

California Architects Board

CALIFORNIA SUPPLEMENTAL EXAMINATION

CANDIDATE STUDY GUIDE

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INTRODUCTION

As in other states with unique needs and regulatory requirements, California administers a supplemental examination in addition to the Architectural Registration Examination (ARE). The California Supplemental Examination (CSE) ensures that candidates for licensure have the ability to demonstrate through oral communication that they have the necessary architectural knowledge and skills to respond to the conditions found in California.

The setting for architectural practice in California is distinct from that of other states in terms of the breadth, magnitude, and complexity of the individual circumstances that create its context. California's large physical size, large and diverse population, varied landscape and climate, high seismicity, regulations and entitlements, and massive economy create an unusually demanding context for architectural practice. Additionally, the varying interplay of these conditions for specific projects gives rise to even more complicated settings for the conduct of architectural practice in the state.

Please use this document as a study guide, as well as a resource to understand the administrative procedures used for the CSE. If you have any questions, refer to the California Architects Board's (CAB) web site (www.cab.ca.gov) or if necessary call CAB at (916) 575-7218 or send an e-mail message to cab@dca.ca.gov.

EXAMINATION CONTENT

Test Plan

The Test Plan is the basis for the examination development and should be used as a guide to prepare for the CSE. The Test Plan consists of four knowledge categories related to the tasks that California architects perform (*see Appendix A*).

The Test Plan is based on the results of a 2007 statewide survey of practicing California-licensed architects. The Occupational Analysis Survey addressed the full scope of architectural practice. Survey respondents rated architectural task statements and knowledge, skill, and ability statements on five-point scales of importance.

The survey results were used by a panel of California architects to determine the content that needs to be assessed on the CSE to reflect current architectural practice in the state. CAB's goal is to focus on California-specific aspects of practice and to avoid duplicating coverage of general areas of practice already addressed by the national test, the ARE.

To develop the Test Plan from the survey, the panel deleted knowledge areas that were rated of low importance and knowledge areas that could not be adequately assessed in the oral format of this examination. The panel also reviewed the test specifications for the ARE 4.0 and deleted knowledge areas that were considered adequately addressed in the ARE. The panel deleted a total of 57 knowledge statements from the survey, reducing the number to be included on the CSE Test Plan to 55. The CSE Test Plan is therefore neither comprehensive nor representative of the full scope of architectural practice.

All questions in the CSE address one of the four knowledge categories of the Test Plan, shown below. The Test Plan "Weights" indicate the percentage of examination points that will be allocated to each category. The percentages were determined by the Test Plan panel using the ratings obtained by respondents to the Occupational Analysis Survey.

Categories and Subcategories	Weights
I. Context & Predesign	16%
II. Regulatory	42%
A. California State Laws, Code, Regulations, and Standards (24%)	
B. Other Laws, Codes, Regulations, Standards, Agencies and Entitlements (18%)	
III. Management & Design	27%
IV. Construction	15%
	100%

As shown in Appendix A, each category includes a definition and a list of knowledge or ability statements. The questions asked from a category will cover a sample of the knowledge or ability statements in that category. Therefore, while not every statement will be addressed by every form of the examination, candidates should be prepared to respond to questions dealing

with any of the Test Plan Knowledge and Ability Statements. The candidate's knowledge will be measured in the context of tasks architects perform.

EXAMINATION OVERVIEW

The CSE is a structured oral examination that lasts approximately 1.5 hours. During the administration of the CSE, the candidate is required to demonstrate through oral responses his or her overall understanding of architectural practice. A panel of three architect commissioners asks the candidate 32-35 predetermined questions. The candidate's response is scored in relation to predetermined, standardized criteria. The flow of the entire examination follows a project through a natural course of development.

The approach to the CSE (the use of a project scenario) helps unify the examination questions around a particular context. In addition to achieving a more authentic representation of real-life architectural practice, the scenario-based examination incorporates critical aspects of California practice into the examination context. Each form of the scenario-based examination is developed around a particular, hypothetical project and includes graphic and written documents. The scenario-based examination facilitates candidates' efforts to display their understanding of the various aspects of developing a project from initial client contact through construction.

The project scenario generally involves a small- or moderate-scale, nonexempt project or a portion of a larger project. The project scenario documents typically include the following:

- a single page of written information such as the project program, site description, and architect and client profiles
- two to four pages of graphics such as a site plan, floor plan, elevations, sections, and/or details
- other project-related information such as a letter from the client, a transmittal from the contractor, a memo from the planning department, etc.

The level of specificity required in a candidate's response varies in accordance with the questions. Candidates are encouraged to present their answers as completely but concisely as possible. One- or two-word responses are generally not acceptable. Bear in mind that the commissioners are listening for the level of competence expected from a newly-licensed architect.

The 1.5 hours allotted for the CSE, should be adequate for the candidate to respond to all questions. However, a candidate is not penalized if more time is needed.

Every examination administration is audio recorded in order to produce a complete record of each candidate's responses to the questions asked.

While the commissioners are experienced architects, they cannot make assumptions about candidates' knowledge or understanding. Commissioners can only judge explicit oral responses. Therefore, candidates must respond to each question as thoroughly as possible.

How to Prepare for the Examination

The following are some recommended ways to prepare for the examination.

- **Thoroughly read the Candidate Study Guide.** In addition to the Test Plan, the Candidate Study Guide contains valuable information on examination procedures; administrative processes; scoring and reporting; and a sample project scenario with sample questions, and elements of competent responses. The candidate should take time to read all the material and contact CAB well in advance of the CSE test date if he/she has questions.
- **Study the Test Plan.** The CSE Test Plan is in Appendix A of this guide. The Test Plan was used by CAB to develop the examination questions. No questions will be asked that are not based upon the material found in the Test Plan. Some candidates find it helpful to compare their experience and knowledge with each area of the Test Plan.
- **Practice oral responses.** The candidate should think about his/her own experiences and knowledge about each area of the Test Plan. The candidate should practice responding orally to questions about the Test Plan content.
- **Use the CSE Reference Materials.** CAB provides a list of reference materials on its Web site www.cab.ca.gov.
- **Engage in self-directed study.** For areas of the Test Plan for which the candidate has limited knowledge or experience, he/she should engage in self-directed study (e.g., Comprehensive Intern Development Program training areas, continuing education, American Institute of Architects Handbook of Professional Practice, Emerging Professional's Companion, etc.).
- **Examination Seminars or Study Guides.** The CSE Candidate Study Guide, published by CAB, is the **only** official examination preparation publication for the CSE. CAB does not contribute to nor endorse any other examination preparation study guides or seminars for the CSE. CAB's examination commissioners may not contribute to or participate in any preparation study guide or seminars. In addition, individuals and organizations that offer examination preparation study guides or seminars are not given any information beyond what is available in the CSE Candidate Study Guide. *Per Civil Code section 1798.61(b) individuals and organizations that provide educational information regarding examinations are provided with a list of CAB's candidates' names and addresses upon request.*
- **Examination Security.** Candidates must abide by the provisions of California law regarding the security of licensing examinations (*see Appendix C*). CAB may deny a license on the grounds that a candidate has violated Business and Professions Code section 123 pertaining to subversion of licensing examinations.

