



Education & Experience Exam Booklet

for

Architect A, B, C

of New York City School Construction Authority (NYCSCA)

Exam No. EE-00-050

Form: EE-ARCHABC-050

Must be Postmarked by 12/04/2020

I certify that I have received 22 pages of written exam materials in this test booklet including this cover page.

SIGNATURE: _____

DATE: _____

Candidate Honesty Statement

I am presently taking an Education & Experience Exam for NYCSCA. To maintain the integrity of the process, I will honestly provide information regarding my education and experience. I will provide accurate information in the exam to the best of my knowledge. I understand that the information provided by me for this exam is subject to verification by the test developers (PSI Services LLC) and/or by the NYCSCA. I understand that I must return all material given to me.

My signature below affirms under penalties of disqualification or termination that all answers to questions/statements in this booklet (including any attached papers) are true. I understand that all statements made by me in connection with this exam application are subject to investigation and verification and that a material misstatement of fraud may disqualify me from appointment and/or lead to revocation of my appointment.

PRINT NAME: _____

SIGNATURE: _____

LAST 5 DIGITS OF SOCIAL SECURITY NUMBER: _____



INSTRUCTIONS

In this booklet, you will be asked some general questions (e.g., biographical information) and some specific questions related to the Architect A, B, and C roles. Please honestly answer all questions to the best of your knowledge.

IMPORTANT

PLEASE PRINT YOUR RESPONSES AND DARKEN THE APPROPRIATE CIRCLES WITH BLUE OR BLACK INK (FAILURE TO DO SO WILL RESULT IN THE REJECTION OF YOUR EXAM).

PLEASE ADDRESS ENVELOPES TO:

ATTN: PSI SERVICES – NYC SCHOOL CONSTRUCTION AUTHORITY
7519 SW 64th Place
Portland, OR 97219

If you need to change any of your responses, please **COMPLETELY WHITE OUT** the erroneous one.

Prior to answering the following questions, please make sure that the exam number is EE-00-050. If you do not have the correct exam, please contact PSI immediately at (877) 449-8378.

Personal Privacy Protection Law Notification

Some of the information that you are providing on this form is being requested pursuant to section 50.3 of the New York State Civil Service Law for the principal purpose of determining eligibility of applicants to participate in the examination (s) for which they have applied. This information is used in accordance with section 96(1) of the Personal Privacy Protection Law, particularly subdivisions (b), (e), (f). Failure to provide this information may result in disapproval of the application. The New York School Construction Authority Civil Service Commission will maintain this information. We appreciate your interest in employment with the New York City School Construction Authority.



SECTION 2. JOB-RELATED KNOWLEDGE, SKILL, AND ABILITY STATEMENTS FOR ARCHITECT A, B, AND C

Please respond honestly and remember that your ratings are subject to verification based on your responses in the Standard Resume (which you will submit in lieu of your own resume) and in the employment process. If we determine that you have provided false information, your application may be rejected. If you do not have experience with the content presented in some questions, simply select option A "I do not have this knowledge." when you rate yourself on this statement.

In this section you will be presented with Knowledge, Skill, or Ability items related to the Architect A, B, and C job titles. Please rate the degree of experience that you have on these statements based on the following scale:

Select the option that best describes your education and experience in each of the following knowledge, skill, or ability.

- A. I do **not** have this knowledge, skill, or ability.
- B. I have gained this knowledge, skill, or ability through education and/or training, but I have **not** yet applied it on the job.
- C. I have some experience applying this knowledge, skill, or ability, but I need more training or supervision.
- D. I have enough experience to apply this knowledge, skill, or ability without training or supervision.
- E. I am normally the person consulted by other workers to assist them in applying this knowledge, skill, or ability because of my expertise in the area; or I have trained and supervised others in applying this knowledge.

