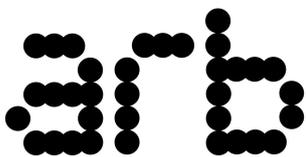


**Prescribed Examination Guidance Booklet
(Part A)**

Before Examination



**Architects
Registration
Board**

Completing your application and assembling documents

Step 1. Read all the application documents

Read all the process documents very carefully. You should only consider applying for the examination if you are entirely confident that you are eligible to apply for the examination(s) and you can provide ARB with evidence to show that you meet all the criteria outlined in the Prescription of Qualifications: ARB Criteria booklet.

If you have studied a qualification that is not strictly architecture, you must ensure that you comply with the requirements set out in Section 2.2 of the Prescribed Examination Procedures which ask you to provide an eligibility statement from the awarding institution together with a statement from registration body or professional body in the country (for those outside the UK only) of award. Please do use the templates provided by ARB for this purpose. If you do not comply with these requirements, your application will be returned to you and you will be charged 25% of the examination fee.

If you are applying at Part 1, and for example you have completed a BA(Hons) in Architecture, an eligibility statement is not required. Similarly, if you are applying for Part 2 and you have completed a Master of Architecture an eligibility statement will not generally be required. We reserve the right to request further information where it is not clear that our eligibility requirements have been met.

Step 2. Language Requirement

If English is not your first language, you will need to submit a valid International English Language Testing System (IELTS) certificate of 6.5 or above in each of the band scores with your application for examination. The IELTS process is run by the British Council. It is accessible around the globe, and is offered up to four times a month in more than 140 countries.

Please note that there are two levels of this test; you are required to undertake the academic level. We may consider alternative evidence to the IELTS. If you would like us to consider this, you must complete the Board's English Language Exemption form and provide the evidence listed on the form. It is important for you to note that we are not looking at an equivalent test and we will only consider the evidence listed on the Board's Exemption form together with the required supporting evidence and references.

Completing your application and assembling documents

Step 3 Completing the application form

The application form sets out all the documents you need to send us, and the fee schedule shows the fees that apply. You must ensure that when you send us your application, you include all the material listed in Item 10 - Checklist of the application form. You will need to send original or certified copies of your degree and/or diploma certificates ("certified" means approved as genuine by a solicitor or Notary Public). We will not accept certified copies made by anyone other than a solicitor or notary.

If the name on your certificates is different to the name you are using now, you will need to prove your identity by sending us documentary evidence, for example, a marriage certificate or a deed poll certificate. We recognise that some of the documents confirming your identity and eligibility for examination may have personal value and would be difficult to replace. We therefore recommend that you use a professional mailing service or courier when you send your application to us. Alternatively, if you prefer, you can deliver your application to us personally.

Step 4. The Examination Fee

The examination fee applies to each of the two levels of application (Part 1 and Part 2) for ARB's examination. The cost of the examination is listed in the application form, together with the different ways of paying the fee. We ask you especially to note that:

- we will not refund the fee if you cancel the confirmed date of your examination;
- if you have to change the date of your interview at short notice we will charge you an additional fee to cover the cost of rearranging your examination;
- we will return incomplete applications and charge you 25% of the examination fee to cover our initial inspection costs.

Completing your application and assembling documents

Step 5. Preparing your Supporting Material to satisfy the Criteria

You should complete this step together with Step 3, as you cannot submit your Comparative Matrix with your application until you have decided which supporting material you wish to use.

You will be examined on:

- A Comparative Matrix stating where and how you believe your supporting material complies with each of the criteria (we have drawn up a Comparative Matrix template for candidates to use);
- Supporting material created by you, which may include design projects, technical essays and dissertations, or any other material that you deem relevant.

It is very important to note that in demonstrating your compliance with the criteria, the Examination Panel will normally expect to see within your portfolio at least one holistic design for a new building which is entirely of your own authorship. In presenting this coherent architectural design, you should include information relating to each stage of the project from analysis and brief preparation through to detailed technical design.

You should also include evidence of your working process along with the completed design. At Part 1 level, the project may be relatively limited in scale or scope. However, at Part 2, the project should be sufficiently complex to meet the attributes as set out in the Criteria booklet.

Deciding on work to submit

You must decide, and explain clearly in your Comparative Matrix, what supporting material is to be examined against which criteria. Supporting material cannot be examined unless it is clearly identified in the Comparative Matrix. Supporting material will only be examined against the specific criteria identified.

Whilst it is likely that a small number of integrated design projects will satisfy many of the criteria, nonetheless you should still in each criteria section cite the project against the criteria you feel it meets. This may seem repetitive but the examiners are not permitted to consider evidence unless it has been appropriately cited.