EXAMINATION ADMINISTRATION PROCESS

Before the Examination

The following steps outline the processes of the CSE administration.

1. Candidates are provided with detailed scheduling information such as location, date, and time of their examination approximately 30 days prior to the examination administration.
2. Candidates need to verify the location of the examination site. The name and address of the examination site will be printed on the scheduling letter.
3. Candidates are not allowed to use any materials other than those provided during the administration of the CSE. Do not bring any portfolio, drawings, or specifications to the examination.
4. Because CAB cannot assume responsibility for personal belongings, candidates are advised not to bring them to the examination. Any personal items that are brought to the examination (briefcases, purses, cellular telephones, pagers, study materials, etc.) must be given to the proctor to be kept outside of the candidate waiting area. Larger items must be checked with the hotel front desk. Due to examination security, it is at the proctor's discretion to collect outer coats.
5. Candidates should plan to arrive at the site at least 30 minutes early to allow sufficient time for signing in for the examination.
6. Upon arriving at the examination site, the candidate signs in, presents photo identification to a proctor, and relinquishes personal belongings. Candidates must sign the California Supplemental Examination Security Acknowledgement. The candidate then reviews a copy of the "California Supplemental Examination Guidelines for Candidates." The candidate waits in a designated area with other candidates scheduled for the same examination time slot (typically 10 – 20 candidates).
7. At the start of the optional 20-minute review period, the proctor assigns a separate set of documents to each candidate. The candidate reads through the project scenario documents to become familiar with the project that is the basis for his or her examination. The documents may not be written on, and no notes may be taken. Candidates are allowed **no more than** 20 minutes for the review.

Candidates who arrive late are allowed the remainder of the optional 20-minute review period to complete their review. Candidates who arrive **after** the optional 20-minute review period has ended are not allowed to review the project scenario documents prior to the examination.

Candidates are not allowed to keep any of the project scenario documents they are given to review.

8. At the end of the optional 20-minute review period, the scenario documents are collected, and the candidate waits in a designated area for a period of time until an examination panel is available. Discussion of the documents with other candidates is not allowed. Examination panels finish administering examinations at varied times depending on the

individual candidate. Some candidates may wait beyond their scheduled examination time before a panel becomes available.

9. A proctor notifies the candidate when the panel is ready to begin the examination. After checking the candidate's photo identification, the proctor escorts the candidate to the examination room.
10. The proctor asks the candidate to wait outside the examination room briefly while the proctor distributes the candidate's examination materials to the panel members. The candidate should check for emergency exit locations prior to entering the room.

During the Examination

1. When asked, the candidate verifies that he or she does not know any of the panel members. The panel members are not advised of the candidate's status (i.e., first time, repeat, re-licensure, or reciprocity).
2. The candidate responses are audio recorded (for Board use only) in order to produce a complete record of each candidate's responses to the questions asked. The audio recordings are considered examination materials and are not releasable.
3. The 3-member panel asks and scores predetermined questions that address the areas of architectural practice covered in the Test Plan. Commissioners rotate the asking of questions. A written copy of each question and a set of scenario documents are available for the candidate to refer to throughout the examination.
4. The scenario provides the candidate with a framework for discussion. It is that discussion that the commissioners use to judge competency. Not every question relates exclusively to the scenario.
5. The candidate must respond to each question in the order it is asked.
6. The commissioners are not permitted to use synonyms for words or terms; nor are they permitted to provide any further explanation of a question.
7. A commissioner may repeat a question if the candidate's response clearly indicates that the question was misunderstood.
8. The candidate should pay close attention to provide only the required number of examples in his or her response; the commissioners are not allowed to judge additional examples. However, if a candidate provides two examples of a similar nature, the commissioner will ask the candidate for an additional example.
9. Commissioners may ask the candidate to elaborate on or be more specific in his or her response.
10. A commissioner may ask the candidate to repeat his or her response.
11. While answering a question, if the candidate thinks that the answer or part of the answer is incorrect and wants to change the answer, the candidate should advise the panel members which part of the answer he or she wishes to change.

12. After a question is read and the candidate has not yet started to respond, the candidate may go back to the previous question to add to or change his or her response. However, once the candidate starts to answer the next question, the candidate cannot go back to the previous question.
13. When a candidate is ready to proceed to the next question, he or she should let the examination panel know that they are ready to move on to the next question.
14. Commissioners score the candidate's response to each question independently. If the candidate believes that information he or she has previously given is relevant to another question, that information should be repeated.
15. Commissioners may suggest that a candidate go on to the next question. Candidates should not interpret this as an indication of whether the response was competent or incompetent.
16. Candidates should not interpret any casual facial expressions, nodding of heads, or casual comments the commissioners may make as an indication of his or her performance on the examination. While administering the examination, commissioners cannot inform candidates whether or not they have competently responded to the questions. This is to ensure the consistent administration of the examination among all panels and, thereby, ensuring fairness to all candidates.
17. If the candidate wishes to point to any area on the project scenario documents while giving a response, he or she must describe aloud what is being pointed to so that the recording can more accurately capture the response.
18. During the examination, the commissioners may make notes to themselves. Candidates are advised not to be concerned or distracted by this note-taking, as it is not an indication of a candidate's performance.
19. Written or drawn responses are not allowed.
20. Candidates are not allowed to record, make notes, or refer to any materials other than the project scenario documents during the examination. This Candidate Study Guide is not allowed in the examination room.
21. Breaks are not permitted during the examination.
22. Should a fire alarm be activated during the examination, the commissioners and the candidate will exit the building. During this time, a commissioner will stay with the candidate.

After the Examination

1. At the conclusion of the examination, the panel excuses the candidate, who should then check out with the sign-in proctor.
2. The sign-in proctor distributes to the candidate a California Supplemental Examination Candidate Exit Survey that may be completed by the candidate and submitted to the proctor or mailed to the Board office.

3. The candidate must not communicate or disclose examination questions with any other persons following the administration of the examination or in any way violate the provisions of Business and Professions Code section 123 (*see Appendix C*).
4. Result letters are mailed approximately 30 days following the examination. Results of the CSE are reported to candidates in terms of pass or fail scores. Based on the points earned for their examination, candidates who do not pass the CSE receive general diagnostic information regarding their performance by Test Plan category.

SCORING AND REPORTING

The scoring procedures and passing standards established by CAB are used to ensure that the process of evaluating candidate performance on the CSE is as objective and uniform as possible.

Each commissioner who administers the examination is formally trained to consistently apply the defined grading criteria for each examination question. Commissioners are trained to determine whether the minimum acceptable level of competence has been demonstrated by the candidate's response. Each commissioner makes his or her judgments independently and records his or her judgments on a score sheet.

Candidates will be given points for each competently answered examination question. Each judged response is scored as competent when two of the three commissioners judge it to meet the grading criteria. A candidate's total examination score will equal the total number of points corresponding to all of the candidate's competent responses. Candidates whose total score does not meet the minimum passing standard will be required to repeat the entire CSE.

Not all questions are worth the same number of points. The percentages that follow the Test Plan category titles (e.g., Context & Predesign – 16%) guide the assignment of points to the examination questions. For example, approximately 16% of the examination points will be assigned to questions that deal with the knowledges and abilities in the Context & Predesign category.

