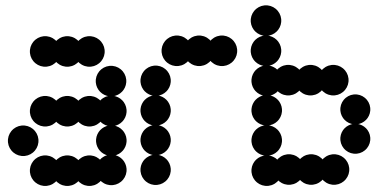




Helpful Hints

The dos and don'ts!



Architects Registration Board

Helpful Hints - the dos and don'ts

These dos and don'ts have been put together following observations from examiners and independent examiners. Although we cannot cover every eventuality, it is hoped that these helpful hints will provide you with some assistance when preparing for your examination.

Read the criteria – literally every word counts

Where plurals are used, ensure you provide more than one example. For instance in GC1.1 you are asked to demonstrate an ability to “prepare and present design projects of diverse scale, complexity and type in a variety of contexts, using a range of media.”

In GC2.1 “the graduate will have knowledge of the cultural, social and intellectual histories, theories and technologies that influence the design of buildings.”

Ensure you are aware of the difference between Part 1 and Part 2

The Graduate Attributes set out the difference in level. Generally, for Part 1 the examiners would expect to see work that you have completed in year 3, and at Part 2 work completed in year 5. It is perfectly permissible to present Part 2 work for your Part 1 examination.

Evidence the journey of your designs

It is important that you show the entire journey of your design projects from the brief to completion, demonstrating the influences, your analysis, your workings and sketches etc. Whilst it is acknowledged that development work is often discarded, it is important that the examiners are able to understand the research, thought process and design development. If you no longer have this work, you may need to recreate it.

Evidence based Examination – present the evidence

It is an evidence-based exam, evidence for each of the criteria must be present, referring to your course marks is not evidence, examiners will need to see the work that achieved the marks. Not all schools/areas or the world will work to comparable criteria. You may have to do additional work if you have not covered some of the criteria or if work is not to the requisite standard. You are able to revise and update material if you feel it's appropriate.

Helpful Hints - the dos and don'ts continued

The importance of correct citation

You must ensure that you cite all work contained within your supporting material against the relevant criteria. 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. Work can only be considered for the criterion you have cited it against.

Tagging and organising your supporting material

Examiners have one hour in which to look at all your supporting material and decide whether you have met half or more of the criteria. It is therefore essential you set out your material clearly, labelled or tagged and signposted against your comparative matrix so that the examiners can easily navigate through your work. If an essay or dissertation is being presented you are encouraged to tag or reference the pages/sections of the essay of particular relevance to the criterion it is cited against. Remember you are not present for this part of the examination so it is important that you organise and structure your submission clearly and concisely.

Choose your projects carefully

Be careful not to use too many projects as this will make it very difficult for the examiners to carefully consider the material in the allotted time of one hour. Equally, you should not rely on only one or two projects. Whilst it is possible to cover all the criteria with a single comprehensive project, it is a risky strategy. The matrix suggests a maximum of eight projects, which you might wish to use as a guideline.

Do not rely too much on office based work

Authorship of academic work is easier to establish as your own work rather than part of an office team and you should bear this in mind when collating your work.

If you are presenting office based work, ensure your references cover all the ground cited on the ARB reference template and it clearly outlines your role and involvement within the team and that it identifies what you did on the project. It is also helpful to accompany office-based work with a reflective narrative.

Helpful Hints - the dos and don'ts continued

One or two projects will evidence many criteria – the concept of an integrated design project

Ensure that you can demonstrate your abilities within the context of coherent architectural designs, showing integration. Fully integrated design projects will often meet many of the criteria across the board, so ensure that you present ideally two projects of this kind and make sure that you cite these against all the relevant criteria.

Include PEDRs

If you have been completing Professional Education Development Records (PEDRs) you can include these as a part of your supporting material but you must cite these against the relevant criteria. They should form part of the supporting material only.

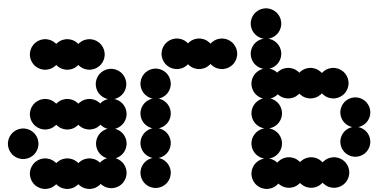
Get a second opinion from a friend or colleague

Does the submission stand on its own without explanation? Have you adequately set out your material so that the evidence can easily be found? Is your communication clear and does it tell the examiners what you want them to know? Is there anything missing? Your friend or colleague might be able to feedback on all of this.

Do not rush, prepare well!

This is an evidence based examination and it requires careful thought and planning. Make sure you have enough evidence at the right level that you are confident will meet the minimum standards expected by a UK school of architecture. You must have evidence for ALL of the criteria.

Do not rely on the fact that you may be able to talk up work at the interview, as you will need to meet at least half of the criteria on the strength of your portfolio alone to be granted an interview.



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