1. Introduction

This Examination Rulebook defines the basis of the agreement between RIAI and a candidate for non-statutory standardised examinations and individualised assessments/interviews in relation to courses and accreditations offered by the RIAI. This Examination Rulebook is published on the RIAI website.

The RIAI may make changes to this Examination Rulebook at any time. The rules that apply to candidates are those that are in force at the time a candidate registers for a course and takes an examination or undertakes an assessment/interview process. Any change to this Examination Rulebook will be published on the RIAI website.
2. Glossary

**Assessment:** Any assessment, examination or evaluation of a candidate’s knowledge, skill and competence for the purposes of RIAI accreditation. This does not include ‘assessments’ of evidence provided by other bodies e.g. for the purposes of admission.

**Assessor:** Any person or organisation appointed by the RIAI to carry out an Assessment.

**Board of Architectural Education:** A body appointed by Council to address Education related issues.

**Board of Examiners:** A board appointed by the RIAI to author an examination paper, to mark candidates’ examination scripts submitted in response to that examination paper in line with this Examination Rulebook and the examination guidelines and to submit candidates’ results to the BAE for recommendation to the Council of the RIAI.

**Board of Examiners:** A board appointed by the RIAI to carry out individualised assessments/interviews in line with this Examination Rulebook and the guidelines describing each process and to submit candidates’ results to the BAE for recommendation to the Council of the RIAI.

**Candidate:** A candidate in this instance is an individual applying to the RIAI for a decision on a matter relating to the professional remit of the RIAI including assessment of knowledge skill and competence in the professional sphere and continuing professional development.

**Council:** The RIAI’s governing body, elected by the Membership.

**Education Division:** The division of the RIAI Executive responsible for the administration of all matters relating to Education and CPD including accreditation, prescription and notification of qualifications in architecture. The Education Division reports to the Board of Architectural Education and to the Council of the RIAI.

**Examination:** A set of standard questions comprising a formal test of a person’s knowledge or proficiency in a subject or skill.

**Examination Script:** The Answer Books submitted by a candidate to the RIAI to demonstrate their competence in an examination.

**Interview:** A process designed to clarify a candidate’s role in the projects included with their assessment submission and to give a candidate the opportunity to elaborate on their decision-making process.

**Non-Statutory Appeal:** A Non-Statutory appeal is a request for a formal review of a result issued by the RIAI in relation to a non-statutory examination or assessment/interview. On the direction of the Non-Statutory Appeal Board an appeal may or may not lead to a re-assessment. See RIAI Non-Statutory Appeals Policy.

**Recheck:** A re-check is an arithmetic check carried out to ensure that all marks awarded have been included in the result, it is not a re-assessment or a review.

**Result:** The result is the outcome of the assessment evaluation or examination and may take a variety of forms including notification of a decision taken by a Board or Committee of the RIAI.

**RIAI:** The RIAI, in this context, is a Professional Body which issues a variety of results in that capacity. Results issued by the RIAI in relation to non-statutory examinations and assessments/interviews include those made by expert boards and panels on the Institute’s behalf. Not all results will require individual ratification by the Council of the RIAI, however, all decision makers must be empowered by the Council of the RIAI to make those decisions on the RIAI’s behalf.

**Submission:** Evidence presented for the purpose of an assessment, examination or decision by the RIAI. This can include examination scripts, case studies, dossiers, application file, oral examinations, etc. as described in the guidelines describing the relevant examination or assessment/interview process.
3. Application of this Examination Rulebook

This Examination Rulebook applies to non-statutory standardised examinations and individualised assessments/interviews offered by the RIAI. Standardised examinations and individualised assessments currently governed by this Examination Rulebook comprise:

- RIAI Conservation Induction Module (CIM), Grade 3 standardised examination
- Individualised assessment/interview for RIAI Grade 1 and Grade 2 Conservation Architect
- RIAI Project Supervisor Design Process (PSDP) standardised examination

Each of the above examinations and assessment/interviews have guidelines describing each process in more detail.

