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Guidelines for Oral Reviewers

Purpose

The oral review is an important step in the candidate's progress towards registration as a member Architect in the Architectural Institute of British Columbia. The following guide will provide you information regarding your responsibilities as a reviewer and is supplemental to AIBC Bulletin 15: *Rules for the Oral Review*.

Candidates for the oral review may be intern architects at varying levels of their internship, or candidates seeking registration through alternative qualifications, or candidates seeking reinstatement. The oral review is to be conducted the same for all types of candidates. You will be evaluating a candidate's capacity to synthesize his/her knowledge and experience into competent professional practice in British Columbia.

Format of Review:

1. Pre-Review

At the beginning of the evening all oral reviewers will meet over dinner and discuss the format for the evening and review summary information file available for each candidate.

2. The Review

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

Role of the chair :

- Introducing the panel members and the candidate
- Making preliminary remarks
- Setting ground rules with respect to questioning
- Keeping the interview focussed and within the allotted timeframe
- Disqualifying inappropriate, irrelevant or repetitive questions

- Guiding consensus decision-making with respect to scoring and recommendations

Role of panellists:

The other two panellists should be encouraged to ask the majority of the questions. It is beneficial to spend one or two minutes prior to the interview to organize which subject areas each panellist is responsible for.

Guidelines for questioning:

The panel chair should introduce the panellists and allow the candidate to begin by explaining the project brought to the oral review, including the candidate's specific role and responsibility in the project. Then begin asking general questions to gauge the candidate's knowledge in the 5 subject areas listed on the "Reviewers Worksheet" side of the Oral Review Summary form. Each panel member, including the panel chair, should independently complete the Reviewers Worksheet and give an estimated rating out of 10 for each area of knowledge (6 is a bare pass in each area). The worksheet has space for useful notations beside each subject area.

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

Refer to the candidate's project where possible as an example of the question asked. 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 not necessarily gained on any specific 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 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 quick fluency in their language as this may affect the candidate's ability to understand your questions

Do not ask trick questions. Questions should be straightforward. It is when you feel uncertain about a candidate's knowledge in specific area that you focus in greater depth on that area.

It is to be expected that the candidate will answer some of the questions incorrectly. Even reviewers do not know all the answers.

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

It can also be expected that a candidate will not know an answer. This is acceptable as long as they can indicate how they would deal with a situation when the answer is not known - who to go to or where to look it up.

Keep personality out of the review. Evaluate the candidate's answers, not their personality.

3. Results

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

Scoring:

The panel chair reviews the Reviewers Worksheets with the other panellists. 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 front of the Oral Review Summary Sheet, calculate the weighted score for each area (according to the set formula) and calculate the final score.

Results and Recommendations:

The candidate will fall into one of 2 result classes:

- Class A: Final score of 6.0 points or more, with a minimum of 6.0 in each subject area. No further oral review is required.
- Class B: Final score of less than 6.0 points. 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 truly deficient in one or more areas the panel should require the candidate to return for a further oral review.

The panel chair should note the panel's recommendation on the front of the Oral Review Summary Sheet, including any specific experience and/or course work that may assist the candidate in passing a subsequent oral review.

Note regarding candidates for registration through Alternative Qualifications or Reinstatement applicants: Alternative Qualifications and Reinstatement applicants who do not pass the Oral Review will be required to comply with the recommendations of the panel prior to acceptance for registration.

4. 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.

All papers for each candidate are to be fixed together, placed in the candidate's briefing file and handed to the Registration department staff following the session.

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 and Licensing Board with feedback.

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.

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 more knowledge in a particular subject area:

Architects Act and Bylaws, Code of Conduct

- Self-study: the *Architects Act* and Bylaws
- Self-study: the AIBC Code of Ethics and Professional Conduct
- Re-take AIBC course *Ethics, Act & Bylaws*
- Self-study: AIBC bulletins and Director Chairs

Contracts, Agreements, Office Management

- Re-take AIBC course *Management of the Project*
- Re-take AIBC course *Law & The Architect*
- Take AIBC course *Blueprint for Business*
- Self-study: Tariff

Design, Documentation, Codes and Building Regulations

- Re-take AIBC course *BC Building Code I* or *BC Building Code II*
- Take AIBC course *Building Envelope Principles*
- Self-study: AIBC Practice Notes

Construction & Contract Administration

- Re-take AIBC course *Construction Administration*
- Self-study: AIBC Practice Notes
- Self-study: CCDC family of documents (contract forms and guides)

Current Issues

Additional General Resources:

- Canadian Handbook of Practice
- Hot Corner columns in *architectureBC*
- Professional Development offerings by AIBC and external providers