The CSE is a criterion-referenced examination that measures knowledge and abilities required to practice architecture in California. Each candidate's performance is assessed against an external standard, or criterion, rather than against the performance of other candidates. In licensure testing, it is crucial to determine whether a candidate is competent, not whether the candidate performs better or worse than other candidates. An expert panel of California architects reviews each form of the examination and recommends to the CAB a standard of performance, or criterion, as the minimum acceptable level for entry into the profession.

Pursuant to section 124.5 of CAB's regulations, a candidate who failed the CSE and who feels he or she was significantly disadvantaged due to a significant procedural error or adverse environmental conditions during the examination may write to CAB within 30 days of mailing the results to request a review of his or her examination. The Board may take such action as it deems appropriate; however, in no instance would the result of the review be the reversal of a failing score to a passing score.

APPENDIX A

California Architects Board - Supplemental Examination Test Plan

The California Architects Board (CAB) is mandated to protect the public health, safety, and welfare. The California Supplemental Examination (CSE) assesses whether applicants for licensure demonstrate minimum standards of competency necessary to meet the requirements of current architectural practice in California.

The CSE Test Plan was developed using the results of the statewide survey of architectural practice in California conducted in 2007. The intent of the CSE Test Plan is not to duplicate coverage of general areas of practice already addressed by the national test, the Architectural Registration Examination (ARE). The intent of the CSE Test Plan is to focus on California-specific aspects of practice; it is therefore neither comprehensive nor representative of the full scope of architectural practice.

This Test Plan covers important knowledge and ability areas that are tested using oral questions and predefined grading criteria; some important areas are excluded because they cannot be adequately assessed in an oral format.

The Test Plan is organized into four primary knowledge categories as shown below. The “Weights” indicate the percentage of examination points that will be allocated to each category.

Categories and Subcategories	Weights
I. Context & Predesign	16%
II. Regulatory	42%
A. California State Laws, Code, Regulations, and Standards (24%)	
B. Other Laws, Codes, Regulations, Standards, Agencies and Entitlements (18%)	
III. Management & Design	27%
IV. Construction	15%
	<hr/> 100%

I. CONTEXT AND PREDESIGN (16%)

This category encompasses the knowledge required to evaluate and respond to the physical and social context in California. This requires an understanding of natural and built conditions and their impact on design, including potential mitigations. Additional knowledge and abilities are those required to develop and utilize program information that addresses user characteristics and activities and performance objectives.

Knowledge and Ability Statements

1. Knowledge of conditions of the natural environment regulated in California (e.g., wetlands, coastal regions, habitats of endangered species) as they relate to design and construction.
2. Knowledge of natural and human-caused hazardous conditions (e.g., seismic activity, fire, winds, flood zone, hazardous materials) and potential mitigations.
3. Knowledge of health issues related to buildings (e.g., offgassing, mold, adequate ventilation).
4. Knowledge of user characteristics (e.g., varying ages, cultures, abilities, activity requirements).
5. Knowledge of types of stakeholders (e.g., environmental groups, citizens' advisory committees, neighborhood and community organizations) concerned about design and construction.
6. Knowledge of project performance objectives (e.g., comfort control, safety and security, sustainability).
7. Ability to evaluate user activities to determine spatial requirements and adjacencies.
8. Ability to organize and evaluate relevant program information to prepare a final program document.

II. REGULATORY (42%) - This category includes knowledge of the state, local, regional, and federal regulatory environments specific to the practice of architecture in California, and includes knowledge of agencies and entitlement processes.

A. California State Laws, Codes, Regulations, and Standards (24%)

This subcategory encompasses the knowledge required to practice within the regulatory environment specific to California. This requires an understanding of the California-specific legal constraints upon design and construction, including a working knowledge of California building codes, environmental regulations, and lien laws. This also requires understanding of the requirements of the California Architects Practice Act, including but not limited to those regarding contracts, responsible control, standard of care, licensing, and instruments of service.

Knowledge Statements

9. Knowledge of California Environmental Quality Act (CEQA) as it relates to design and construction.
10. Knowledge of Essential Services Buildings Seismic Safety Act as it relates to design and construction.
11. Knowledge of what is encompassed by the California Building Standards Code (e.g., Building, Electrical, Mechanical, Plumbing, Energy, Historical) and how the CBSC is distinct from the model codes.
12. Knowledge of structural provisions of the California Building Code.
13. Knowledge of provisions of the California Building Code for anchoring and bracing nonstructural elements.
14. Knowledge of accessibility provisions of the California Building Code.
15. Knowledge of fire and life safety provisions of the California Building Code.
16. Knowledge of provisions of the California Energy Code.
17. Knowledge of California Health and Safety Code as it relates to design and construction.
18. Knowledge of the Design Professionals and Mechanic's Lien Laws.
19. Knowledge of other California special regulations relevant to design and construction (e.g., water regulations, California Coastal Act, California Clean Air Act, California Public Contract Code, Field Act, Hospital Facilities Seismic Safety Act).
20. Knowledge of the architect's responsibilities and requirements for practicing in California in accordance with the Practice Act (e.g., responsible control, standard of care, licensing requirements, signing and sealing of documents).
21. Knowledge of the elements of a legal contract as required by the Practice Act.
22. Knowledge of administration of the Practice Act (e.g., examination, licensing, and enforcement).
23. Knowledge of business and professional requirements of the Practice Act (e.g., architectural corporations, firm naming, associations, professional conduct).

II. REGULATORY (42%) - Continued

B. Other Laws, Codes, Regulations, Standards, Agencies and Entitlements (18%)

This subcategory encompasses the knowledge required to practice within the local, regional, and federal regulatory environments in California. This requires an understanding of the legal constraints upon design and construction, including a working knowledge of how General Plans inform planning and zoning issues and how the Americans with Disabilities Act may impact architectural practice. This subcategory also encompasses the knowledge required to interact with local, regional, and state governing agencies that may have jurisdiction. This requires an understanding of the jurisdictions, procedures, and approval processes of the agencies, as well as an awareness of the architect's responsibilities in obtaining approvals.

Knowledge Statements

24. Knowledge of local or regional laws, codes, regulations, and standards (e.g., General Plan; planning and zoning ordinances; local building ordinances; design guidelines; Codes, Covenants, and Restrictions [CC&Rs]) relevant to design and construction.
25. Knowledge of the Americans with Disabilities Act (ADA) with regard to how it impacts architectural practice (e.g., client and architect responsibilities, design and construction).
26. Knowledge of federal laws, codes, and regulations other than ADA (e.g., Environmental Protection Agency Regulations, Federal Aviation Administration regulations, US Army Corps of Engineers regulations) relevant to design and construction.
27. Knowledge of national standards (e.g., UL, ANSI, ASTM, Factory Mutual) relevant to design and construction.
28. Knowledge of local community development agencies and other authorities that normally have jurisdiction over design and construction (e.g., building, planning, public works, police and fire departments).
29. Knowledge of local or regional agencies and other authorities that may have jurisdiction over design and construction (e.g., Design Review Boards, Air Quality Management District, County Flood Control District, airport authorities, Environmental Health Department).
30. Knowledge of California state agencies that have jurisdiction over design and construction (e.g., Coastal Commission, Water Resources Control Board, Department of Fish and Game, Air Resources Board, California Department of Transportation).
31. Knowledge of procedures for obtaining approvals from regulatory agencies.
32. Knowledge of interrelationships among various regulatory agencies (e.g., sequence of approvals, hierarchy of jurisdictions).
33. Knowledge of process for resolving conflicts between agencies or between codes, regulations, and standards.

