



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

# The Oral Review

## Information for Panelists

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**April 2017**

*This document supports Bulletin 15: The Oral Review with additional information.*

### 1.0 Purpose

The Oral Review is an important step in a candidate's progress towards registration as an Architect AIBC in British Columbia. The following guide will provide panelists with information regarding responsibilities as a reviewer.

Candidates for the Oral Review may be intern architects at nearing completion of their internship, or candidates seeking registration through the Broadly Experienced Applicant (BEA) Program, or candidates seeking reinstatement. The Oral Review is to be conducted in the same manner for all types of candidates. Panelists will be evaluating a candidate's capacity to synthesize his/her knowledge and experience into competent professional practice in British Columbia. Successful completion of the Oral Review is required of every Intern Architect AIBC and BEA candidate prior to registration. It may apply to those formerly registered architects seeking reinstatement.

### 2.0 Format of the Oral Review

**Pre-Review:** At the beginning of the evening all oral reviewers will meet over dinner and discuss the format for the evening and review the summary information file available for each candidate. Summary information will be provided to the panel regarding each candidate. The letter provided by the candidate's supervising architect will be included with the summary information, as well as the mentor's letter if applicable. The information provided to the panel will focus on the candidate's progress in the registration process and is intended to be sufficient for the panel to provide constructive feedback following the Oral Review. However, the amount of information is restricted to summary information only in order to promote greater objectivity by the panel. The Oral Review panel will not know whether a candidate has previously failed the Oral Review.

**The Oral Review:** The format has been set such that each review interview should take approximately 45 minutes with additional time available for review and feedback. The panel must pace itself to ensure that all areas are completed in the allotted time frame.

Approximately 75 minutes is scheduled for each Oral Review, as follows:

Oral Review	45 minutes
Panel confers	15 minutes
Feedback with candidate	15 minutes

An additional 15 minutes will be scheduled in the event that any of these components require more time.

### **3.0 Oral Review Panel Composition**

Oral Review panels will usually comprise of three reviewers, consisting of Architects AIBC and may include up to one Retired Architect AIBC. One panelist will be appointed as the panel chair, whose function includes keeping the review on time and on topic. Each group of panelists will represent a variety of backgrounds and experiences. If the candidate has previously failed an Oral Review, the candidate will not be reviewed by any of the same panelists present at his or her previous Oral Review. In addition, the candidates and panelists will confirm that there is no conflict of interest between them.

### **4.0 Role of the Panel Members**

The chair of the panel is expected to:

- Introduce the panel members and the candidate
- Make preliminary remarks
- Set ground rules with respect to questioning
- Keep the interview focused and within the allotted timeframe
- Disqualify inappropriate, irrelevant or repetitive questions
- Guide consensus decision-making with respect to scoring and recommendations

The remaining panelists should ask the majority of questions. It is beneficial to spend one or two minutes prior to the interview to organize which subject areas each panelist is responsible for covering.

### **5.0 What Candidates Should Bring to the Oral Review**

Candidates must bring at least one project with them to the oral review. The main project should be a “Part 3” building constructed recently in British Columbia. More than one project to can be taken to the Oral Review. Candidates may choose to bring related project documents such as contracts, change orders, et cetera, as well. Other than project documentation, such as drawings or related material, no other material is permitted to be taken into the Oral Review.

### **6.0 Guidelines for Questioning**

The panel chair should introduce the panelists and invite the candidate to begin by explaining the project brought to the Oral Review, including the candidate’s specific role and responsibility in the project. The review may with general questions to gauge the candidate’s knowledge in the five (5) subject areas listed on the Reviewers Worksheet. Each panelist, including the panel chair, should independently complete the Reviewers Worksheet and give an estimated rating out of 10 for each area of knowledge (a rating of six (6) is a minimum pass in each area). The worksheet has space for useful notations beside each subject area.

Each review is assessing whether the candidate has the required knowledge and skills and professional judgement necessary for professional practice. The candidate should have an understanding of the integration of phases or practice and the architect's responsibilities in each of those phases. The candidate must demonstrate that they would be able to effectively provide professional services to the public in a way that does not harm the public or the profession.