This Examination Rulebook does not apply to statutory assessment for admission to the Register of Architects.

4. Guidelines for Examinations and Assessments/Interviews

4.1 Guidelines for Standardised Examinations

The guidelines for the CIM and the PSDP standardised examinations comprise the course description published on the RIAI website together with any information issued to registered candidates by the Education Division before the examination commences.

4.2 Guidelines for Assessments/Interviews

The guidelines for the individualised assessment/interview for RIAI Grade 1 and Grade 2 Conservation Architect comprise the current edition of the RIAI Conservation Accreditation System Regulations which will be published on the RIAI website in advance of the issue of a ‘Call for Applications’.

5. Registration for Courses

To register to attend a course individuals must apply and pay the correct fee online at www.riai.ie or complete an application form and submit the correct fee to the RIAI.

Eligibility requirements apply for successful completion of the CIM and PSDP courses. See section 4 of this Examination Rulebook for details of course attendance requirements.

The RIAI reserves the right to cancel or change the date, venue, content of courses and programme of speakers, lecturers and tutors. Candidates will be provided with adequate notice of any change.

6. Attendance at Courses

The timetable for courses is published in the course description and in the guidelines for a particular course and published on the RIAI website.

Candidates are required to attend an entire course in order to receive a CPD certificate for their attendance.

6.1 Postponement of attendance or cancellation of registration

It is incumbent on each candidate to ensure that they will be available to undertake a course for which they register and to attend on the stipulated dates. If a candidate is not available to undertake that course or attend on the stipulated dates is incumbent on them to notify the Education Division in writing and, in the case of postponement, to re-register to undertake the course at the next available sitting. Postponements and cancellations will incur charges as described in Appendix 1 of this Rulebook ‘Schedule of Fees and Charges’. Substitution, subject to eligibility, is allowed.
6.2 Course attendance requirements
To be eligible to take the CIM examination and achieve ‘Architect Accredited in Conservation at Grade 3’ it will be necessary to have a record proving attendance at least 80% of the course i.e. lectures/demonstrations/tours.

To be eligible to take the PSDP examination and achieve ‘RIAI PSDP Accreditation’ it will be necessary to have a record proving attendance at 100% of the course lectures.

7. Registration for Examinations and Assessments/Interviews
On registration for a course, candidates are automatically registered to take the relevant examinations, and assessments/interviews associated with that course, unless otherwise stipulated. This is dependent on the candidate subsequently meeting the attendance requirements outlined in 4.2 above.

In the case of applications for RIAI Grade 1 and Grade 2 Conservation Architect, a notice of the ‘Call for Applications’ will be listed on the RIAI website and in RIAI Member/CPD Newsletters at least eight weeks in advance of the deadline for applications. Candidates for RIAI Grade 1 and Grade 2 Conservation Architect are required to complete and return the relevant application form together with the relevant fee and their complete assessment submission on or before the deadline for applications listed in the ‘Call for Applications’ notice.

Candidates for an examination or assessment/interview will be required to sign a declaration that they have read, understood and agreed to be bound by this Examination Rulebook and the guidelines describing a particular standardised examination or individualised assessment/interview.

7.1 Postponement
The timetable for examinations and assessments/interviews is published in the course description on the RIAI website or in the guidelines for a particular examination or assessment/interview issued to candidates. It is incumbent on each candidate to ensure when registering for a course that they are aware of the timetable for examinations and assigned periods for assessment/interview for which have also been registered and to ensure that they will be available to sit the examination or undertake the assessment/interview within the assigned time period. If a candidate is not available to complete the examination or assessment/interview during the assigned period it is incumbent on them to notify the Education Division in writing and to postpone their registration or postpone their sitting of the examination or their undertaking assessment/interview to the next available sitting or assigned period. In some cases the next available sitting may be up to two years away. Charges apply to postponement or cancellation in line with Appendix 1 of this Rulebook ‘Schedule of Fees and Charges’.

