



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

The Oral Review

Examples of Questions

March 2019

The following are sample questions relating to areas of regulatory practice. This is not an exhaustive list but meant to be indicative of the type of questions that may be posed.

Architects Act and Bylaws, Code of Conduct

1. What is the Architects Act? What are the By-laws? Please describe the difference between the two.
2. Who does the Code of Ethics and Professional Conduct protect?
3. Can an architect criticize another architect's work? If so, under what circumstances?
4. What is the architect's duty to the client, the public and to profession?

Contracts/Agreements/Office Management

1. What considerations and steps would you make in establishing your professional fees?
2. Can an architect begin work for a client without a contractual agreement in place? What form of contract can this be?
3. A client has come to you asking that you do the design portion of a project for a considerably reduced fee. You expect that this work would lead to more projects with this client. How would you respond to this request in a professional manner?
4. Can more than one architect work on a project?
5. If a client says they want you to take over a project started by another architect, how do you go about accepting this commission?
6. What are the advantages and disadvantages of having the sub-consultants work under contract with you versus with the client?
7. Are there any consultants that the architect should not contract with directly?
8. Are firms with Certificates of Practice required to carry professional liability insurance? What and who does it protect?
9. Who owns the copyright on the drawings? On the design? What can a client do with your drawings?
10. What promotion and advertising is an architect permitted to do?
11. What constitutes an architect's "basic services"?

12. Under provincial law, what responsibilities does an architect have to their employees?

Design, Documentation, Codes and Bylaws

1. What information would you typically collect and review to start work on a project? What information should the client be expected to provide?
2. What are an architect's responsibilities for cost estimating on a project?
3. What are the typical steps required to rezone a property?
4. What is a Development Permit? What codes and regulations does a Development Permit submission have to meet?
5. What are the responsibilities of Advisory Design Panels?
6. When would the National Building Code of Canada (NBC), the British Columbia Building Code (BCBC) or Vancouver's Building Bylaw VBBL apply to a project?
7. Describe the "Letters of Assurance". Describe the obligations these letters place on the client, the architect and the Coordinating Registered Professional. Under what conditions are "Letters of Assurance" allowed to be modified?
8. Describe the ways in which the project you are presenting meets the barrier-free requirements of the building code.
9. What are the actions that an architect can take when in disagreement with a local building inspector on the interpretation of a specific item?
10. Using the project you are presenting, describe a typical exterior wall assembly and how it performs.
11. When considering a new or alternative building product what considerations would you make before making your decision to use a product in a project?
12. Describe construction tender & bidding procedures. What are the advantages of "Select Tender" versus "Open Tender"?
13. How do you determine if a bid is compliant?
14. What are the various types of bonds and what are they used for?
15. When is an architect expected to apply their seal? What types of documents are sealed?

Construction and Contract Administration

1. What are construction contract documents? Who signs them? Who has authority to make changes to them?
2. What is the purpose of shop drawings? What specific items are you looking for when reviewing shop drawings? What are the architect's responsibilities in reviewing shop drawings?
3. What are the standard procedures for resolving a dispute between the architect and the contractor over the interpretation of the construction contract documents?

4. What are the procedures and documentation required to process a proposed change to a CCDC-2 Stipulated Sum contract? How do you confirm the value of a proposed change?
5. What are the procedures and documentation required to certify a contractor's progress claim for payment? How do you determine the value is correct?
6. Who is responsible for additional construction costs due to work stemming from a hidden or unforeseen condition?
7. The architect and client are on site with the contractor. It is discovered that there is an omission in the contract documents and the contractor is requesting a cost extra. There is a dispute regarding who should pay to correct the omission. How would you proceed?
8. How do you determine Substantial Performance on a project? What events does the declaration of Substantial Performance trigger?
9. What is the purpose of the Builder's Lien Act? How does it work?
10. Can lien hold-back money be withheld to compensate for work not completed or deficient?
11. How can the architect help ensure that construction deficiencies will be corrected?

Current Issues: Possible topics

1. Please discuss one or two current topics in the profession, or issues you are interested in.
2. What do you see as the future of the profession? How do you see your role in this?

(Please note that the Oral Review Panelists are not looking for a correct answer in this section, but rather that the candidate is aware of emerging issues as an indication that they are maintaining currency of knowledge in a continuously evolving profession.)