

**ARCHITECTURAL AND QUANTITY SURVEYING
EXAMINATIONS REGULATIONS**

DRAFT 2025

ARCHITECTURAL AND QUANTITY SURVEYING EXAMINATIONS
REGULATIONS

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THE ARCHITECTS AND QUANTITY SURVEYORS ACT (Cap. 525) IN EXERCISE of the powers conferred by section 5, 7, 8, 9 and 10 of the Architects and Quantity Surveyors Act, the Board of Registration of Architects and Quantity Surveyors, with the confirmation of the Cabinet Secretary for Lands, Public Works, Housing and Urban Development makes the following By-laws—

THE ARCHITECTS AND QUANTITY SURVEYORS (AMENDMENT) BY-LAWS, 2024

1. These By-laws may be cited as Architectural and Quantity Surveying examinations (Amended) By-laws, 2024.
2. The Architects and Quantity Surveyors By-laws (hereinafter referred to as the “principal By-laws,” are amended by deleting by-law 44 and substituting therefor the following new by-law—

ARCHITECTURAL AND QUANTITY SURVEYING EXAMINATION
(AMENDED) BY-LAWS, 2025.

PART 1- PRELIMINARY

1. CITATION

The rules may be cited as Architectural and Quantity Surveying examinations regulations

2. INTERPRETATION- *Legal*

3. OBJECTS AND PURPOSE-*Legal*

The object and purpose of these regulations is to govern matters relating to the conduct of architectural and Quantity Surveying examinations in accordance with the provisions of the Architects and Quantity Surveyors Act Cap 525.

The examinations shall consist of written and oral papers.

4. DEFINITIONS

To be included

- i. The Act
- ii. Examination
- iii. Applicants - Shall be deemed to be an examination candidate upon meeting all requirements as prescribed by the Board.
- iv. Candidate
- v. Practical training
- vi. Registered person
- vii. Foreign applicant
- viii. Trainer
- ix. Examiner
- x. Supervisor
- xi. Paper
- xii. Cross- border
- xiii. Approved institution
- xiv. Approved training
- xv. Invigilator
- xvi. Enrolled person
- xvii. Irregularity

PART 2 – ARCHITECTURAL AND QUANTITY SURVEYING EXAMINATIONS REGULATIONS

5. SCOPE OF THE REGULATIONS

These regulations provide for the following: -

- i. development and review of syllabi for examinations;
- ii. administration and management of examinations;
- iii. prescribing cross-border examinations regulations;
- iv. approval of programmes and training institutions;
- v. equate and exemption of certificates;

- vi. publication of materials relevant to examination;
- vii. prescription of Examination fees and other charges;
- viii. dealing with Examination breaches, offences and irregularities;
- ix. publication of results.

6. EXAMINATION REGISTRATION REQUIREMENTS

6.1. An applicant for Examination for Registration: -

- i. must have a national form of identification;
- ii. must have attained the age of twenty-one (21) years;
- iii. must have completed a minimum of two (2) years approved practical training;
- iv. for Architectural Examination must have attained a minimum of five (5) years of training from an approved institution;
- v. for Quantity Surveying Examination must have attained a minimum of three (3) years of training from an approved institution;
- vi. must complete training administered by the Board;
- vii. must be a member of a professional association.

6.2. An applicant for Preliminary Examination: -

- i. must have a national form of identification;
- ii. must have attained the age of twenty-one (21) years;
- iii. must have completed a minimum of two (2) years approved practical training;
- iv. must have attained a minimum of three (3) years of training from an approved institution;
- v. must have completed training administered by the Board;
- vi. must be a member of a professional association.

6.3. An applicant for Intermediate Examination: -

- i. must have passed the preliminary examination;
- ii. must have a national form of identification;
- iii. must have attained the age of thirty (30) years;
- iv. must have completed a minimum of five (5) years approved practical training;

- v. must have attained a minimum of three (3) years of training from an approved institution;
- vi. must have completed training administered by the Board;
- vii. must be a member of a professional association.

6.4. An applicant for Final stage Examination: -

- i. must have passed the intermediate examination;
- ii. must have a national form of identification;
- iii. must have attained the age of thirty-five (35) years;
- iv. must have completed a minimum of ten (10) years approved practical training;
- v. must have attained a minimum of three (3) years of training from an approved institution;
- vi. must have completed training administered by the Board;
- vii. must be a member of a professional association.

6.5. Foreign applicant: -

- i. shall apply for examination under clause 6.1;
- ii. must have a valid work permit that allows practice in architecture or quantity surveying.
- iii. must be a member of a professional association in Kenya

6.6. Fees: -

All applicants must pay the prescribed fees and other applicable charges.

7. APPLICATION FOR EXAMINATION

- i. An applicant shall apply for the examination in the prescribed format.
- ii. A successful applicant shall be issued with an index number.
- iii. The Board shall publish the list of successful applicants.
- iv. An applicant may apply to sit for the whole or part of the examination as prescribed by the Board.