Remember to shade circles completely

Correct: ●

Incorrect: ☑ ☒



USING THE RESPONSE OPTIONS PROVIDED ON PAGE 4,
ANSWER QUESTIONS 1-27 BY SHADING IN THE APPROPRIATE CIRCLE

Knowledge, Skill, or Ability Statement	Rating				
1. Knowledge of AutoCAD necessary to develop design drawings.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
2. Knowledge of building information modeling (BIM) software (e.g., REVIT) necessary to develop design drawings.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
3. Knowledge of Microsoft (MS) Word or equivalent necessary to prepare reports, meeting minutes, and correspondence (i.e., letters).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
4. Knowledge of MS Outlook or equivalent necessary to write and send emails and schedule calendar appointments.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
5. Knowledge of MS Excel or equivalent necessary to enter data, perform budget calculations, create tables for reports, and create charts for status of projects.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>

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Knowledge, Skill, or Ability Statement	Rating				
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6. Knowledge of all New York City (NYC) Building Codes (e.g., construction, mechanical, plumbing, fuel gas, and related administrative provisions) necessary to interpret code and apply it to scope reports and designs.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
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Briefly describe previous or current projects in which you applied the level of proficiency you noted above. Please limit your response to 4 sentences or fewer.

Please provide the name of the employer where you applied the level of proficiency you noted above. Also provide the name and contact information of a supervisor or another manager at the employer who can verify your level of proficiency in this work task. To ensure that you receive appropriate credit for this item, please be sure to check that the contact information you provide is current.

Name of employer:	Name of supervisor or another manager:
Phone number for supervisor or another manager:	Email for supervisor or another manager:

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Knowledge, Skill, or Ability Statement	Rating				
	A	B	C	D	E
7. Knowledge of NYC Energy Code necessary to interpret code and apply it to scope reports and designs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8. Knowledge of NYC Zoning ordinances (e.g., bulk regulations and use) necessary to design a new building or addition to an existing building.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
9. Knowledge of general building construction (e.g., materials, methods, construction practices, and the tools involved in the construction or repair of buildings) necessary to prepare contract documents (e.g., drawings and specifications).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Briefly describe previous or current projects in which you applied the level of proficiency you noted above. Please limit your response to 4 sentences or fewer.

Please provide the name of the employer where you applied the level of proficiency you noted above. Also provide the name and contact information of a supervisor or another manager at the employer who can verify your level of proficiency in this work task. To ensure that you receive appropriate credit for this item, please be sure to check that the contact information you provide is current.

Name of employer:	Name of supervisor or another manager:
Phone number for supervisor or another manager:	Email for supervisor or another manager:



Knowledge, Skill, or Ability Statement	Rating				
	A	B	C	D	E
10. Knowledge of building systems (e.g., HVAC [boilers, heat pumps, chillers, duct work, and fans], plumbing [hot water, cold water, sewage], fire protection [sprinklers, standpipe, fire pumps, and fire alarms], etc.) necessary to prepare contract documents (e.g., drawings and specifications).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
11. Knowledge of products used for the restoration of historic buildings (e.g., terracotta, copper, natural stone, and decorative elements) necessary to prepare historical buildings design documents and for approval of documents by the NY State Historic Preservation Office (SHPO).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
12. Knowledge of Americans with Disabilities Act (ADA) and NYC Local Law 58/87 requirements necessary to prepare contract documents (e.g., drawings and specifications) to accommodate people with disabilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Briefly describe previous or current projects in which you applied the level of proficiency you noted above. Please limit your response to 4 sentences or fewer.

Please provide the name of the employer where you applied the level of proficiency you noted above. Also provide the name and contact information of a supervisor or another manager at the employer who can verify your level of proficiency in this work task. To ensure that you receive appropriate credit for this item, please be sure to check that the contact information you provide is current.

Name of employer:	Name of supervisor or another manager:
Phone number for supervisor or another manager:	Email for supervisor or another manager:



Knowledge, Skill, or Ability Statement	Rating				
	A	B	C	D	E
13. Knowledge of engineering and the engineering sub-disciplines such as structural, HVAC, electrical, and plumbing and drainage necessary to prepare contract documents (e.g., drawings and specifications).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
14. Knowledge of online resources to research new construction materials and practices (e.g., manufacturers' websites) necessary to prepare contract documents (e.g., drawings and specifications).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
15. Knowledge of how to interpret plans and design documents necessary to respond to Requests For Information (RFIs), prepare designs, and for quality assurance.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Briefly describe previous or current projects in which you applied the level of proficiency you noted above. Please limit your response to 4 sentences or fewer.

