidentiality

2.2 Freedom of Information Act

ARB is a Public Body and is also subject to the Freedom of Information Act 2000. This entitles a candidate to see personal information held about them. You must be aware that any notes taken with regard to a candidate can, if requested, be disclosed to them. ARB will destroy securely papers left at the end of each examination day.

Contact with any candidate outside of the examination process is not envisaged. Examiners should not approach or contact a candidate whom they have examined unless authorised by the ARB. Examiners should not provide candidates with any feedback in relation to their examination other than that provided for within the examination process. Similarly, if a candidate approaches an examiner in relation to their own, or any other application, the examiner should immediately notify ARB's Registration team.

3. Terms of appointment

Examiners and independent examiners will receive written notice confirming their appointment to the Prescribed Examination Panel for the period agreed. You will be asked to sign a duplicate of the letter to confirm acceptance of your appointment and by doing so will agree to abide by and comply with the terms of The Code of Practice for Examination as amended from time to time.

You agree to be bound by all policies of ARB from time to time which are applicable to your appointment. Copies of all applicable policies are available on ARB's website. ARB may amend this Code of Practice for Examination and any of its policies from time to time.

During your appointment you will promote the interests of ARB, will act in good faith at all times in the performance of your duties and will not engage in any conduct detrimental to the best interests of ARB.

You are required to notify ARB immediately if your status as a practitioner or academic changes during the term of your appointment, including any changes to your listing on the ARB Register.

3.1 Attendance

Examiners will be sent a schedule for the forthcoming year, normally eight weeks in advance of the year end. You are asked to provide your preferred dates and the ARB staff will do their best to offer these dates to you. ARB aims to allocate examiners at least four examination days per year, provided demand is sufficient. However this may vary and ARB is not obliged to allocate any minimum number of examination days to you.

By accepting the appointment as an examiner you confirm that you will be able to allocate sufficient time to meet the expectations of the role.

In the event you are unable to attend on a given date you are asked to provide the ARB staff with sufficient notice where possible in order for alternative arrangements to be made.

3.2 Pay, Travel and Subsistence

3.2.1 Attendance allowance and expenses

Examiners are entitled to an attendance allowance and to reimbursement of certain out of pocket expenses incurred in the performance of your duties.

Full details are set out in ARB's Policy on claiming Attendance Allowance, Reading/Preparation time, Travel and Subsistence.

3. Terms of appointment

3.2.2 Tax and national insurance contributions

All attendance allowances and expenses will be paid after deduction of any taxes and other amounts that are required by law to be deducted (whether under PAYE or otherwise).

To the extent that any attendance allowances or expenses are paid to you gross you will be responsible for and will indemnify ARB fully in respect of all income tax and employees' national insurance contributions payable in respect of such amounts, where the recovery is not prohibited by law.

ARB may at its option satisfy this indemnity (in whole or in part) by way of deduction from any payments due to you.

You agree to comply with your legal obligations in respect of tax and national insurance contributions in relation to any attendance allowances or expenses paid to you by ARB and to provide ARB with such information and documentation as it may reasonably request for the purposes of enabling it to comply with its legal obligations in respect of tax in relation to such sums (including accounting for income tax and national insurance contributions under PAYE) and/or for the purposes of verifying your compliance with your legal obligations.

You agree that ARB may disclose any information provided by you and any other information which it holds in relation to your appointment to HM Revenue and Customs for any purpose relating to your appointment.

3.2.3 Procedures for Payment

ARB claim forms should clearly state the details of the work undertaken for ARB and should be submitted within one month from the date of the expense. Claims over three months old will not be accepted unless there are exceptional circumstances.

Please note that claims received by the 5th of the month will be paid on the 15th. Claims that are received later than the 5th will be paid the following month.