7.2 English language
Candidates registering for an examination or assessment/interview should note that the examination or assessment/interview will be set, conducted and assessed in English. Candidates whose first language is other than English should ensure that their standard of English is such that they are comfortable being assessed no differently to candidates whose first language is English. Lack of fluency/literacy in English will not be admitted later as grounds for Review/Appeal of an examination or assessment / interview result.

8. Conflict of Interest
8.1 Examination
On registration for an examination if a candidate or a member of the Board of Examiners (an examiner) for that examination is aware of any potential or apparent conflict of interest between that candidate or examiner and themselves they should identify that candidate’s or examiner’s name to the Education Division.

Where it is agreed by the Education Division and the Board of Examiners that a conflict of interest exists
between a candidate and an examiner the Education Division will ensure that the candidate's answer book is not examined by that examiner and is assigned to another examiner.

On completion of the conflict of interest notification process each candidate for standardised examination will be assigned a candidate number and will be identified by the Education Division to members of the Board of Examiners by their candidate number only.

8.2 Assessment/Interview
On registration for an assessment/interview the Education Division will write to all candidates and each member of the Board of Assessors or Interview Panel for that assessment/interview (assessor) to confirm the names of the assessors to candidates and the names of the candidates to the assessors. Each candidate and each assessor will be asked to declare to the Education Division any potential or apparent conflict of interest, they may be aware of between them.

Where it is agreed by the Education Division and the Board of Assessors that a conflict of interest exists between a candidate and an assessor the Education Division will ensure that a candidate’s submission is not assessed by that assessor and, in the case of interview, that the assessor is not part of the panel to interview that candidate.

On completion of the conflict of interest notification process each candidate for an assessment/interview will be assigned a candidate number and will be identified by the Education Division to assessors by their candidate number only.

8.3 Presentation of results to BAE and to the Council of the RIAI
Where results are communicated to the BAE and to the Council of the RIAI, as described in section 14 of this Rulebook, and a member of the BAE or the Council of the RIAI is aware of any potential or apparent conflict of interest between a candidate and themselves they should identify that candidate's name and declare the potential or apparent conflict of interest to the meeting and they should not contribute to any debate in relation to the results being presented nor should they participate in the vote on the ratification of those results.

9. Conduct during an Examination and Assessment/ Interview
Candidates are required to direct communications and correspondence in relation to an examination or assessment/interview to the Education Division.

Candidates are not permitted to contact directly or canvass examiners/assessors, course lecturers/presenters, members of the BAE, the Council of the RIAI, or any other person connected with a course, examination or assessment/interview, with or without inducements, and are not permitted to interfere with or compromise the process in any way.

The members of the Board of Examiners or the Board of Assessors and members of the BAE or the Council of the RIAI are not permitted, under any circumstances, to canvas for any candidate or interfere with the examination or assessment/interview process.

Candidates, examiners/assessors, members of the BAE and members of the Council of the RIAI have a duty to inform the Education Division of any interference or attempted interference with the examination or the assessment/interview process. A candidate, examiner/assessor, member of the BAE or member of the Council of the RIAI suspecting academic misconduct will report the same to the Education Division.

As per section 7 of this Examination Rulebook, on registration for an assessment/interview candidates are required to sign a declaration that they have read, understood and agreed to be bound by this Examination
Rulebook. Candidates are required to make themselves aware of section 10 of this Examination Rulebook in relation to Academic Misconduct.

Examiners and assessors will grade all candidates according to the relevant objective criteria for an RIAI examination or assessment/interview. The relevant objective criteria applicable to each standardised examination or individualised assessment/interview will be published in the course description on the RIAI website or in the guidelines for a particular examination or assessment/interview issued to candidates.