Please provide the name of the employer where you applied the level of proficiency you noted above. Also provide the name and contact information of a supervisor or another manager at the employer who can verify your level of proficiency in this work task. To ensure that you receive appropriate credit for this item, please be sure to check that the contact information you provide is current.

Name of employer:	Name of supervisor or another manager:
Phone number for supervisor or another manager:	Email for supervisor or another manager:



Knowledge, Skill, or Ability Statement	Rating				
	A	B	C	D	E
16. Knowledge of NYC Department of Building's (DOB's) Building Information System (BIS) necessary to prepare contract documents (e.g., drawings and specifications).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
17. Skill in hand sketching necessary to draw elevations, details, sections, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
18. Skill in using a computer and keyboard necessary to prepare contract documents, reports, and correspondence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
19. Skill in operating a camera necessary to document existing conditions at project sites.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
20. Skill in using a measuring device necessary to survey existing conditions at project sites.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
21. Skill in training staff in new designs, changes in codes, or changes in standards necessary to keep staff's knowledge up to date on latest industry standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
22. Ability to analyze information and think critically necessary to develop design documents, develop and select alternate options, prepare reports, respond to RFIs, etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
23. Ability to manage and supervise multiple projects simultaneously to keep up with workload.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
24. Ability to coordinate issues and problems with design or construction project managers necessary to maintain schedules and quality of work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
25. Ability to review plans and specifications prepared by consultants necessary to maintain quality of work and compliance with applicable standards.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
26. Ability to work with people as part of a team and collaborate on ideas and decisions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Knowledge, Skill, or Ability Statement	Rating				
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27. Ability to reference and apply technical material to a job when preparing contract documents (e.g., drawings and specifications).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
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Briefly describe previous or current projects in which you applied the level of proficiency you noted above. Please limit your response to 4 sentences or fewer.

Please provide the name of the employer where you applied the level of proficiency you noted above. Also provide the name and contact information of a supervisor or another manager at the employer who can verify your level of proficiency in this work task. To ensure that you receive appropriate credit for this item, please be sure to check that the contact information you provide is current.

Name of employer:	Name of supervisor or another manager:
Phone number for supervisor or another manager:	Email for supervisor or another manager:

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SECTION 3. JOB-RELATED TASK STATEMENTS FOR ARCHITECT A, B, AND C

Please respond honestly and remember that your ratings are subject to verification based on your responses in the Standard Resume (which you will submit in lieu of your own resume) and in the employment process. If we determine that you have provided false information, your application may be rejected. If you do not have experience with the content presented in some questions, simply select option A "I have not had education, training, or experience in performing this task." when you rate yourself on this statement.

In this section you will be presented with task statements related to the Architect A, B, and C job titles. Please rate the degree of experience that you have on these statements based on the following scale:

Select the option that best describes your education and experience in each of the following tasks.

- A. I have **not** had education, training, or experience in performing this task.
- B. I have had education or training on this task but have **not** yet performed it on the job.
- C. I have performed this task on the job. My work on this task was monitored by a supervisor or senior employee to ensure compliance with proper procedures.
- D. I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.
- E. I have supervised performance of this task or I am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.