8. EXAMINATION CENTRES

The Board shall designate and publish the examination centres.

9. EXAMINATION SCHEDULE

The Board shall conduct examinations at least once a year and may at its discretion reschedule any examination.

10. EXAMINATIONS CURRICULA

The Board shall develop curricula for the following: -

- i. Examination for registration;
- ii. Examinations for preliminary, intermediate and final stages.

11. THE POWERS OF THE BOARD IN CONDUCTING THE EXAMINATIONS

11.1 The Board shall: -

- i. prescribe the format of the examinations;
- ii. provide the answer booklets for the examination;
- iii. provide or prescribe reference materials for the examination;
- iv. provide adequate security at the examination centres;
- v. establish examinations office;
- vi. appoint a chief examiner and a deputy chief examiner to conduct the examinations;
- vii. deploy staff to conduct examinations;
- viii. develop criteria for appointment of trainers and examiners;
- ix. develop a programme for training examiners and trainers;
- x. establish a roll of accredited examiners and trainers;
- xi. appoint trainers and examiners from the roll;
- xii. develop a criteria of examining persons with special needs;
- xiii. develop criteria for awards and recognition of candidates, trainers and supervisors;
- xiv. consider and approve examination results;
- xv. ensure the overall integrity of the examinations processes.

11.2 Online examinations

The Board shall: -

- i. Prescribe the format of the examinations;
- ii. prescribe the devices to use and monitor the examinations;
- iii. train candidates in a prescribed format;
- iv. train trainers, examiners and any other person in a prescribed format;
- v. develop user training manuals.

12. CONDUCT OF CANDIDATE DURING EXAMINATION

The following rules shall govern the conduct of candidate during an examination: -

A Candidate shall: -

- i. be at the examination center at least one hour before the scheduled time for examination;
- ii. provide identification documents;
- iii. sit at the designated position;
- iv. strictly follow the instructions provided on the question paper and the answer booklet;
- v. not carry any electronic devices into the examination room unless approved by the Board;
- vi. not remove from the examination room any materials provided by the Board;
- vii. not possess any unauthorized materials in the examination room;
- viii. not carry food and drinks into the examination room unless provided by the Board;
- ix. not collude, consult, or converse in the examination room;
- x. not exit the examination room without the permission of the invigilator;
- xi. not carry any weapons or unauthorized gadgets into the examination room.

13. INTELLECTUAL PROPERTY OF EXAMINATIONS MATERIALS

- i. All rights, including copyrights and other intellectual property rights that can be exercised concerning the examinations materials, shall vest exclusively with the Board.
- ii. The Board may avail past examination papers to interested persons at a fee.

14. ROLE OF CHIEF EXAMINER

- i. The Chief Examiner shall: -
 - (a) be the custodian of examination policies and procedures as prescribed by the Board;
 - (b) oversee all aspects of the examinations;
 - (c) advise and recommend the appointment of examiners and trainers;
 - (d) prepare the examination reports;
 - (e) advise the Board on how to continuously improve and enhance the quality of the examinations.
- ii. The Chief examiner shall be an architect or quantity surveyor with the following qualifications: -
 - (a) be a Kenyan citizen;
 - (b) have a minimum of fifteen (15) years post-registration experience with seven (7) years' experience acquired in Kenya;
 - (c) must have served in the Board as a committee member for a minimum of three (3) years;
 - (d) be in good standing with the Board.
- iii. The chief examiner shall be appointed under the terms and conditions prescribed by the Board and will serve for a term of three (3) years renewable once.

15. ROLE OF THE DEPUTY CHIEF EXAMINER

- i. The deputy chief examiner shall deputize the chief examiner in conducting the examinations.
- ii. The deputy chief examiner shall be an architect or quantity surveyor with the following qualifications: -
 - (a) be a Kenyan citizen;
 - (b) have a minimum of fifteen (15) years post-registration experience with seven (7) years' experience acquired in Kenya;

- (c) must have served in the Board as a committee member for a minimum of three (3) years;
- (d) be in good standing with the Board;
- iii. The deputy chief examiner shall be of a different profession from that of the chief examiner
- iv. The deputy chief examiner shall be appointed under the terms and conditions prescribed by the Board.

16. EXAMINER FOR WRITTEN EXAMINATION

- i. An examiner for written examination shall set and prepare the marking scheme;
- ii. An examiner for written examination shall: -
 - a. have a minimum of ten (10) years post-registration experience;
 - b. be an architect or a quantity surveyor in good standing with the Board;
 - c. have served as an examination observer for at least one (1) year as prescribed by the Board;
 - d. shall serve for a term of two (2) years.