9.1 Conduct during a Standardised Examination
Candidates are required to read the instructions and directions on the cover of the examination paper before commencing a standardised examination.

Candidates are required to provide their answers to the examination questions in the answer book provided. Where it is specified that answers must be submitted in hand-written format candidates must write legibly, using black or blue pen. Correction fluid should not be used in the examination. Illegible scripts will be invalidated and deemed a fail. Answers to each new question must be started on a fresh page of the answer book.

Candidates are required to clearly write their candidate number in the space at the front of each answer book. Any other markings in the answer book identifying the candidate to the examiners will invalidate the candidate’s submission and the examination script may be deemed a fail or treated as a nullity at the discretion of the Board of Examiners.

Candidates are required to answer the required number of questions in an examination. Marks will not be awarded to candidates for the additional answers completed.

Candidates are required to adhere to word limits where provided in examinations. Marks will not be awarded for information provided beyond the stated word limit.

Candidates are required to include all answer books used to complete the examination in their submission. Rough work is required to be written in their answer book and included as part of their submission. Unless a candidate clearly strikes through the rough work, this may be assessed as part of the candidate’s answer.

Candidates who fail to submit an examination script within the stipulated deadline will invalidate that examination script and the examination or assignment will be deemed a fail. Candidates will be given the opportunity to apply to take the examination to the next available sitting or submit the examination script within a later assigned period on payment of a re-sit charge, where applicable. See section 5 for information on re-sits.

The first set of answer book/s submitted by a candidate will be deemed the only submission accepted for marking by the Board of Examiners. Further submissions will not be accepted.

Candidates are advised to take a copy of their answer book/s for their own record before they submit the original version/s.

9.2 Conduct during an Individualised Assessment
Candidates are required to read and make themselves aware of the guidelines describing a particular assessment/interview before commencing the preparation of an individualised assessment submission. Candidates are required to structure the submission in the format set out in the assessment/interview guidelines.
Where it is specified that a submission must be submitted in hand-written format candidates must write legibly, using black or blue pen. Correction fluid should not be used. Illegible submissions will be invalidated and deemed a fail.

Candidates for RIAI Grade 1 and Grade 2 Conservation Architect are required to clearly write their name and contact details in the official application form accompanying their submission. On receipt of their submission and following a conflict of interest notification process the Education Division will remove the page of the application form featuring the candidate’s name from their submission package and replace it with a cover page featuring the candidate’s assessment number. From this point on the candidate will be identified by the Education Division to the Board of Assessors by their candidate number only.

Candidates are required to complete a submission in full in line with the assessment/interview guidelines. Incomplete submissions may be deemed a fail or treated as a nullity at the discretion of the Board of Assessors.

Candidates are required to adhere to word limits where provided in the assessment/interview guidelines. Marks will not be awarded for information provided beyond the stated word limit.

It is the candidate’s responsibility to check and ensure that all documents related to the submission are included in their final submission.

Candidates who fail to submit a submission within the stipulated deadline will invalidate the submission and the submission will be deemed a fail. Candidates will be given the opportunity to apply to submit within the next assigned period.

The first submission submitted by a candidate will be deemed the only submission accepted for marking. Any additional submissions will not be accepted.

Candidates are advised to take a copy of their entire submission and accompanying documents/portfolios for their own record before they submit the original version. See section 19 in relation to retention of submission documents.

9.3 Conduct during an Interview
Interviews may form part of the following RIAI assessment processes:

- Applications for Grade1 and Grade 2 Conservation Architect

The Interview of a candidate is undertaken at the discretion of the Board of Assessors. There is no obligation on a Board of Assessors to interview a candidate if the candidate has not accumulated enough marks in other areas of the assessment to enable them to successfully complete the assessment regardless of their result in the interview.

The scope and conduct of the interview and composition of the Interview Panel will be as outlined in the assessment/interview guidelines.