Remember to shade circles completely

Correct: ●

Incorrect: ✓ ⊗



**USING THE RESPONSE OPTIONS PROVIDED ON PAGE 12,
ANSWER QUESTIONS 28-108 BY SHADING IN THE APPROPRIATE CIRCLE**

Task Statement	Rating				
28. Researches archival database for historical building documents (i.e., an archive of work done on the building) to determine conditions at the existing building site, prepare for site visit, and to prepare the scope report.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
29. Observes the existing building site and compares actual conditions with archival building documents to prepare the scope report.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
30. Analyzes and documents existing conditions pertaining to authorized scope of work based on document review and site visit to determine the work that needs to be accomplished and identifies the disciplines (e.g., mechanical, electrical, plumbing, structural) needed to be involved in the work.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
31. Writes scope reports using software (e.g., MS Word, MS Excel, BlueBeam, AutoCAD) to document scope of work.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
32. Develops design documents (e.g., construction drawings, specifications) based on the approved scope report using AutoCAD, applicable agency standards, NYC Building Codes, and other regulatory authorities (e.g., Parks Department, FDNY, Department of Environmental Protection [DEP], Department of Transportation [DOT], SHPO), zoning ordinances, and ADA in order to meet design schedule and milestone dates.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
33. Inspects existing site to verify that the design intent is met and is constructible.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
34. Submits design documents (e.g., construction drawings, specifications) to stakeholders and other departments.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
35. Submits design to managers at appropriate stages of project development (e.g., before filing with Department of Buildings or before turnover to construction management) for review, when requested.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
36. Submits design documents to regulatory authorities (e.g., Department of Buildings, Parks Department, FDNY, DEP, DOT, SHPO) for approvals.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
37. Visits construction site periodically and makes field observations to assess progress and confirm quality of work in relation to design, specifications, and standards.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>

Remember to shade circles completely

Correct: ●

Incorrect: ☑ ☒



Task Statement	Rating				
	A	B	C	D	E
38. Identifies deficient contract work at substantial completion of the project and generates punch list using MS Word, MS Excel, or equivalent for the contractor to correct.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
39. Files final survey and amended drawings and reviews as-built documents and inspection reports (e.g., fire stopping, technical reports [TRs]) to assist the construction project manager in securing all approvals from regulatory authorities (e.g., Department of Buildings, Parks Department, FDNY, DEP, DOT, SHPO) and to successfully turn over the project to the owner.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
40. Conducts site feasibility study for a new building or addition site.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
41. Develops pre-schematic report (e.g., incorporate program of requirements, zoning analysis, existing conditions study, outstanding Department of Building violations, identification of necessary surveys, tests, and probes, diagrammatic design alternatives) using MS Word, MS Excel, BlueBeam, AutoCAD, and REVIT, to identify feasible schemes for the new building or addition.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
42. Develops selected scheme alternative further using MS Word, MS Excel, MS PowerPoint, AutoCAD, REVIT, or equivalent to incorporate the comments received from pre-schematic presentations and reviewers.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
43. Develops preliminary contract documents (e.g., floor plans, elevations, building section, zoning analysis, site plan, and miscellaneous details) based on the approved schematic design under the direction of the manager using AutoCAD or REVIT.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
44. Develops full contract documents (e.g., floor plans, elevations, building section, site plan, wall sections, window and door details and schedules) using AutoCAD or REVIT and in accordance with applicable specifications and design standards in order to meet milestone dates.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
45. Inspects new building project sites to confirm that the design scope and intent is in conformance with the Program of Requirements and is constructible given site conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
46. Submits new building project design documents (e.g., construction drawings, specifications) to the Estimating Department and other departments for review and coordination of the design.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
47. Submits project design documents to regulatory authorities (e.g., Department of Buildings, Parks Department, FDNY, DEP, DOT, SHPO) for approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remember to shade circles completely
 Correct: ●
 Incorrect: ☑ ☒



Task Statement	Rating				
48. Identifies deficient contract work (e.g., minor items that were not done according to contract such as defective painting or lose trim) after substantial completion of the new building project and documents on the punch list using MS Word, MS Excel, or equivalent for the contractor to correct.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
49. Develops diagrams to address sustainability requirements using AutoCAD and REVIT; develops sun and lighting studies using 3D modeling software to assist the LEED AP in preparing sustainability reports for agency equivalent of LEED certification.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
50. Develops project work plans for smaller design projects (e.g., interior and exterior renovation projects, additions, and leased space planning or modernizations) based on requirements, priorities, and budget in order to provide overview of project and design schedule.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
51. Assigns work (e.g., floor plans, elevations, material finishes, details) on smaller or less complex design projects (e.g., interior and exterior renovation projects, additions, and leased space planning and modernizations) to architects and other design professionals based on technical ability in order to complete each phase of the project.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
52. Reviews the progress of architects and other design professionals on smaller or less complex design and construction projects (e.g., partial modernizations, additions, leased space planning, and renovation projects) using hard or electronic copies of design documents to ensure the project is complete as per the phase requirement.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
53. Reviews team member progress on contract documents (e.g., drawings and specifications) for smaller design and construction projects (e.g., interior and exterior renovation projects, additions, and leased space planning and modernizations) to ensures they are complete per the phase requirement.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
54. Reviews pre-schematic and schematic reports and contract documents (e.g., drawings and specifications) prepared by architects and other design professionals, and updates the documents or makes comments for team members to update the documents to ensure they are technically correct and adhere to applicable standards and specifications.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
55. Determines priorities among projects at different phases (e.g., design, construction, close out) and then assigns to architects and other design professionals accordingly in order to meet milestone dates.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>