III. MANAGEMENT & DESIGN (27%)

This category encompasses the knowledge required to plan and manage project teams, including consultants, and to implement procedures for risk management and quality assurance. This requires an understanding of the architect's role and responsibilities for coordinating project teams, an understanding of consultants' services as they relate to systems and building design, obtaining agency approvals, and an understanding of how to limit professional liability exposure. This category also encompasses the knowledge and abilities required to develop design solutions and prepare design and construction drawings and documents. This requires an understanding of methods for developing design solutions collaboratively with clients, users, and stakeholders; an understanding of the drawings and documents needed for agency approvals; and an awareness of specific design concerns in California (e.g., nonstructural elements, special structural loading conditions, environmental control systems, material performance and testing standards). This category also encompasses knowledge of the bidding process.

Knowledge and Ability Statements

34. Knowledge of consultants' (e.g., civil, structural, mechanical, electrical, landscaping, acoustical, traffic) services.
35. Knowledge of architect's role and responsibilities in coordinating an entire project team.
36. Knowledge of architect's role and responsibilities in managing project teams to obtain necessary agency approvals at the appropriate time.
37. Knowledge of document checking and review procedures for quality assurance (in-house and external).
38. Knowledge of how practicing within the standard of care limits professional liability exposure.
39. Knowledge of methods for developing design solutions with involvement of client, users, consultants, and stakeholders.
40. Knowledge of contents of design drawings and related documents required for agency approvals.
41. Knowledge of nonstructural elements as defined by the California Building Code (e.g., fixtures and equipment items, nonbearing partitions, suspended ceilings).
42. Ability to identify implications of special structural loading conditions (e.g., heavy equipment, snow, library shelving).
43. Knowledge of environmental control systems (e.g., energy management, occupant comfort and control).
44. Knowledge of material characteristics, performance, and testing standards.
45. Ability to prepare construction documents appropriate to project type.
46. Knowledge of construction bidding and negotiation processes.

IV. CONSTRUCTION (15%)

This category encompasses the knowledge and abilities required to perform construction contract administration services. This requires an understanding of the architect's role and responsibilities during construction, including knowledge of procedures for resolving conflicts, implementing changes, managing construction costs and schedules, and including California-specific special inspections and testing. Also requires knowledge of performing project close-out procedures, including understanding of lien laws.

Knowledge and Ability Statements

47. Knowledge of interrelationships among owner, architect, and contractor during construction.
48. Knowledge of the limits of the architect's role and responsibilities during construction (e.g., directing subcontractors, means and methods).
49. Knowledge of construction conflict resolution strategies (e.g., mediation, arbitration, litigation).
50. Knowledge of procedures for implementing changes during construction (e.g., directives, supplemental instructions, change orders).
51. Knowledge of procedures for monitoring construction costs and schedules (e.g., reviewing and certifying payments to contractor, reviewing lien releases).
52. Knowledge of procedures for performing project close-out (e.g., Certificate of Substantial Completion, Notice of Completion, final lien releases).
53. Knowledge of elements of California construction laws (e.g., lien requirements, minimum warranty periods).
54. Knowledge of code-required special inspections and testing (e.g., field welding, high strength concrete).
55. Ability to provide construction contract administration services appropriate to project type.

APPENDIX B

SAMPLE PROJECT SCENARIO, SAMPLE QUESTIONS, AND ELEMENTS OF COMPETENT RESPONSES

This appendix provides a sample of a project scenario that establishes the context for three examples of CSE questions. The sample project scenario contains a single-page written project description and several pages of graphic exhibits that are typical of the kind of documents that will be used for an actual administration of the examination.

Using this appendix as a study tool, candidates should first review the project scenario to get an overall picture of the context for the sample examination questions.

The sample examination questions illustrate how the CSE questions are derived from the Test Plan knowledge and ability statements and relate to the scenario. The descriptions of elements of competent responses indicate the level of information sought in candidate responses and, where appropriate, describe how project scenario features are to be incorporated.

SAMPLE PROJECT SCENARIO

YMCA – Project Summary

Proposed Project:

- 31,000 square-foot YMCA located in Southern California.
- In addition to the standard YMCA program criteria for a full-service family center (lap pool, locker rooms, administrative offices, and ancillary spaces), the client has provided the following list of desired features identified through a community survey:
 - indoor children's pool
 - gymnasium with basketball court
 - fitness room
 - community meeting room
- A community survey revealed that the community is willing to donate and/or raise all funds for the project. However, neighborhood concerns about the project location have been raised.

Client Profile:

- The YMCA will be owned and operated by the local district YMCA. The project will be financed through contributions from the community.
- A Board of Directors represents the YMCA. The members of the Board are local business and community leaders.
- The Board of Directors has final decision-making authority, but the local YMCA Director acts as the owner's representative.
- The Board desires low maintenance, drought-tolerant landscaping that respects the context of the neighboring properties.

Site Conditions:

- Located on approximately 3 acres
- Suburban/Residential Zoned R1 (Zoning change will require public hearing.)
- Directly adjacent to residential areas, a lushly landscaped golf course, and undisturbed native foothills
- Located on a major roadway
- Utility company easement and local flood control district easement
- Relatively flat site
- Preliminary soils report indicates high water table, bedrock at 15 feet, and silty sandy soil
- Located within the city limits

Architect Profile:

- Your firm, Coastal Partners, located in the community of Oyster Bay consists of a six-person practice with three California-licensed architects. The firm provides full architectural services and contracts with consultants and temporary support staff as necessary.
- You are the project architect.
- Coastal Partners specializes in commercial and institutional projects and some residential projects.



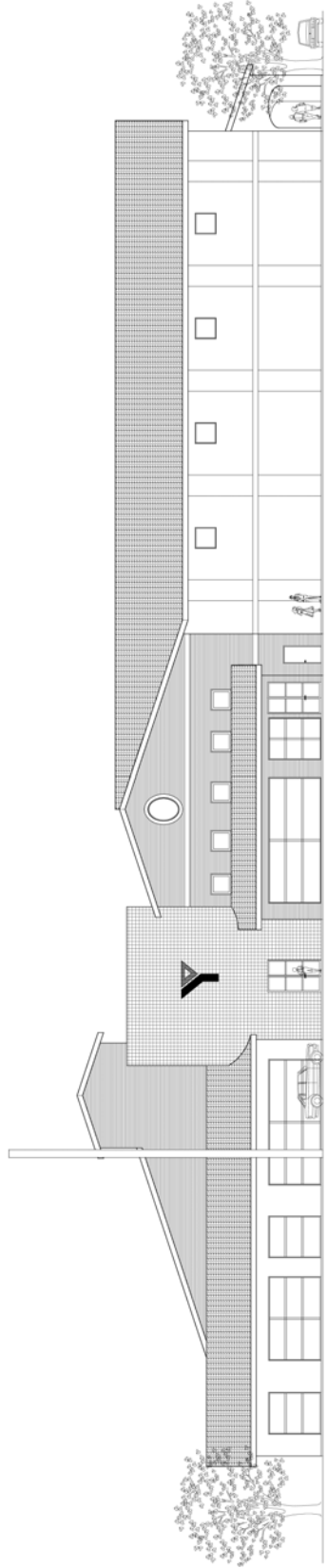
FROM THE COASTAL PARTNERS ARCHITECTS
 DRAWN BY: CP
 CHECKED: [blank]
 DATE: [blank]
 CONSULTANTS: [blank]