Candidates and the members of the Board of Assessors and the Interview Panel are required to make themselves aware of section 8 of this Examination Rulebook in relation to conflicts of interest.

10. Academic Misconduct
While the RIAI encourages group study and collaboration among candidates, examinations or assessments are required to be completed by candidates independently.
When submitting an examination answer book or an assessment submission candidates are required to sign a written declaration to confirm that the document they are submitting is entirely their own work.

The RIAI takes a serious view of academic misconduct, canvassing or unfair practice in the examination, assignment, assessment/interview process.

Plagiarism, copying or collusion, canvassing or unfair practice constitutes academic misconduct and is a breach of this Examination Rulebook and of the Architects Code of Conduct and is absolutely prohibited in the examination and assessment process.

Plagiarism is defined as the act of presenting the work of others as one’s own, without acknowledgement. This can include:

- Using material from books, journals, articles, internet, lectures etc. without reference to the source.
- Copying another person's work, with or without his/her knowledge or consent
- Enlisting another person to complete an examination, assignment or assessment on one’s behalf.

Plagiarism is defined by the act not by the intention. In cases of impersonation, the impersonator and the personated shall both be deemed to be in breach of the Examination Rulebook and the Architects Code of Conduct.

A case of alleged academic misconduct will be reported in the first instance to the Education Division and subsequently to the Board of Architectural Education (the BAE).

In a case of alleged academic misconduct a written report will be submitted to the Education Division by the Chair of the Board of Examiners or the Chair of the Board of Assessors.

The Education Division will notify the candidate of the alleged academic misconduct and give them an opportunity to consider the report of the Chair of the Board of Examiners or the Chair of the Board of Assessors and;

- a) Provide an explanation, and
- b) Withdraw from the examination or assessment/interview without sanction, and
- c) Elect to register for a future sitting of the relevant examination or assessment/interview after a specific period of time.

Where a satisfactory explanation is not provided the alleged academic misconduct will be notified to the BAE for consideration. When considering a case of alleged academic misconduct the BAE will pay due regard to the report of the Chair of the Board of Examiners or the Chair of the Board of Assessors, the submission of the candidate, any extenuating circumstances, and the severity of the alleged academic misconduct.

In a proven case of academic misconduct the BAE has the power to impose sanctions against the candidate, including a fail in the examination or assessment/interview, a prohibition on registration for future sittings of the specified examination or assessment/interview for a specific period of time. Any decision of the BAE in this regard may be appealed under the Non-Statutory Appeals Policy.

A proven case of academic misconduct will be treated as a disciplinary matter. The BAE may report such case to Council of the RIAI for a potential referral to the Professional Conduct Committee.

All investigation of academic misconduct will be carried out in accordance with fair procedures.
11. Special Consideration
The RIAI will endeavour to accommodate candidates who are affected by a disability under the provisions of the Disability Act (2005) with any special supports which the RIAI can reasonably provide for courses, and for the examination or assessment/interview process.

According to the Disability Act 2005, “disability” in relation to a person, means a substantial restriction in the capacity of the person to carry on a profession, business or occupation in the State or to participate in social or cultural life in the State by reason of an enduring physical, sensory, mental health or intellectual impairment.

Candidates with any disability as defined under the provisions of the Disability Act (2005) should contact the RIAI Education Division in writing at least two weeks prior to the final course registration date or examination commencement date or the final deadline for applications for the assessment/interview describing their disability and any special supports they require.

Each application will be considered on an individual basis. All applications for adjustments to the examination or assessment/interview process will be considered by the Board of Examiners / Board of Assessors.

12. Extenuating circumstances
If a candidate is unable to undertake or complete a standardised examination and wishes to claim for non-completion of a standardised examination or an individualised assessment/interview on the grounds of extenuating circumstances (e.g. illness or bereavement), it is necessary for that candidate to submit a detailed written explanation of non-completion to the Education Division in line with section 12.1 or 12.2 below.