17. EXAMINER FOR ORAL EXAMINATION

- i. An examiner for oral examination shall conduct oral examinations under the guidance of the chief examiner.
- ii. An examiner for oral examination shall: -
 - a. have a minimum of ten (10) years post-registration experience;
 - b. be an architect or a quantity surveyor in good standing with the Board;
 - c. have served as an examination observer for at least one (1) year as prescribed by the Board;
 - d. shall serve for a term of two (2) years.

18. PREPARATION OF THE EXAMINATION

- i. The examination shall be set and printed at least thirty (30) days before the examination date.

- ii. The Board shall be responsible for providing all logistical resources to ensure a safe and secure process and safe custody of the examination.
- iii. The Board may conduct mock examinations.

19. MARKING OF EXAMINATIONS

- i. The marking of examination shall be done by the examiner or any other person duly appointed by the Board
- ii. The marking shall be completed within a period not exceeding thirty (30) days from the last day of the examination.
- iii. The marks for written examination shall be the marks awarded by the examiner.
- iv. Marks for oral examination shall be the average mark awarded by the examining panel.

20. EXAMINATION GRADING

- i. The pass mark for each paper shall be fifty percent (50%) of the total marks.
- ii. A candidate who does not attain the required pass mark as in 20 (i) above shall retake the paper.

21. EXAMINATION RESULTS

- i. The results shall be released within a period not exceeding ninety (90) days after the last day of the examination.
- ii. The candidate shall receive results by means of: -
 - a) recorded delivery; or
 - b) coded online access; or
 - c) collection of results from the examination office; or
 - d) any other method determined by the Board.

22. GRADUATION

- i. There shall be a graduation ceremony organized by the Board.
- ii. A candidate must have passed the examination to graduate.

23. EXAMINATION APPEALS

- i. A candidate may apply to the Registrar for remarking in a prescribed format.
- ii. The application must be received within thirty (30) days from the date of release of the results.

24. RETENTION OF EXAMINATION DOCUMENTS

- i. The Board shall retain the examination documents in accordance with the Data Protection act 2019.

25. BREACH OF EXAMINATION RULES

1. A breach of the examination regulation by a candidate shall include: -
 - i. collusion with other candidates or agents of the Board;
 - ii. failure to comply with any of the provisions in clause 12 above.
2. A breach of the examination regulation by officers and agents of the Board shall include: -
 - i. altering or making other unauthorized changes in the examination document;
 - ii. loss of examination documents;
 - iii. unauthorized removal of examination materials from the examination room.
 - iv. collusion with candidates or agents of the Board;
 - v. possession of unauthorized materials and gadgets in the examination center.

26. ACTION FOR BREACH OF EXAMINATION RULES

1. The action for breach of the examination rules shall, in the case of a candidate include: -
 - i. caution;
 - ii. nullification of results in the respective paper;
 - iii. prohibition from taking an examination for a period determined by the Board.
 - iv. removal from the examination room;
 - v. any other action as determined by the Board.
2. The action for breach of the examination rules shall, in the case of officers and agents of the Board shall include;
 - i. caution;
 - ii. prohibition from taking part in the examination for a period determined by the Board;
 - iii. removal from the examination room;
 - iv. any other action as determined by the Board.

3. A breach of examination rules by a registered or enrolled person shall constitute professional misconduct.

27. OFFENCES

The Board shall take legal action against any person in breach of the examination regulations including: -

- i. Impersonation; or
- ii. acting or inciting any other person(s) to act in a disorderly manner; or
- iii. possession of an unauthorized weapon in the examination room.

28. INVESTIGATION FOR BREACH OF EXAMINATION REGULATIONS.

1. The Board shall determine the procedure to be followed to investigate an examinations breach.
2. The Board may at its discretion engage other arms of the Government in the investigation.
3. During investigations the Board may withhold the examination results of a candidate pending the conclusion of the investigations.
4. Investigations shall be concluded within sixty (60) days from the date of reporting the breach.
5. Any person under investigation for breach of examination regulations has a right to be heard.

29. ACTION ON IRREGULARITIES

1. Where the Board is satisfied that there has been an irregularity in the course of any examination, the Board may suspend or nullify such examination or any part thereof.
2. Where examinations have been suspended or nullified under clause 28 (1) above the Board shall give directions for conducting fresh examinations.
3. Where the Board is satisfied that the examination results of any candidate have been obtained by irregular means, the Board shall nullify the examination results of such candidate.

30. OATH OF SECRECY

The Board shall require any officer or agent taking part in the examinations to take and subscribe to the oath of secrecy.

31. APPROVED PROGRAMMES AND TRAINING INSTITUTIONS

The Board shall publish the list of its approved programmes and approved training institutions

32. REMUNERATION

Examination officers and agents shall be remunerated in accordance with the terms of appointment.

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COMMENTS SUBMISSION FORM

Submit your comments to info@boraqs.or.ke by Friday 21st February 2025.

| Section (1-32) | Subsection | comments | Justification |
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