Questions should refer to the candidate's project where possible as an example. Ask questions specific to the project but in a way that tests the candidate and not the candidate's office. For example, it is not important how much the office charged or what type of Client-Architect Agreement was used, but what the candidate's recommendation on fees or agreements would be. The candidate will likely not have a full range of experience on any one project. Ask questions about other projects, or about general knowledge gained on any project.

To ensure consistency of reviews among all candidates, it is important that each panel follow a prescribed routine in the application of the oral review. Each subject area must be covered. Panels should follow the order of the subjects listed on the Reviewers Worksheet, as this conforms to the general progress of an architectural commission.

The panel is free to ask questions in a way that gives them the best indication of the candidate's knowledge in each category. The panel is cautioned to keep questions general (but not vague) in order to cover all sections in the 45 minutes allotted for the review. More specific questions should be asked only if the panel is unclear about the candidate's knowledge in an area.

Pay particular attention to nervousness or lack of language fluency as this may affect the candidate's ability to understand questions.

Do not ask trick questions. Questions should be straightforward. If uncertain about a candidate's knowledge in a specific area then focus follow-up questions in greater depth on that area.

It is expected that the candidate will answer some of the questions incorrectly or not know the answer. This is acceptable as long as they can indicate how they would deal with a situation when the answer is not known, i.e. who to go to or where to look it up. However, the candidate will be expected to understand enough of the practice of architecture to be considered as competent to enter the profession.

If there is a disagreement between panel members regarding the correctness of an answer, then the issue should be discussed after the interview and prior to providing feedback to the candidate.

Panelist are cautioned to keep personality out of the review. Evaluate the candidate's answers, not their personality.

## **7.0 Results**

At the end of the interview the candidate will be asked to leave the room for approximately 15 minutes while the panel confers about the results.

**Scoring:** The panel chair reviews the Reviewers Worksheets with the other panelists. Decisions on the rating for each area should be achieved on a consensus basis. Where there is not a consensus, the average rating should be applied.

Once the ratings for each subject area have been agreed upon, the panel chair will transfer the ratings to the Oral Review Summary Sheet, calculate the weighted score for each area (according to the set formula) and calculate the final score.

## 8.0 Results and Recommendations

The candidate's score will fall into one of two (2) result classes:

**Class A:** A minimum score of 6.0 (out of 10.0) in each subject area: No further Oral Review is required.

**Class B:** Other than 'A', above: Requires a return Oral Review.

Once a final score has been determined, the panel can make appropriate recommendations. Regardless of whether a candidate must return for an oral review or not, the panel should discuss any weak areas in the candidate's performance and formulate recommendations to assist the candidate in improving in those areas, if applicable. Please take into consideration that the panel's recommendations are not mandatory requirements for Intern Architects, but advice for the candidate's benefit. If a candidate is significantly deficient in one or more areas the panel must require the candidate to return for a further Oral Review. The panel may also make mandatory requirements to be completed by the candidate prior to submitting an application for a return Oral Review. These requirements are not voluntary and must be completed to the satisfaction of the Registration Board. The panel chair should note the panel's recommendations or requirements on the Oral Review Summary Sheet, including any specific experience and/or course work that may assist the candidate in passing a subsequent Oral Review.

## 9.0 Discussing Results With the Candidate

After the panel has conferred and formulated a recommendation, the candidate shall be invited back to discuss the results with the panel. The panel will have a further 15 minutes to discuss its recommendations with the candidate and provide constructive feedback and suggestions. It is important that the candidate understand that the results are preliminary and verbal only. The panel should advise which category the panel is recommending for the candidate, but not the numerical score at this time. Giving the candidate immediate feedback is for the candidate's benefit, however, the panel chair should clearly state that the candidate will receive official notification of the results and recommendations, including the numerical score, in the mail at a later date. Should it occur that a review panel is unable to reach a decision on a particular candidate, the panel should advise the candidate that they will be contacted upon review by the Registration Board with feedback.

All Oral Review Summary Sheets, Reviewers Worksheets and other material for each candidate are to be stapled together, placed in the candidate's briefing file, and provided to the Registration Department staff following the Oral Review. The results of the Oral Review will go to the Registration and Licensing Board at its next meeting for review and recommendation. Council will then ratify the results at which time the results will become official and the candidate notified in writing.