PROJECT SUMMARY
 SITE:
 GROUND FLOOR: 25,204 S.F.
 SECOND FLOOR: 5,753 S.F.
 TOTAL FLOOR AREA: 30,957 S.F.
 PARKING PROVIDED: 152

INLAND YMCA

A FULL SERVICE FAMILY YMCA

1400 CREST ROAD; INLAND CITY, CALIFORNIA



SHEET LEGEND:

- A0 COVER, SHEET LEGEND and SOUTH ELEVATION
- A1 SITE PLAN
- A2 FIRST FLOOR PLAN
- A3 SECOND FLOOR PLAN
- A4 SECTIONS
- A5 ELEVATIONS



INLAND YMCA
 A FULL SERVICE FAMILY YMCA
 1400 CREST ROAD
 INLAND CITY, CALIFORNIA

COVER

SCALE: 1/8" = 1'-0"

PROJECT NO: 2008

DATE: 9/08

PROJECT: ALBERTA

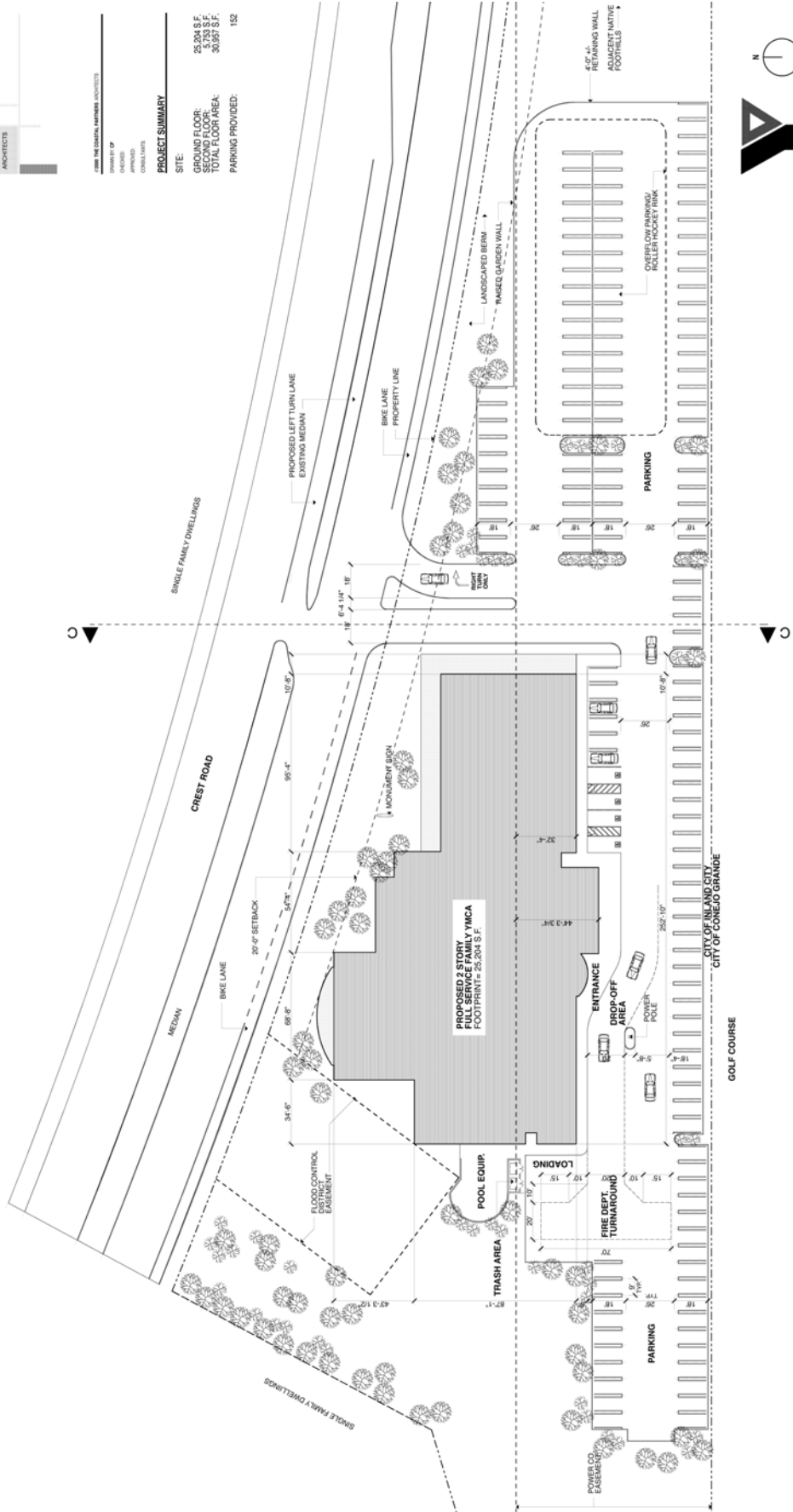
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FROM THE CENTRAL PARTNERS ARCHITECTS
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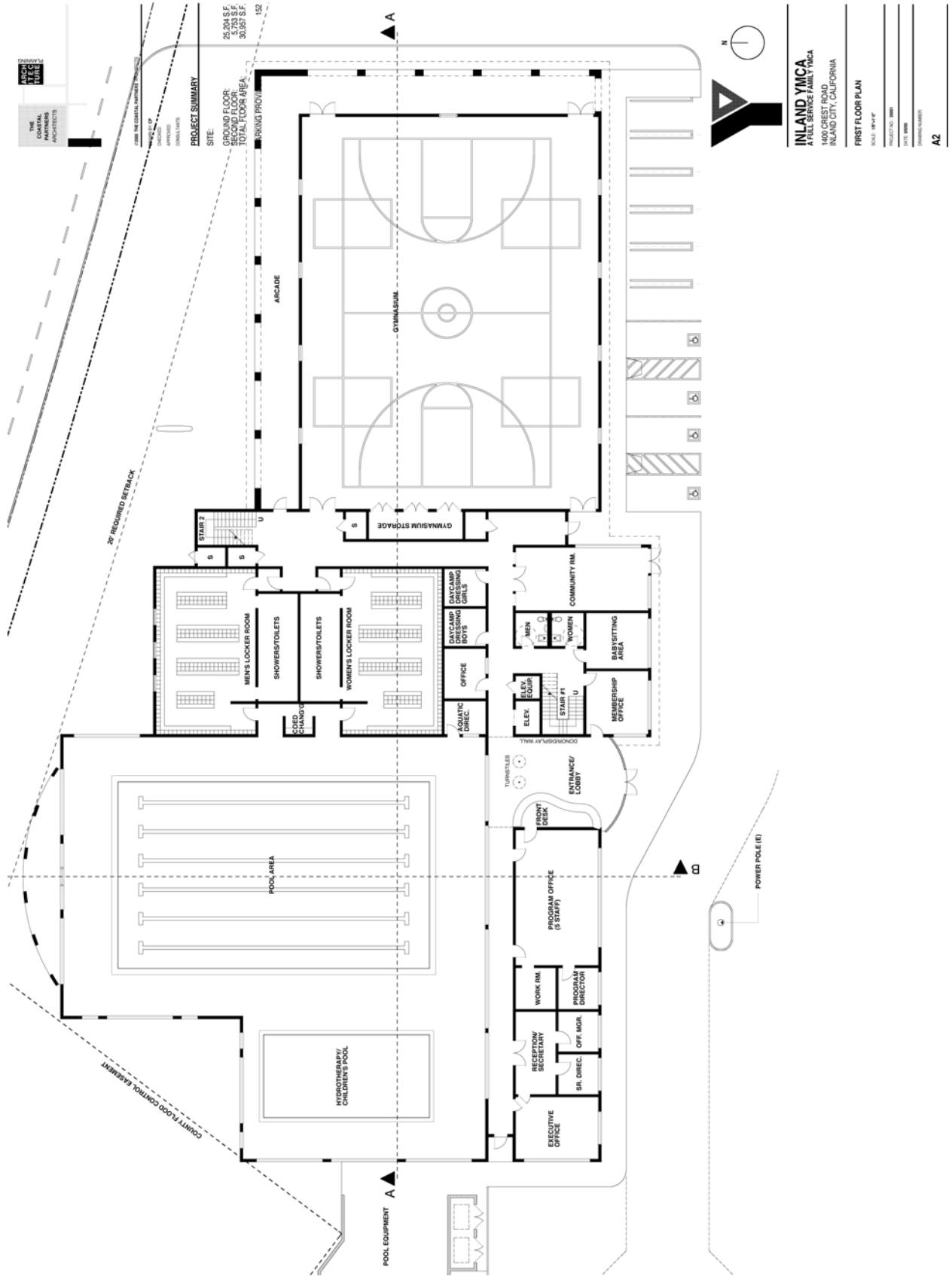
PROJECT SUMMARY