In all cases an ARB claim form must be completed, receipts attached and sent for the attention of the meeting organiser to:

ARB,
8 Weymouth Street,
London,
W1W 5BU

3. Terms of appointment

3.3 Development

Examiners and independent examiners play a vital role in this process in delivering a reliable and fair examination process. ARB recognises the importance in providing an annual development programme for its examiners and independent examiners to ensure they are best equipped to carry out their role as an examiner. Examiners and independent examiners are required to attend the development day once a year. The training will normally be carried out over one day and at a venue normally in London. Independent examiners are also required to attend an annual review day normally at the ARB offices in London.

3.4 Examiners' Annual Register of Interest

Examiners are asked to complete and sign a Register of Interest form to declare any personal, professional or business or other interests which might give rise to conflict of interest with the ARB, or might influence the way in which you alone, or together with others, might influence your recommendation to the Board.

3.5 Conflicts of Interest

Managing declarations and conflicts of interests is vital to the integrity of the Examination Panel's work and promotes confidence in the examination process.

Examiners should decline to take up examination work when strong conflicts of interest are involved. Examples of conflict of interest include: recent external examining, candidature for employment, recent employment at, or graduation from, an Institution concerned, close personal contacts with staff and/or students at an Institution, and membership of an RIBA Visiting Board/Committee, or membership of the QAA's institutional/subject review panels. If an examiner has any doubt as to whether a connection with an Institution or individual constitutes such a conflict, this should be declared to ARB's Registration team.

ARB staff will do their best to manage any potential conflicts of interest between examiners and candidates. However, in the event you receive an application pack from a candidate whereby you have a conflict of interest you are asked to notify the ARB staff immediately so that alternative arrangements to the examination schedule can be made.

Contact with any candidate outside of the Examination process is not envisaged. Examiners should not approach or contact a candidate whom they have examined unless authorised by the ARB. Examiners should not provide candidates with any feedback in relation to their examination other than that provided for within the Examination process. Similarly, if a candidate approaches an examiner in relation to their own, or any other application, the examiner should immediately notify ARB's Registration team.

Any doubts as to whether a connection should be declared and/or constitutes a conflict of interest should be discussed with the Registration Team.

3. Terms of appointment

3.6 Status

You may be treated as an office holder for tax and national insurance purposes but examiners are not employees or workers of ARB and should not hold themselves out as such.

You agree to indemnify ARB for and in respect of any liability arising from any employment-related claim or any claim based on worker status (including all costs and expenses incurred) brought by you against ARB in relation to your appointment as an examiner or the performance of that role.

3.7 Intellectual Property

All intellectual property conceived, made or generated by you in the performance of your role as examiner (including, without limit, copyright in any documents or materials produced by you) will belong to ARB and you assign all and any such intellectual property rights to ARB.

You agree to sign any documents and do all such things as may be reasonably requested by ARB to give effect to the assignment referred to in the preceding paragraph.

You confirm that any work carried out or produced by you for ARB in the performance of your duties as examiner will not infringe any intellectual property rights of third parties.

3.8 Termination of your appointment

The term of your appointment will be set out in the letter confirming your appointment and the appointment will automatically terminate (unless renewed) upon the expiry of the term.

ARB may terminate your appointment with immediate effect if you have committed any serious or repeated breach or non-observance of your duties as set out in this Code of Practice, have been guilty of any fraud or dishonesty or acted in any manner which, in the opinion of ARB, brings or is likely to bring you or ARB into disrepute or is materially adverse to the interests of ARB.

Upon termination of your appointment under this letter for any reason you will return to ARB all property of ARB used by you in discharging your duties together with all documents and papers relating to ARB or your appointment and will permanently destroy all confidential information of ARB held in electronic form.

3. Terms of appointment

3.9 Fraud and Bribery Policy

Examiners must be aware of ARB's Fraud & Bribery Prevention Policy. Any examiner's interests or hospitality falling within the scope of the policy should be notified to ARB promptly to be recorded on the relevant register.

3.10 Whistleblowing Policy

ARB is committed to the highest standards of corporate governance, as well as openness, probity and accountability. In line with that commitment, we expect and would encourage employees, examiners and others that we deal with, who have serious concerns about any aspect of ARB's work to come forward and voice those concerns. The Whistleblowing Policy document sets out the Board's aims and scope of the policy and can be found on our website.

