



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

ARCHITECTURE CENTRE
SUITE 100 - 440 CAMBIE STREET
VANCOUVER, BC, CANADA V6B 2N5
604/683-8588
604/683-8568 FAX

Toll FREE IN BC 1/800/667-0753
1/800/661-2955 FAX
E-MAIL aibc@aibc.ca
INTERNET http://www.aibc.ca

Oral Review Summary Sheet

Name of Candidate: _____

Name of Reviewer: _____

Name of Reviewer: _____

Name of Reviewer: _____

Date of Review: _____

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

* 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:

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

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

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

Current Issues and General Notes

- _____
- _____
- _____
- _____