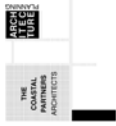
SITE:
 GROUND FLOOR: 25,204 S.F.
 SECOND FLOOR: 5,733 S.F.
 TOTAL FLOOR AREA: 30,937 S.F.
 PARKING PROVIDED: 132



INLAND YMCA
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 1400 CREST ROAD
 INLAND CITY, CALIFORNIA

SITE PLAN	
SCALE: 1"=40'	
PROJECT NO: 2001	
DATE: 08/09	
DRAWING NUMBER:	
A1	

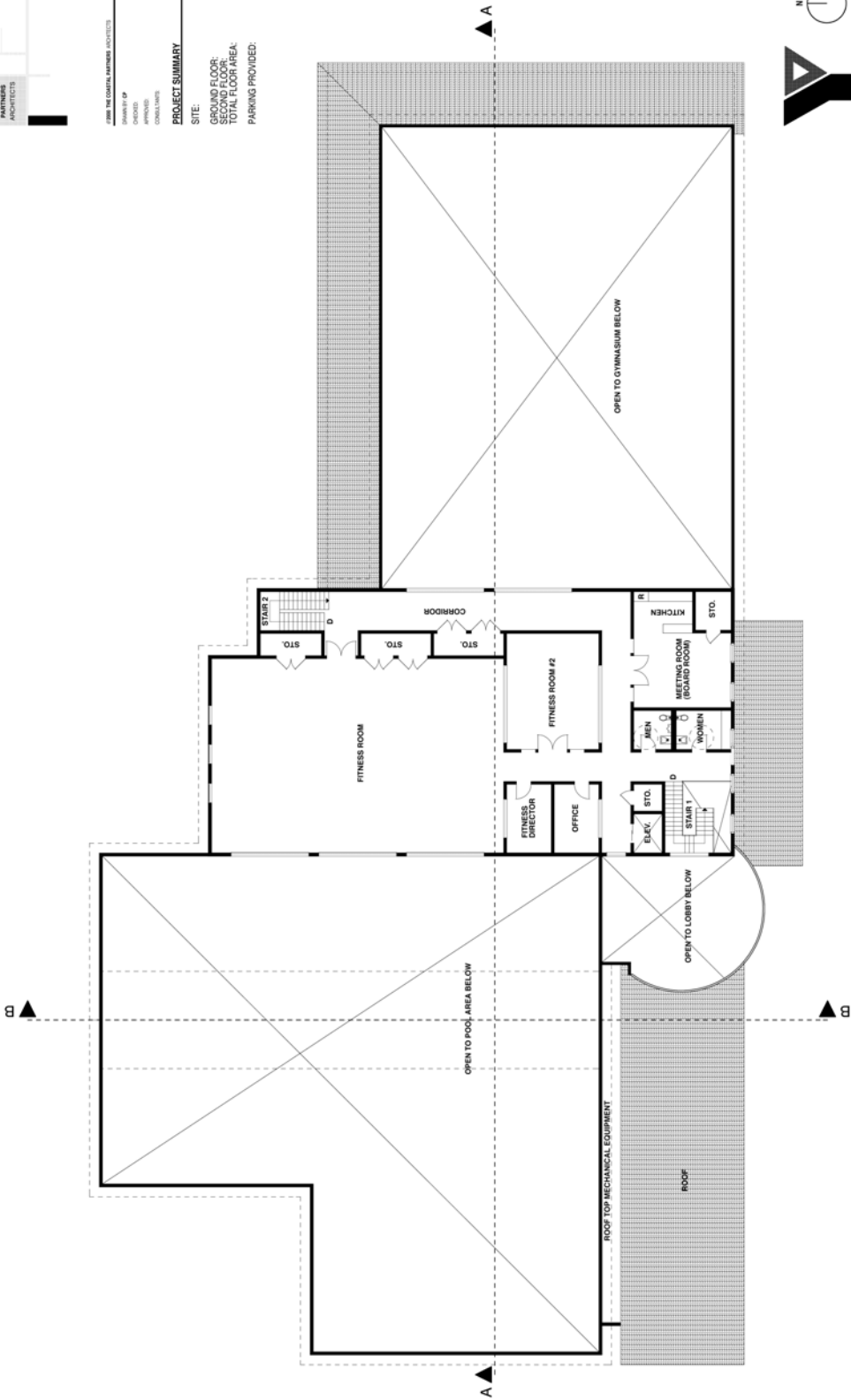




FROM THE COASTAL PARTNERS ARCHITECTS
 DRAWN BY: DP
 CHECKED:
 APPROVED BY:
 CONSULTANT:

PROJECT SUMMARY

SITE:
 25,204 S.F.
GROUND FLOOR:
 5,733 S.F.
SECOND FLOOR:
 30,957 S.F.
TOTAL FLOOR AREA:
 56,161 S.F.
PARKING PROVIDED:
 152