4. The Examination Panel and its Structure

The Board appoints a pool of examiners who will be registered architects from both practice and academia. Three examiners from the pool will be chosen by the Registrar to form the examination panel for each candidate. The examiners will be required to make a judgment as to whether or not they are confident that the candidate has demonstrated compliance with all the Board's criteria and will report that judgment in writing to the Registrar. Where a re-examination is undertaken, the ARB staff will try where possible avoid selecting the same examiners for the subsequent examination unless the candidate prefers otherwise.

4.1 Examiner

Examiners will report on candidates' compliance with the Board's criteria at UK Part 1 or Part 2 level. Examiners must review all their candidates' submissions advance of the examination. Each submission will include background material and a comparative matrix supplied by the candidate, stating where and how they believe their Supporting Material (evidence that is cited) demonstrates compliance with each of the criteria. (The criteria used for the examinations are set out in the Prescription of Qualifications: ARB criteria document).

Where there are differences of opinion or interpretation of materials submitted, or verbal responses to interview questions, the lead examiner will ensure that the majority decision prevails in all cases. The lead examiner does not have a 'casting vote'.

4.2 Lead Examiner

One examiner will be chosen to lead the examiners and be responsible for ensuring that all time limits are adhered to; that the appropriate administrative work of the examiners is completed, and will act as the main point of contact between the examiners and the Board's staff. Lead examiners need to be considerate toward their panel members to ensure that the panels' work is corporate, inclusive, balanced and complete before reporting any judgement. Lead examiners must report their examination recommendations to the Registrar and refrain from selectively communicating their findings. Training will be provided for lead examiners.

All examiners must avoid accepting fabrication, falsification, or misinterpretation of evidence, data, finds, or conclusions.

Examiners may be required to make written representations to the Board after examinations where required.

4. The Examination Panel and its Structure

4.3 Independent Examiner

Independent examiners will report to the Registrar and to the Board's Prescription Committee on the following matters:

- the consistency of examiners' judgments
- the conduct of examiners and the fairness of the examination process
- the quality of the feedback offered to candidates
- the performance of candidates

At least one independent examiner will be present for each session of examinations. Independent examiners will sample the Comparative Matrix and supporting material and will observe a selection of interviews. The extent of the samples will be at the independent examiner's discretion, but it will be extensive enough to allow the independent examiner to have sufficient confidence to comment on and confirm whether or not all candidates passing the examination have met all the criteria.

Independent examiners are not permitted to intervene in the examination of individual candidates by the examiners and must refrain from influencing the process in any way. However, they may report to the Registrar any concerns arising from the examination of individually named candidates, and provide advice to him or her in relation to such candidates.

Any concerns about the conduct of an examination should be reported to the staff team as soon as it is known so that any appropriate action can be taken.

Independent examiners are required to submit their report within 5 working days of completion of their duties, and these may be made available to examiners where the process of the examination would benefit from any particular experience noted.

In exceptional circumstance an independent examiner may be required to attend a meeting of the Prescription Committee to discuss their report.

5. The Examination Process

5.1 Preparing for the Examination

Candidates' application documents will be sent to examiners and independent examiners two weekends before the date of examination – this material must be read in its entirety and considered carefully before the day of the examinations. Examiners must raise any matters that need clarification or any conflicts of interest, with Board staff immediately to allow for any necessary adjustments to be made. Failure to do so would ultimately lead to a breach of the Procedures.

5.2.1 Pre Meeting

Examiners must arrive by the time indicated on their schedule on the morning of the examination day for a pre-meeting with the independent examiner and Registration staff. The independent examiner will outline his/her expectations for the day and explain how they intend to monitor the examinations to ensure that the Board's rules are followed.

All examiners must switch off mobile telephones, Blackberry devices and any electronic equipment not related to the conduct of the Examination when in the Examination session. Board staff will take messages on your behalf and these will be passed to you at the earliest opportunity. Please let a member of the registration team know if you are managing difficult circumstances, such as a family illness so that any appropriate arrangements can be made.