Remember to shade circles completely
 Correct: ●
 Incorrect: ☑ ☒



Task Statement	Rating				
56. Signs and seals design documents (e.g., construction drawings and all applicable DOB forms, such as Plan Work Application [PW-1] and Code Compliance Determination [CCD-1]) to ensure compliance to applicable NYC Code requirements (e.g., for foundation requirements [FA], new buildings [NB], alterations [ALT]).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
57. Participates in meetings with end user and owner to present and discuss the scope of work for the project.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
58. Organizes hard copy and electronic project files for drawings, specifications, and correspondence (e.g., memos, meeting minutes, issued bulletins) using AutoCAD, BIM software (e.g., REVIT), or .pdf files in order to maintain project records and create a database for future projects.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
59. Writes correspondence and reports (i.e., email, letter, field report) using MS Word, MS Outlook, or equivalent to document project and sends to design manager for current status and information on a project.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
60. Meets with inspectors to resolve deficiencies and punch list items (i.e., makes periodic field visits to verify deficiencies are corrected), applies for approvals with external agencies (e.g., FDNY, DEP, Department of Buildings, Parks Department) to assist the construction management staff in the close out phase of construction projects.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
61. Reviews scope report prepared by designer (i.e., inhouse or consultant) using hard or electronic copy of reports to determine if approach is reasonable and feasible.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
62. Reviews hard or electronic construction documents (e.g., specifications and drawings) prepared by designer and writes comments to ensure compliance with applicable agency standards, technical specifications, and building codes.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
63. Reviews designs to verify that the detailing is reasonable and understandable to the contractor for constructability and writes comments on documents to record problems (e.g., incompleteness, improper cross-referencing in the document, details not being labeled, codes, and standards not being followed).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
64. Participates in construction-related meetings (e.g., pre-bid conferences, pre-construction conferences, other scheduled meetings) as a project lead and provides information or professional opinion on a variety of topics (e.g., observations, reports, design, design changes, scheduling, contractor submittals) in order to meet applicable standards and milestone dates.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>

Remember to shade circles completely
 Correct: ●
 Incorrect: ☑ ☒



Task Statement	Rating				
	A	B	C	D	E
65. Reviews shop drawings, samples, product data, engineering reports, test data (e.g., windows, doors, finishes, roofing) for clarity and accuracy, determines if they meet the design requirements, and documents decision (e.g., approves, disapproves, approves with comment, or disapproves with comment) using project management software in order for the contractor to fabricate and install the work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
66. Determines if substitutes to equipment, material, components, or design listed in the contractor's shop drawing and plans meet standards, specifications, and codes in order to make the decision to approve or reject contractor submittal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
67. Writes responses to RFIs from the contractor answering questions on contract documents (i.e., drawing, specifications, or standards) or field conditions using project management software.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
68. Amends regulatory filings for changes in the work to receive final approval from authorities having jurisdiction (e.g., Department of Buildings, Parks Department, FDNY, DEP, DOT).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
69. Prepares bulletins or change orders for adjustments in the contract document (e.g., program changes, field conditions, regulatory changes, applicable agency design standard changes) using project management software and submits to the project lead for review and approval.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
70. Reviews work in place (e.g., installed work) during site visits to assist project management in determining if contractor has met the design, specifications, and standards necessary to complete the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
71. Reviews substantially completed projects to check for compliance with NYC Building Codes, contract documents (e.g., drawings and specifications), and ADA requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
72. Identifies deficient contract work after substantial completion of the project and documents on the punch list using MS Word or MS Excel to assist the lead architect and project management in identifying corrections that the contractors must make.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
73. Reviews reports and documents that identify deficiencies in the contract work completed during construction (e.g., insufficient bolts, wrong location of steel or slab edge, defective concrete, levelness and plumbness of work) to identify compliance with contract documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remember to shade circles completely
 Correct: ●
 Incorrect: ☑ ☒