It is advisable to submit a few well considered design projects and supporting written work and it is recommended you do not submit a different project for each of the criteria.

It is extremely important that your template acts as both a schedule of material and a discursive key. It must enable the examiners to reference and gain an understanding about your supporting material unaided when they assess it in private session. The Matrix sets out the Board's criteria, and makes an explicit connection to the supporting material you are presenting to demonstrate that each individual criterion has been met.

Work that is not cited as supporting material will not be examined and unclear citation will make it difficult for the examiners to find evidence that you have satisfied the required criteria.

Completing your application and assembling documents

The examination procedures (outlined in the examination process document, “Examination Procedures”) do not provide for all candidates to be interviewed. If a candidate has not demonstrably met half or more of the criteria at the examiners’ private review of the supporting material, they are not given the option to offer oral explanations at interview for areas of their work that require clarification.

Specifying evidence

You should look at the Comparative Matrix as an opportunity to ‘set out your stall’ for the examiners. The Comparative Matrix allows the examiners to gain an understanding of the range of skills and achievements that you have developed during your architectural education and training to date.

The examiners will expect you, clearly and concisely, to draw their attention to where and how your supporting material demonstrates that you have met each of the criteria. It is not sufficient simply to make generic reference to ‘a project’ and/or ‘a portfolio’ when setting out the details of your supporting material you must cite particular aspects of the work against the criteria you think it meets. You should also ensure that your submission is clearly organised and labelled to allow the examiners to make the most efficient use of the time available to them.

When applying for Part 1, the General Criteria at Parts 1 and 2 as a whole should be read along with the Graduate Attributes for Part 1. Similarly, for Part 2, the General Criteria should be read along with the Graduate Attributes for Part 2. No weightings are given to the areas within the General Criteria, however examiners will expect to see that architectural design constitutes at least half the work examined.

Examiners have 60 minutes to examine all the supporting material that you have submitted. It is therefore crucial that you submit the appropriate amount of material. Too much material or material not clearly described in the right place in the Comparative Matrix can often result in examiners being unable to identify where the evidence can be found, which can lead to an unsuccessful outcome. The Board recommends that candidates limit their portfolio submission to 60-80 pages of A3 (or equivalent), excluding any bound written materials such as dissertations, case studies etc.

If material is re-organised or re-sized, please ensure that the scale is sufficient to ensure all your intentions are clearly communicated. Ideally construction and structural drawings should be presented at 1:20 scale. Please do note ARB does not currently accept electronic submissions.

When presenting office based work, you must provide employer references that clearly identify the work done by you. When working as part of a team, it is imperative the examiners are aware of how much involvement you have had in the design process.

The references must be on an official company letterhead, from your employer(s) to verify this. References should be written as outlined in the examination process document, “Reference Templates”, and sent to ARB with your application form. Please ensure that the reference letter clearly reflects the title of that project that you are using in your comparative matrix.

Completing your application and assembling documents

Please do not send any 'supporting material' with your application form. Supporting material is what you are citing as evidence, and it must be delivered to ARB's offices either between 8.30am and 4.30pm on the day before the examination, or between 8.30am and 9.00am on the day the examination is due to take place. When putting together your work, please ensure that you keep your individual projects together and that you do not split and reorganise them to meet criteria.

Scope of supporting material

You are not limited to academic projects and it is entirely appropriate to include office-based and other material. You should not rule out anything which you think is relevant.

Applicants who can provide little or no academic work will need to assemble a composite of supporting material drawn from office work, personal work and if appropriate, surviving academic material.

It is quite in order for candidates to comment on deficiencies in early work and suggest solutions. Supporting material is not limited to integrated design projects but may include, by means of example, (though not exclusively):

- school projects
- office projects
- personal projects (including plans, sections, elevations,– axonometric projections, etc.
- competition entries, etc.
- references – client, employer, contractor, etc.
- CPD/IDP certificates
- log books and critical self-appraisals
- dissertations, reports, theses
- project briefs and feasibility studies.

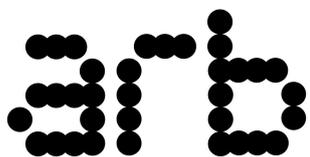
Examiners will expect to see not just the finished project, but also the development sketches and background work together with a summary of the brief for each project.

Step 6. What happens once we have received your application.

We will send you an acknowledgement to confirm safe receipt of your application. Your application will be checked and, if accepted, we will let you know the date of your examination, normally within three weeks of receipt. If your application is incomplete or ineligible, we will return it to you and charge you the 25% scrutiny fee.

Step 7. Circulation of your application.

Your application and documents are copied and sent to the Examination Panel normally two weekends before the date of your examination. This gives the members of the Panel time to study all the material relating to your application and prepare for the examination.



**Architects
Registration
Board**

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