5.2.2 Morning session

Examiners will decide upon a division of labour based upon their area of expertise with one leading on each issue and the others asking supplementary questions. The lead examiner will be responsible for conducting the examination and focus the other panel members on seeking out material relevant to the criteria. The examination is an evidence based process and examiners are required to measure candidates' competencies from the evidence within the candidates' Comparative Matrix and supporting material. Evidence that is not cited or inappropriately cited is not admissible. Section 2.1.2 of the Examination Procedures states:

“The candidate decides, and identifies explicitly and clearly in the Comparative Matrix, what supporting material is to be examined against which criteria. No supporting material will be examined which is not clearly identified in the Comparative Matrix. Supporting material will only be examined against the specific criteria identified by the candidate in the Comparative Matrix. The Comparative Matrix and the supporting material must be the candidate's own work; this requirement may need to be established in the course of the examination. The Board will consider collaborative work, but will wish to see evidence confirming the extent of the candidate's contribution.”

It is important that Examiners adhere to the procedures so that no candidate is given an unfair advantage.

Examiners will have background information for each candidate which includes their application form, CV, transcripts and degree certificates. These documents are essential to the Board's staff in determining a candidate's eligibility to sit for the examination,

5. The Examination Process

which will have been determined in advance of the examination being arranged. These documents must not be considered in isolation in terms of meeting any part of the criteria. In the event a candidate cites these documents as evidence there must be associated evidence to support the citation in terms of drawn or written work etc. within the candidate's supporting material that demonstrates the criteria have been met.

The examiners are required to consider each candidate's application, including forming and recording their judgment within a period of no more than 60 minutes. This judgment will set out whether or not a candidate's application – comprising the Comparative Matrix and Supporting Material – demonstrates that either:

- (a) all the criteria are met; or
- (b) half or more of the criteria have been met

If the Comparative Matrix and supporting material is not considered by the examiners to meet the requirements of (a) or (b) above, the examiners must recommend that the candidate has failed the examination, and the candidate will not be required to offer oral explanation at an examination interview. The examiners may use this time to offer feedback to the candidate.

The lead examiner must ensure the record sheet it is countersigned by the independent examiner prior to any interview record being added in the afternoon session. The lead examiner is required to notify a member of staff about any candidates who are not to be interviewed so that the necessary arrangements can be made for handing back portfolios and other Supporting Material.

Please note failure to comply with the timings prescribed above will be a breach of the Procedures.

5.3 Afternoon Session

5.3.1 Offering feedback to an unsuccessful candidate (Lead Examiners)

- Prepare for the hand-back/feedback session: staff will assist
- Ensure the room is appropriately laid out to make candidate feel at ease
- You may use up to 45 minutes to feed back to the candidate, but close the session at the earliest natural break
- Begin by collecting the candidate from reception; introduce yourself and the staff member present
- Offer the candidate a glass of water

5. The Examination Process

- Thank the candidate for attending and explain that you understand how much time and effort that they have invested in the application process, and briefly outline what has taken place during the private review session by explaining:
 - Examiners act on behalf of the ARB and do not represent other parties
 - The process you have followed
 - The candidate has failed to meet half or more of the criteria and therefore the Board's rule is that he/she has failed the examination and the examination process is now closed and the purpose of the meeting is to provide feedback rather than re-open the debate
 - That three examiners have examined the Comparative Matrix and supporting material against the Board's criteria for Part 1 or Part 2
 - That based on the evidence submitted and after careful consideration, the examiners concluded that the candidate had not met half or more of the criteria and the rules therefore do not allow examiners to seek oral explanations
 - Be mindful of how much information a failed candidate can absorb and ask the candidate whether or not they wish to receive feedback
 - Attempt not to provoke adverse reaction by insensitive phrasing of remarks and seek to marshal the candidate through the process.
 - Refrain from opening the portfolio
 - Specify the criteria that have been met and explain why outstanding criteria have not been met
 - Define the meaning of a coherent design project - this can deal with a number of criteria
 - Encourage the candidate to be reflective and critically appraise their work before making a further application
 - Ask the candidate if they have any questions, but be cautious not to re-open the examination process
 - Advise the candidate that the examiners' recommendation must also be reported to the Registrar who will then communicate her decision within 15 working days.
 - Inform the candidate that he/she will receive the report form that will show areas of the criteria have not been met. This report form will be sent to them together with the Registrar's decision.