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SECOND FLOOR PLAN

SCALE: 1/4" = 1'-0"

PROJECT NO: 2008

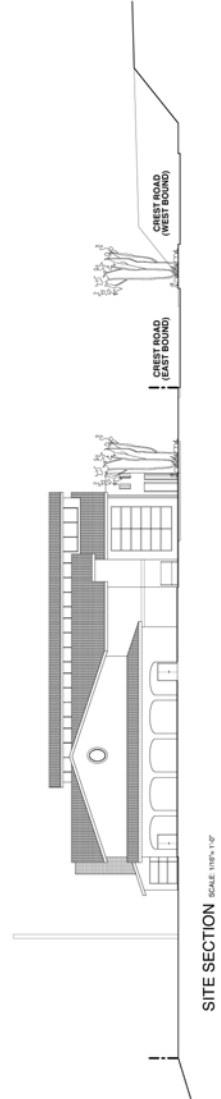
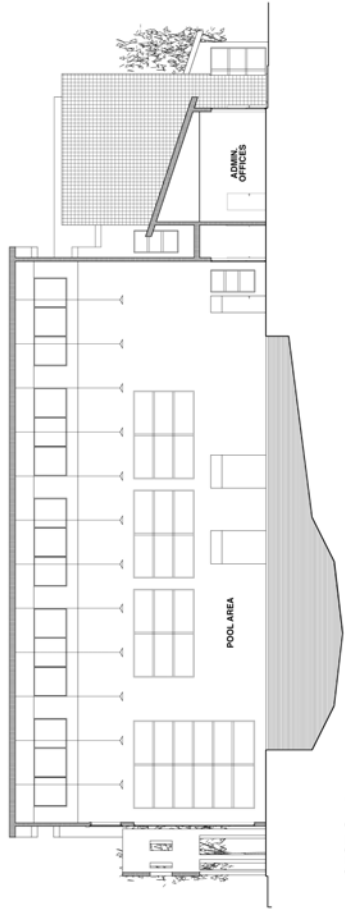
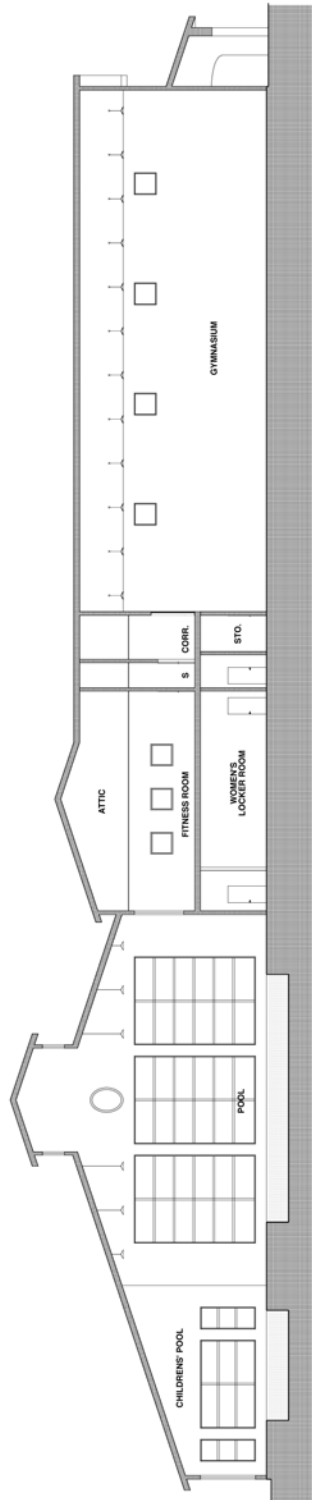
DATE: 08/08

DRAWING NUMBER:

A3

THE COASTAL ARCHITECTS
 ARCHITECTS
 1000 THE CENTRAL PARTNERS ARCHITECTS
 DRAWN BY: DP
 CHECKED: [blank]
 APPROVED: [blank]
 CONSULTANTS: [blank]

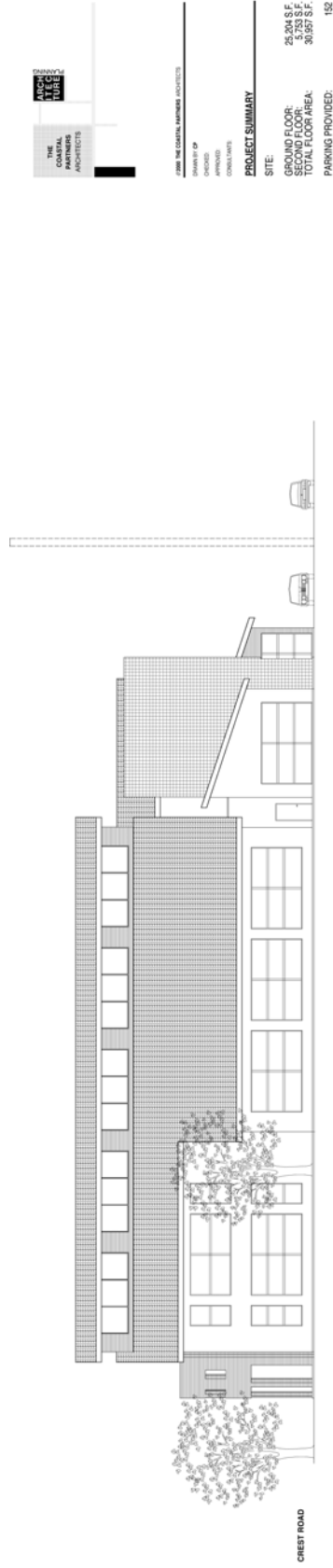
PROJECT SUMMARY
 SITE:
 GROUND FLOOR: 25,294 S.F.
 SECOND FLOOR: 5,753 S.F.
 TOTAL FLOOR AREA: 30,957 S.F.
 PARKING PROVIDED: 152



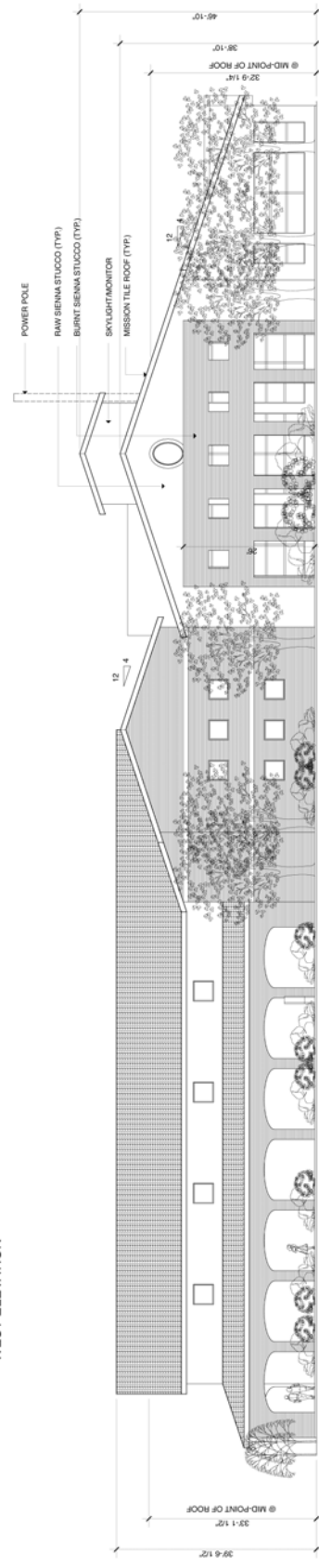
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 A FULL SERVICE FAMILY YMCA
 1400 CREST ROAD
 INLAND CITY, CALIFORNIA