Candidates presenting with extenuating circumstances, particularly medical certificates, for consecutive examinations or assessments/interviews may be contacted by the Education Division to discuss their case and circumstances. Each application for an extension due to extenuating circumstances will be considered on an individual basis. An application for an extension may be referred to the Board of Examiners or the Board of Assessors for the particular examination or assessment/interview and to the BAE for further consideration.

12.1 Extenuating circumstances for non-completion of a Standardised Examination
If a candidate wishes to claim for non-completion of a standardised examination on the grounds of extenuating circumstances (e.g. illness or bereavement), it is necessary for that candidate to submit a detailed written explanation of non-completion to the Education Division ten working prior to the examination completion/submission date.

If non-completion of an examination is due to the candidate’s illness or injury, it is necessary for that candidate to submit a medical certificate. The medical certificate must be original (fax, scanned or photocopies will not be accepted), is required to cover the examination period and must identify that the candidate was affected by illness or injury that prevented them from being able to complete the examination. The RIAI reserves the right to verify the details of medical certificates submitted.

12.2 Extenuating circumstances for non-completion of an Individualised Assessments/Interview process
If a candidate is unable to undertake or complete an individualised assessment/interview process and wishes to claim for non-completion on the grounds of extenuating circumstances (e.g. illness or bereavement), it is necessary for that candidate to submit a detailed written explanation of non-completion to the Education Division ten working prior to the assessment submission deadline or interview date.
If non-completion of an assessment/interview process is due to the candidate's illness or injury, it is necessary for that candidate to submit a medical certificate. The medical certificate must be original (fax, scanned or photocopies will not be accepted), is required to cover the period of the assessment/interview and must identify that the candidate was affected by illness or injury that prevented them from being able to complete the assessment submission or attend for interview. The RIAI reserves the right to verify the details of medical certificates submitted.

13. Marking Process
13.1 Marking process for Standardised Examinations
In the case of standardised examinations, the examination papers will indicate the amount of marks allocated to each section of the examination. At the conclusion of the examination process candidates will be notified of their result in writing together with their overall mark in the examination and a sub-total for their mark for each section of the examination. A report feedback on the candidate's performance in the examination, prepared by the Board of Examiners, can be made available should the candidate wish to receive it.

13.1 Marking process for Individualised Assessments/Interviews
In the case of individualised assessments/interviews candidates will be notified in advance of the marking process which will be applied to each section of the assessment/interview. At the conclusion of the assessment/interview process candidates will be notified of their result in writing together with their overall mark in the assessment/interview and a sub-total for their mark for each section of their submission and for their interview. A feedback report on the candidate’s performance in the assessment/interview, prepared by the Board of Assessors, can be made available should the candidate wish to receive it.

14. Communication of Results
Results are dispatched to candidates by email and by post. Results will not be released over the telephone.

The time period between completion of the examination or assessment/interview process and dispatch of results varies depending on the examination or assessment/interview undertaken.

Results for the CIM and for Grade 1 and Grade 2 Conservation Architect are submitted by the Board of Examiners or the Board of Assessors in the form of a summary report to the BAE and subsequently recommended by the BAE to the Council of the RIAI for ratification. Only the names of those candidates who are successful in an examination or assessment/interview will be communicated to the BAE and the Council of the RIAI.

Results for the PSDP Accreditation Examination are approved by the Examiner and notified to candidates by the Education Division.

Candidates for the CIM and for Grade 1 and Grade 2 Conservation Architect are entitled to a copy of the feedback report on their performance in the examination or assessment/interview prepared by the Board of Examiners or the Board of Assessors as described in section 13 of this document. Any further communication or correspondence by the candidate will form part of the non-statutory appeals process.