## 10.0 Resource List for Oral Reviewers

In addition to recommending further work experience in a particular area of practice, the following resources may be suggested to a candidate who the panel has recommended should gain additional knowledge in a particular subject area. Many of the documents listed govern the regulation of the profession of architecture in the province and provide legal authority. Candidates must have sufficient knowledge of these laws and regulations in B.C. to be considered for registration as an Architect AIBC.

### ***Architects Act, Bylaws, Code of Conduct***

- British Columbia *Architects Act*

- AIBC Bylaws
- AIBC Code of Ethics and Professional Conduct
- AIBC Council Rules
- AIBC Bulletins
- PD course: Ethics, Act and Bylaws

### **Contracts, Agreements, Office Management**

- PD course: Management of the Project
- PD course: Law and the Architect
- PD course: Blueprint for Business
- AIBC Tariff of Fees for Architectural Services
- AIBC Standard Form of Contract 6C Between Client and Consultant

### **Design, Documentation, Codes, Building Regulations**

- PD course: BC Building Code I or BC Building Code II
- PD course: Building Envelope Principles
- B.C. Building Code, current edition
- Guide to the Letters of Assurance in the B.C. Building Code
- AIBC Practice Notes
- ACECBC APEGBC AIBC Guidelines on Intellectual Property

### **Construction & Contract Administration**

- PD course: Construction Administration
- CCDC Contracts and Guides
- British Columbia *Builder's Lien Act*

### **Current Issues and Additional General Resources:**

- AIBC website [aibc.ca](http://aibc.ca)
- AIBC newsletter Connected
- AIBC Regulatory Review
- AIBC Professional Conduct / Disciplinary Decisions (a.k.a. “Green Sheets”)
- Professional Development offerings by AIBC and external providers



# Oral Review Summary Sheet

Candidate Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Reviewer Name: \_\_\_\_\_

Oral Review Date: \_\_\_\_\_

Subject Area	Rating* x	Weight	= Score
Architects Act and Bylaws, Code of Ethics		20%	
Contracts, Agreements, Office Management		20%	
Design, Documentation, Codes and Bylaws		30%	
Construction Contract Administration		20%	
Current Local, National, International Issues		10%	
<b>Recommendation/Comments:</b> <i>Additional Work Experience:</i> _____ <i>Course(s):</i> _____ <i>Return Review:</i> _____			<b>FINAL SCORE</b>

\* The rating of each subject area is on a scale of 1 to 10, with 1 being the lowest rating and 10 being the highest. A minimum pass rate of 6 in each subject area is required, plus an overall score of at least 6.

Candidates are required to demonstrate professional judgement and a comprehensive understanding of the roles and responsibilities of an architect practicing in British Columbia today.

## Final Score Explanations

Class A: A minimum pass rate of 6.0 in each subject area is achieved. No further Oral Review is required.

Class B: Less than 6.0 in one or more subject areas. Requires a return Oral Review.

**Reviewers Worksheet** (A check box does not represent a “point”, but that the topic has been covered)

**Architects Act and Bylaws, Code of Conduct**

- general purpose of Act and Bylaws
- Ethics and Code of Conduct
- control of the profession
- responsibilities to society
- responsibilities to the profession
- responsibilities to the client

**Notes:**

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**Score:**

**Contracts, Agreements, Office Management**

- client / architect contractual relationship
- architect / consultant contractual relationship
- employee contracts
- establishing fees for services
- professional liability insurance
- office procedures and management
- invoicing
- incorporation
- public relations, promotion

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**Design, Documentation, Codes and Bylaws**

- site analysis, soils report and legal survey
- programming and planning
- building code requirements
- municipal regulations, design panels
- construction cost estimating
- document coordination
- production of drawings and specifications
- roles of consultants
- bidding procedures, bonds, insurance

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**Construction & Contract Administration**

- types of construction contracts
- project administration; office and site
- letters of assurance
- shop drawings
- change orders, certificates of payment
- claims, deficiencies
- substantial performance
- lien legislation
- disputes, arbitrations
- sustainable building practices

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**Current Issues and General Notes**

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