SECTIONS
 SCALE: 3/8" = 1'-0"
 PROJECT NO: 2009
 DATE: 09/09
 DRAWING NUMBER:

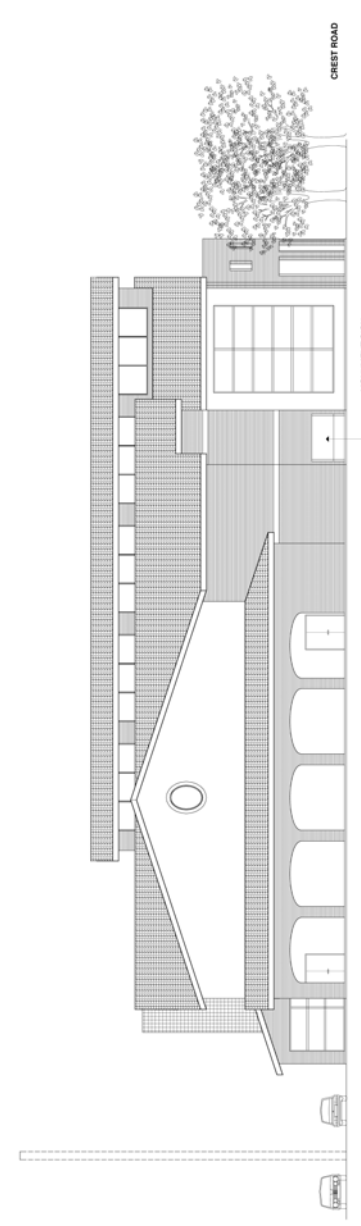
A4



WEST ELEVATION



NORTH (FRONT) ELEVATION



EAST ELEVATION



THE CONSULTANTS ARCHITECTS
 1400 CREST ROAD
 INLAND CITY, CALIFORNIA 91701
 TEL: 909.441.1111
 WWW.TCA-ARCHITECTS.COM

PROJECT SUMMARY

SITE:
 25,204 S.F.
 GROUND FLOOR: 5,755 S.F.
 SECOND FLOOR: 3,857 S.F.
 TOTAL FLOOR AREA: 9,612 S.F.
PARKING PROVIDED: 152



INLAND YMCA
 A FULL SERVICE FAMILY YMCA
 1400 CREST ROAD
 INLAND CITY, CALIFORNIA 91701
 TEL: 909.441.1111
 WWW.YMCA-OCV.COM

ELEVATIONS

SCALE: 1/8"=1'-0"
 PROJECT NO.: 1804
 DATE: 04/18/18
 DRAWING NUMBER:

A5

SAMPLE QUESTIONS AND ELEMENTS OF COMPETENT RESPONSES

Test Plan Category: II REGULATORY
Subcategory: A. California State Laws, Codes, Regulations and Standards.

Question 1

You are considering using an overseas drafting service to assist in preparing the construction documents.

What regulatory issues should you consider, AND why?

Elements of a Competent Response:

A competent response should reference the knowledge of the architect's responsibilities and requirements for practicing in California in accordance with the Practice Act (e.g., responsible control, standard of care, licensing requirements, signing and sealing of documents. (Knowledge Statement 20)

Test Plan Category: II REGULATORY
Subcategory: B. Other Laws, Codes, Regulations, Standards, Agencies and Entitlements

Question 2

Based on your review of the site information, identify two local laws, codes, or regulations, AND describe how each applies to this project.

Elements of a Competent Response:

A competent response refers to the knowledge of local or regional laws, codes, regulations, and standards (e.g., General Plan; planning and zoning ordinances; local building ordinances; design guidelines; Codes, Covenants, and Restrictions [CC&Rs]) relevant to design and construction.

Candidate should recognize that referring to the site plan and site information within the project summary is beneficial.

(Knowledge Statement 24)

Test Plan Category: IV CONSTRUCTION

Question 3

During construction, the contractor notifies you that the roofing material you specified is no longer available...and proposes a more expensive alternate.

Describe the procedures for implementing a solution.

Elements of a Competent Response:

A competent response refers to the knowledge of procedures for implementing changes during construction (e.g., directives, supplemental instructions, change orders).

(Knowledge Statement 50)

APPENDIX C

CALIFORNIA LAWS RELATING TO EXAMINATION SECURITY

The following sections of the Business and Professions Code were enacted to ensure that state agencies can maintain the security of their exams.

123. Subversion of Licensing Examination; Conduct; Misdemeanor

It is a misdemeanor for any person to engage in any conduct which subverts or attempts to subvert any licensing examination or the administration of an examination, including, but not limited to:

- (a) Conduct which violates the security of the examination materials; removing from the examination room any examination materials without authorization; the unauthorized reproduction by any means of any portion of the actual licensing examination; aiding by any means the unauthorized reproduction of any portion of the actual licensing examination; paying or using professional or paid examination-takers for the purpose of reconstructing any portion of the licensing examination; obtaining examination questions or other examination material, except by specific authorization either before, during, or after an examination; or using or purporting to use any examination questions or materials which were improperly removed or taken from any examination for the purpose of instructing or preparing any applicant for examination; or selling, distributing, buying, receiving, or having unauthorized possession of any portion of a future, current, or previously administered licensing examination.
- (b) Communicating with any other examinee during the administration of a licensing examination; copying answers from another examinee or permitting one's answers to be copied by another examinee; having in one's possession during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than the examination materials distributed, or otherwise authorized to be in one's possession during the examination; or impersonating any examinee or having an impersonator take the licensing examination on one's behalf.

Nothing in this section shall preclude prosecution under the authority provided for in any other provision of law.

In addition to any other penalties, a person found guilty of violating this section, shall be liable for the actual damages sustained by the agency administering the examination not to exceed ten thousand dollars (\$10,000) and the costs of litigation.

- (c) If any provision of this section or the application thereof to any person or circumstances is held invalid, that invalidity shall not affect other provisions or applications of the section that can be given effect without the invalid provision or application, and to this end the provisions of this section are several.

123.5 Violation of Section 123; Remedy

Whenever any person has engaged, or is about to engage, in any acts or practices which constitute, or will constitute, a violation of Section 123, the superior court in and for the county wherein the acts or practices take place, or are about to take place, may issue an injunction, or other appropriate order, restraining such conduct on application of a board, the Attorney General or the district attorney of the county.

The proceedings under this section shall be governed by Chapter 3 (commencing with Section 525) of Title 7 of Part 2 of the Code of Civil Procedure.

The remedy provided for by this section shall be in addition to, and not a limitation on, the authority provided for in any other provision of law.

496. Violation of Section 123; Denial, Suspension, or Revocation of License

A board may deny, suspend, revoke, or otherwise restrict a license on the ground that an applicant or licensee has violated Section 123 pertaining to subversion of licensing examinations.