15. Re-checks
A candidate may request an administrative re-check of their result in a standardised examination if they have been unsuccessful in an examination and they feel there is reason to believe that there may have been a clerical or administrative error in computing or notifying the correct result. The request for a re-check must be submitted within two weeks of the date of issue of the results and be accompanied by payment of the re-check fee of €50.

A re-check does not involve re-assessment of the candidate’s work. A re-check does not constitute an
appeal. A re-check of the candidate’s result is intended to establish only that all parts of the examination have been marked and that no errors occurred in the recording, collating or combining of the marks which determined the result. This ensures that no answer or any portion of an answer, or any work which counts towards the final result, has been overlooked.

Re-Checks will be carried out by the Education Division. The outcome of all re-checks will be reported to the BAE. Seeking a re-check does not affect a candidate’s entitlement to submit an appeal. Where a re-check indicates a significant change the fee shall be returned.

The re-check process does not apply to the results of individualised assessments or interviews.

16. Re-sits
Re-sits do not apply to applications for Grade 1 or Grade 2 Conservation Architect. A candidate who failed to reach a pass mark or who did not complete the assessment/interview can apply again under the next ‘Call for Applications’.

16.1 Re-sits Conservation Induction Module (CIM)
Candidates for the Conservation Induction Module who failed to reach a pass mark or who did not take the examination can elect to re-register for a subsequent sitting of that examination on payment of the re-sit charge in line with Appendix 1 of this Rulebook ‘Schedule of Fees and Charges’. It is important to note that the next sitting of the CIM examination may be up to two years hence.

An unsuccessful candidate who elects to re-sit the CIM examination is required to contact the Education Division in writing and pay the re-sit charge. Non-completion by a candidate of the CIM examination after two attempts will result in that candidate having to commence the entire CIM course following payment of the full course price.

16.2 Re-sits PSDP Examination (PSDP)
Candidates for the PSDP examination who failed to reach a pass mark or who did not take the examination can elect to take a PSDP compensation paper at no extra charge.

An unsuccessful candidate who elects to sit the PSDP compensation paper is required to contact the Education Division in writing. Non-completion by a candidate of the PSDP examination after two attempts will result in that candidate having to recommence the entire course following payment of the full course price.

17. Fees / Charges
All fees are payable to RIAI in Euro unless otherwise agreed. Bank charges will be applied where payment is made in other currencies. VAT is payable by all candidates unless the fees are paid by a company that is VAT registered. Fees will be refunded in accordance with the processes outlined in this Examinations Rulebook and as set out in Appendix 1 of this Rulebook ‘Schedule of Fees and Charges’.

17.1 Fees / Charges for Courses and Examinations
Candidates for the CIM and the PSDP courses must pay the relevant course price at registration, in accordance with the processes outlined in this Examinations Rulebook, and in line with the prices set out in the course description published on the RIAI website.

Appendix 1 of this document ‘Fee Schedule’ sets out a schedule for postponement or cancellation of a course registration, or a registration for an examination. The fee schedule also sets fees for re-sits and re-checks. A candidate’s place on a course and on the subsequent examination will not be secured until payment is received. Course materials will not be issued to candidates until at least 70% of payment has been received and the results of the associated examination will not be dispatched until full payment has
been received.

17.1 Fees / Charges for Assessment/Interview Processes
Candidates for Grade 1 and Grade 2 Conservation Architect must pay the relevant assessment/interview charge in accordance with the processes outlined in this Examinations Rulebook, and in line with the price set out in the RIAI Conservation Accreditation System Regulations and the Application Form for Grade 1 and Grade 2 Conservation Architect. A candidate’s result in an assessment/interview will not be dispatched until full payment has been received.

18. Confidentiality
Information contained in answer books/examination scripts or assessment submissions or imparted in the context of an interview, and any information relating to the candidates or the detail of their performance in the examinations or assessments/interviews, will be treated as confidential and will not be shared with third parties.

Candidates are advised to read the RIAI Privacy Statement.