5. The Examination Process

- If the candidate requires any further information on process and what happens next, the staff member will provide this information.
- Inform candidate that an independent examiner was in attendance and will make a formal report to the Registrar and the Board's Prescription Committee on matters of consistency of judgements; the conduct of the examiners and fairness of process; and the performance of candidates.
- Make sure that all Supporting Material (and any other original documents, such as syllabus etc.) is returned to the candidate and ask them to confirm that they have received everything that they expected to have returned to them.

5.3.2 The Examination Record

Examiners are required to set out on the Board's Examination record sheet which criteria have and/or have not been met; they are also asked to comment about the nature of any deficiencies in the submission – this information will be provided to unsuccessful candidates, so it is important that any comments are clearly legible, concise and helpful. The lead examiner should ensure that the record on the report form has been completed correctly and that they should allow sufficient time to create the record and that it be endorsed by the whole panel.

5.3.3 The Examination interview

If the Comparative Matrix and Supporting Material is considered by the examiners to meet the requirements of (a) or (b) above, the examiners will prepare a series of questions to ask the candidate at the examination interview which should provide the opportunity for the candidate to satisfy the examiners about any outstanding matters and/or for the examiners to determine the authorship of the work.

- The interview sessions are timetabled to ensure that all candidates are treated equally; these must last for no more than the designated 45 minutes. The lead examiner must ensure that interviews run to time.
- Ensure that the room is appropriately laid out, to make the candidate feel included
- The lead examiner should collect the candidate from reception
- The lead examiner should briefly introduce himself/herself and the other examiners and state that the panel are all architects from both practice and academia. Explain the purpose of the interview: i.e. that the candidate has already met half or more of the criteria and that there are some areas that require clarification and/or that the authorship or authenticity of the work needs to be established.
- Offer the candidate a glass of water.
- Advise the candidate examiners act on behalf of the ARB and do not represent other parties.

5. The Examination Process

- The lead examiner should advise the candidate that an independent examiner may be attending the interview session; that he/she is tasked only with observing the process on behalf of the Board; that this ensures fairness and proper conduct and is therefore in the best interests of the candidate. Please advise the candidate that this will be a discrete as possible.
- The lead examiner should make the aims of the examination explicit to the candidate.
- Put the candidate at ease. Candidates can be extremely nervous, and it is important to try and settle them down at the start of the interview by saying something commendatory but non-committal, eg 'We found your thesis very interesting, we particularly enjoyed ...'
- Be mindful of the Examination Procedures which state:

“ Supporting material will only be examined against the specific criteria identified by the candidate in the Comparative Matrix” and ensure questions relate to the specific project or projects cited by the candidate against the criteria in question.
- Examiners are reminded to make sure that questions are not too complex, break the question up if necessary and state also that the candidate should not draw inference from the number of questions being asked of them.
- When asking a question, outline the criteria it relates to and inform the candidate that there will be no trick questions and that you are looking to give them every opportunity to fully answer the question.
- It may be helpful for the candidate to be given a copy of the criteria.
- Encourage the candidate to be reflective and critically appraise their work. General or open questions are useful in encouraging the candidate to reflect upon their work, whereas closed ones lead to specific answers. Examiners should try to tailor the type of question to the type of answer required and, if possible, aim for a mix of general and open questions (which are harder to answer but can reveal much more about the candidate) and closed ones (which may reveal less but are easier for the candidate to answer).
- Recognise that candidates may need time to answer and note the responses.
- Do not interrupt or talk over the candidate.
- Evidence given orally must arise from questions based on the candidates supporting material. Do not persist where a candidate clearly has no evidence or cannot answer the question.