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# BULLETIN 15: ORAL REVIEW RULES AND PROCESSES

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*(This update reflects occasional amendments of its predecessor document's syntax for purposes of consistency and clarity. The fundamental content is unchanged.)*

The Oral Review is an important component of the registration process for membership in the Architectural Institute of British Columbia. It is designed to assess whether or not an individual has the ability to synthesize his or her knowledge, experience, and professional judgment into competent architectural practice in British Columbia.

### 1. Eligibility

**Intern Architects:** Many intern architects choose to apply for the Oral Review near the end of their registration requirements. However, the Oral Review is not intended to be the final registration examination for Intern Architects but, rather, a tool for providing feedback on the candidate's progress in the internship process. Intern Architects are permitted to apply for the Oral Review upon completion of the mandatory seminars and completion of at least half of the work experience requirements. Candidates may still have National Council of Architectural Registration Boards (NCARB) examinations to write and they may still have some work experience outstanding.

**Alternative Qualifications:** Candidates for registration through alternative qualifications (section 37 of the *Architects Act*) will be asked to take the Oral Review upon evaluation and successful completion of any additional measures (for example, experience, examination, further education) required by the Registration & Licensing Board. If successful, this will be the last step in the registration process for these candidates. However, the Oral Review panel may recommend additional requirements to the Registration and Licensing Board if the candidate is unsuccessful.

**Reinstatement:** Previous members applying for reinstatement may be asked to attend the Oral Review prior to deciding whether the candidate should be reinstated (see AIBC *Bulletin 2* for reinstatement information).

**Reciprocal Registration:** Candidates for registration through reciprocal registration from another Canadian province or territory or a U.S. state are not required to attend an Oral Review.

## 2. **Application Process**

Oral Reviews are held mid-month every February, June and October. Applications will be sent out to all Intern Architects and other eligible candidates approximately six weeks prior to the Oral Review. Intern Architects will be responsible for determining whether they are eligible according to the rules.

Oral Review times will be confirmed with both candidates and reviewers approximately two (2) weeks prior to the Oral Review.

Candidates will be asked to bring to the Oral Review a set of construction documents of at least one building more complex than a typical single-family residence, with which they have been involved, as well as a letter from their employer (if applicable) outlining, in detail, the extent of their participation with this project.

## 3. **Oral Review Panel Composition**

Oral Review panels will consist of three registered members of the AIBC. One individual will be appointed as the panel chair, whose function includes keeping the panel on time and on topic. Each group of panellists will represent a variety of backgrounds and attitudes. If the candidate has previously failed an Oral Review, the candidate will not be reviewed by any of the same panellists present at his or her previous Oral Review. In addition, none of the candidates will be personally well known to any of the panellists on their panel.

## 4. **Information About The Candidate**

Summary information will be made available to the panellists regarding each candidate. The letter provided by the candidate's employer will be included with the summary information. This information will focus on the candidate's progress in the registration process and be sufficient for the Oral Review 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 an exam or Oral Review.

## 5. **Procedures**

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.

## 6. The Oral Review

Questions will be asked in all five (5) subject areas listed on the “Panellists’ Worksheet” side of the Oral Review Summary Form, available to candidates and used by the Oral Review panellists to score candidates.

## 7. 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 may make recommendations. Regardless of whether a candidate must return for an Oral Review or not, the panel will discuss any weak areas in the candidate’s performance with the candidate and provide any recommendations it believes will assist the candidate in improving in those areas. Any results the candidate receives at the Oral Review are preliminary and verbal only, and for the candidate’s immediate benefit.

The recommendations made by the Oral Review panel will be placed in the candidate’s file. Recommendations of additional work experience or courses will be made for the benefit and future success of the candidate; however, it will remain the candidate’s choice whether to act on the recommendations, except as noted above for Alternative Qualifications or Reinstatement.

The results of the Oral Review will be submitted to the Registration and Licensing Board at its next meeting for review and recommendation. Council will then ratify the results at its next meeting, at which time the results will become official and formally communicated to the candidate, in writing.

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