19. Data Protection Regulations and Retention of documentation
19.1 Data Protection Regulations
Candidates for the CIM course and examination and PSDP course and examination must provide personal data in line with the criteria and procedures outlined in the course guidelines so that they can register for the course and participate in the examination. The personal data requested relates primarily to the individual contact information and the examination script (Answer books) submitted by candidates. The personal data submitted is only that which is necessary and proportionate to administer the course delivery and examination process.

Candidates for Grade 1 and Grade 2 Conservation Architect must provide personal data in line with the criteria and procedures outlined in the RIAI Conservation Accreditation System Regulations so that their submissions can be considered. The personal data requested relates primarily to the individual contact information and details of the qualifications and work experience of the candidate. The personal data submitted is only that which is necessary and proportionate to the assessment process.

The RIAI will collect and hold the personal data and any other documents and materials submitted by candidates for examinations and assessments/interviews in accordance with applicable Data Protection Law. The RIAI will collect and hold a candidate’s personal data solely for the purpose for which it is provided.

19.2 Retention of documentation
Candidates are advised to make and retain a copy of their examination script or assessment submission documents prior to submission.

A candidate’s examination script or assessment submission documentation will be held and retained for no longer than is necessary to complete the examination or assessment process and, where applicable, a subsequent appeal process. Candidates’ examination scripts will be securely destroyed in accordance with the RIAI Retention Policy and the retention periods set out below.

Where a candidate does not lodge an appeal in relation to their result in the examination or assessment/interview process their examination script or assessment submission documentation will be held for up to 6 months after the date of issue of their result at which time the examination script or assessment submission documentation will be securely destroyed.

Where a candidate lodges an appeal in relation to their result in the examination or assessment/interview
their examination script or assessment submission documentation will be held for up to 6 months after the outcome of the appeal process is determined at which time the examination script or assessment submission documentation will be securely destroyed.

On completion of the examination or assessment/interview a record of the candidate’s result will be held in secure electronic format.

20. Appeals
The RIAI Non-Statutory Appeals Policy applies to examination and assessment/interview results in non-statutory standardised examinations and individualised assessments/interviews offered by the RIAI.

The RIAI Examinations and Assessments which are currently governed by these rules include:

- RIAI Conservation Induction Module, Grade 3
- Calls for Applications for RIAI Grade 1 and Grade 2 Conservation Architect
- RIAI Project Supervisor Design Process (PSDP) Accreditation

The Non-Statutory Appeals Policy does not apply to statutory assessment decisions made in relation to the admission to the Register of Architects, and opinions or findings of the RIAI Professional Conduct Committee.

21. Complaints
The RIAI Complaints Policy relates to complaints that may arise with regard to services provided by the RIAI. There is no definition of a complaint but the following are examples of situations where a candidate may wish to make a complaint:

- They feel the RIAI has not followed a published policy or procedure;
- They feel the RIAI has failed to deliver or meet an agreed standard of service; or
- They feel that RIAI staff have been unhelpful or acted in an inappropriate manner.

The complaints policy does not address making an appeal in relation to the result of an examination or assessment/interview process. A candidate wishing to make such an appeal should refer to section 20 of this Examination Handbook.
APPENDIX 1: SCHEDULE OF FEES AND CHARGES

Charges for postponement or cancellation of course registrations:

Charge for postponement or cancellation of a course registration more than five working days in advance of the course delivery date:
- €50 administration fee.

Charge for postponement or cancellation of a course registration less than five working days in advance of the course delivery date:
- 75% of course price.

Charge for postponement or cancellation of a course registration made on the first day of the course delivery, or on the day before the course delivery:
- 100% of course price.

Re-sits
Charge for re-sit of Conservation Induction Module - €100
Charge for re-sit of PSDP Examination - no charge

Fee for Re-check process: €50

Note: Fees relating to the Non-Statutory Appeals process are listed in the RIAI Non-Statutory Appeals Policy.