Task Statement	Rating				
74. Confirms deficient contract work (e.g., minor items that were not done according to contract such as defective painting or lose trim) documented on the punch list has been corrected as per the contract documents during follow up site visits.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
75. Develops project work plans for more complex design projects (e.g., major renovations, large additions, large lease facilities, and specialized or numerous renovation projects) based on requirements, priorities, and budget in order to provide overview of project and design schedule.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
76. Assigns work (e.g., floor plans, elevations, material finishes, details) on more complex design projects (e.g., major renovations, large additions, large lease facilities, and specialized or numerous renovation projects) to architects and other design professionals, based on technical ability and keeps them informed of developments in order to complete each phase of the project.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
77. Reviews the progress of architects and other design professionals on more complex design projects (e.g., major renovations, large additions, large lease facilities, and specialized or numerous renovation projects) using hard or electronic copies of design documents to ensure the project is complete as per the phase requirement.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
78. Reviews team member progress on contract documents (e.g., drawings and specifications) for more complex design projects (e.g., major renovations, large additions, large lease facilities, and specialized or numerous renovation projects) to ensures they are complete per the phase requirement.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
79. Reviews drawings and specifications of other disciplines (e.g., mechanical, electrical, plumbing, structural) to ensure they are coordinated with architectural work and are shown properly on the contract documents (e.g., drawings or specifications).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
80. Schedules and participates in coordination meetings to ensure all work is not in conflict across disciplines and is up to date.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
81. Reviews drawings, specifications, and estimates with the Program of Requirements, authorized budget, and standards using Adobe Acrobat and MS Excel or equivalent, to ensure compliance with standards at all phases of the project.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
82. Provides technical guidance to architects and other design professionals on progress for more complex design projects (e.g., major renovations, large additions, large lease facilities, specialized or numerous renovation projects).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>

Remember to shade circles completely
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 Incorrect: ☑ ☒



Task Statement	Rating				
	A	B	C	D	E
83. Reviews pre-schematic and schematic reports and contract documents (e.g., drawings and specifications) prepared by architects and other design professionals to verify accuracy and marks comments on sketches and design documents using hard or electronic (.pdf or BlueBeam) copies of reports in order to adhere to applicable agency standards, accurately reflect the scope of work, and assist the employees in accurately updating the reports.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
84. Provides input on setting milestones and adjusting project schedule to manager or director using one on one conversation, in order to better utilize available staffing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
85. Schedules and/or participates in regular project meetings with project officer, contractors, other individuals (e.g., engineers, architects), manages the agenda, and writes minutes to document decisions made, agreements reached, and direction provided using project management software in order to ensure proper technical documentation.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
86. Writes correspondence (e.g., email, letter) and reports (e.g., field report, requested report) using MS Word or equivalent and electronic images for record and for distribution to other departments to document field conditions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
87. Visits the construction site to evaluate and document deficiencies (e.g., work not in conformance with contract documents) and field conditions different than shown on contract documents (e.g., finding boulders on the site, high water table condition) in order to develop a resolution and maintain project schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
88. Meets with inspectors to resolve deficiencies and obtain approvals from external agencies (e.g., FDNY, DEP, Department of Buildings, Parks Department) to assist the construction management staff in the close out phase of construction projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
89. Directs the efforts of three or more architects and other design professionals on multiple large-size projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
90. Develops project work plans for multiple, highly complex, difficult construction projects and major design projects based on requirements, priorities, and the budget in order to provide overview of the project and design schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
91. Assigns work on multiple, highly complex, difficult construction projects and major design projects to subordinate architects and other design professionals based on technical ability and keeps them informed of developments in order to complete each phase of the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remember to shade circles completely
 Correct: ●
 Incorrect: ☑ ☒



Task Statement	Rating				
	A	B	C	D	E
92. Reviews the progress of architects and other design professionals on multiple, highly complex, difficult construction projects and major design projects using hard or electronic copies of design documents to ensure the project is complete as per the phase requirement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
93. Resolves technical conflicts (e.g., code interpretation, building standards) between team members (e.g., architects and other design professionals) in-person or via email in order to achieve code-complaint and coordinated construction documents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
94. Prioritizes schedule to accommodate work (e.g., develop drawings and specifications to correct deficiencies) on an emergency job (e.g., parapet collapse, flood, fire) to the exclusion of assigned work in order to ensure the safety of building occupants and the general public.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
95. Writes addenda to contract documents (e.g., drawings and specifications) during the bid/award phase to clarify questions raised by bidders (e.g., contractors).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
96. Reviews, edits, and makes comments on bulletins prepared by architects and other design professionals using project management software to maintain project schedule.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
97. Completes or ensures a subordinate completes a deficiency list of major items that were not installed as per contract documents using email or correspondence in order to issue substantial completion certificate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
98. Inspects and ensures projects are substantially completed (i.e., all contract work is complete) and checks for compliance with NYC Building Codes, design requirements, specifications, ADA requirements, and safety and health conditions and sends memo to manager recommending he/she issue a substantial completion certificate to the contractor in order to close out the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
99. Completes or ensures subordinate completes a punch list of items that were not done according to contract (e.g., patching, painting, broken glass, damaged ceiling tiles, defects in calking, etc.) using project management software in order for the contractor to complete the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
100. Ensures that a lower-level architect visually confirms punch list items were addressed by the contractor and documents in project management software to complete the project.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Remember to shade circles completely
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 Incorrect: ☑ ☒



Task Statement	Rating				
101. Writes new or edits existing design standards, specifications, and design guidelines based on new technology (e.g., triple-glazed windows), materials (e.g., Photovoltaic [PV] panels), and methods of construction (e.g., lessons learned from previous installations) to address owner concerns, to meet new and updated codes (e.g., carbon neutral code) and to clarify applicable agency requirements (e.g., lessons learned from previous projects), or to adapt a new policy of another agency (e.g., Mayor’s Office for Sustainability).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
102. Organizes milestone schedules (i.e., assigning dates to tasks) for multiple projects, including end user’s meetings for renovation projects, roof cuts, probes, phasing meetings, etc. using project tracking system and Excel spreadsheets.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
103. Reviews design work (e.g., contract specifications and drawings) for new buildings and renovation of existing buildings submitted by consultants using electronic markup tool (e.g., BlueBeam) to ensure compliance with applicable agency design standards (e.g., specifications, standard details, and design requirements), to meet owner requirements.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
104. Notifies the manager of significantly deficient documents (e.g., contract specifications and drawings) submitted by consultants and recommends the manager have consultants resubmit to meet project requirements.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
105. Presents new technical information on a number of topics (e.g., new products, use of products, adapting to recent regulatory changes) in cross-studio workshops and standards reviews using MS Excel in order to save costs and comply with revisions by regulatory authorities.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
106. Trains subordinate architects and other design professionals on new and updated software (e.g., REVIT, AutoCAD, project management software) or requirements (e.g., health and safety) using on-the-job training to ensure proper workflow for the project.	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>
107. Mentors architects and other design professionals for professional development (e.g., sharing knowledge and experience from previous projects).	A <input type="radio"/>	B <input type="radio"/>	C <input type="radio"/>	D <input type="radio"/>	E <input type="radio"/>

Remember to shade circles completely
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 Incorrect: ☑ ☒



NYCSCA
Form EE-ARCHABC-050

*THIS EXAMINATION
MUST BE COMPLETED IN
BLUE OR BLACK INK*



END OF EXAM

Please review the exam to ensure that you answered all applicable questions.

Remember to shade circles completely

Correct: ●

Incorrect: ✓ ⊗