



**<VE Compliance> Accreditation Examination
 England & Wales (Non Dwellings)**

**Software Version – VE2017
 Pre-Advisory Notes for Candidates**

The Part L2 & EPC accreditation test is designed to enable experienced users of the <Virtual Environment> software to demonstrate their competency. The exam paper is independently assessed by IES and enables successful candidates to apply to register as an Energy Assessor with any of our partnering accreditation schemes: BRE, CIBSE, ecmk, Elmhurst, NES, Quidos, Sterling or Stroma.

Relevant training modules required before attending accreditation exam:

Level 3-4	Level 5
ModelIT	ModelIT
or SketchUp/Revit into IES (UK)	or SketchUp/Revit into IES (UK)
VE-SBEM (2013)	ApacheSim
	VE-DSM (2013)
	SunCast (if using enhanced pack)
	MacroFlo (If using enhanced pack)

Candidates need to have a good level of experience with all of the above modules and, as a guide, should have completed at least 5 relevant projects using these modules. Candidates should also have a basic level of computer literacy with MS Office software (i.e. Word, Excel etc).

All candidates are asked to provide a declaration that they have received sufficient training to be eligible to sit the examination. In order to confirm this please sign the declaration at the end of this document and return to IES in advance of the examination. You will also be asked to present Photo ID on the day of the examination.

Important: In order to sit the examination you will be required to provide the following:

- Photo ID (Passport, UK Drivers Licence etc) to verify identity
- A PC will not be provided and each candidate is required to provide their own Laptop computer with a working free USB port. Temporary keys for candidate's laptops can be obtained from keys@iesve.com in advance if required. Allow at least 48 hours for temporary keys.
- Ensure that the specific software version advised to you is installed and you have current keys for the required software modules. Candidates will be sent a CAB file at least 7 days in advance and must check that it can be opened and run simulations from the laptop they intend to use during the examination. IES cannot be held responsible where the test file has not been successfully run in advance of the exam date.
- Ensure that you have the relevant CIBSE 2005 TRY and DSY weather files already loaded. Contact IES in advance if you don't have licences for the weather files as these can be provided prior to the start of the exam.
- Visit our Support website at www.iesve.com for details of the recommended PC specification.
- To bring along your own ruler, calculator, pens etc.
- Contact accreditation@iesve.com in advance if you require any help in meeting these requirements or if you have any special needs or disability that we need to take into account.
- No access will be given to IES <VE> Help files during the exam (online support also not available).
- Candidate machines should have the most up to date Microsoft updates applied, including MSXML 6.0 SP1 and should also have the file MSVCR70.DLL present in the Windows System32 folder.
- Candidates should have a minimum of 'Power User' access to the PC that they use for the exam. Administrator access will be required for any installation issues that may arise during the exam.

In order to gain accreditation, candidates will be asked to perform tasks that are designed to demonstrate expertise both in using <Virtual Environment> software as well as an understanding of fundamentals and <VE compliance> including EPCs.

Pre-examination reading should include:

- Approved Document L2A 2013 (incl. at exam)
- Improving the energy efficiency of our buildings - A guide to energy performance certificates for the construction, sale and let of non-dwellings (incl. at exam)
- National Calculation Methodology (NCM) modelling guide 2013 (incl. at exam)
- You will find user guides in the 'My User Area' of the <Virtual Environment>



The pass mark is 67%. Candidates scoring from 60% - 67% will still have the possibility of achieving a pass subject to the 'marginal pass' assessment procedure.

Exam results will not be issued until payment has been received for the exam. It can take approximately 2-3 weeks for exam papers to be marked. If you cancel your seat within two weeks of the exam date you will incur a £100 cancellation charge.

Paper 1 – VE-SBEM Project Based Question

A project brief will be provided by IES and the project model will be completed by the candidate from initial geometry provided by IES. Candidates will be asked to complete the simulation input settings. The task will be to investigate and determine a number of outputs from <VE Compliance> and the other software modules to demonstrate how the building can be made to comply with Part L2A under a range of scenarios. Candidates will be asked to generate an EPC & BRUKL document using VE-SBEM and then to suggest and implement a number of improvement measures. This test will include simulations and outputs will be in prescribed written and electronic format.

Paper 2 – Multiple Choice Question (Scottish 'Section 6' is optional at this stage)

There will be 40 questions designed primarily to test candidates' understanding of the fundamentals of Part L2 compliance and EPCs in the context of calculation methodology using approved software, including how they are applied using <Virtual Environment> software. Candidates will need to select the correct answer from a selection of four possible options. Access to the <Virtual Environment> is available for reference.

Paper 3 – VE-DSM Project Based Question

A project brief will be provided by IES and the project model will be completed by the candidate from initial geometry provided by IES. Candidates will be expected to make a few changes of geometry. Candidates will also be asked to complete the simulation input settings. The task will be to investigate and determine a number of outputs from <VE Compliance> and the other software modules to demonstrate how the building can be made to comply with Part L2A under a range of scenarios. Candidates will be asked to generate an EPC & BRUKL document using DSM and then to suggest and implement a number of improvement measures. This test will include simulations and outputs will be in prescribed written and electronic format.

Accreditation Schedule

10.00 - Welcome & Set Up
10.30 - Paper 1 – Project Based (**Level 3**)
12.30 - Download & Break
12.45 - Paper 2 – Multiple Choice (**Level 4**) – **Every Candidate will sit**
13.15 - Download & Lunch
14.00 - Paper 3 – Project Based (**Level 5**)
16.00 – Download & Finish

Please tick the following:

Which level of exam are you booking? (You may select more than one).

- Level 3 £200 (paper 1) **Attending all 3 levels will cost £400.**
 Level 4 £300 (papers 1&2)
 Level 5 £300 (papers 2&3)

**Please note if you are applying to CIBSE for SBEM only you are required to sit both Levels 3 & 4.*

Which accreditation scheme are you applying to?

- BRE (Level 4&5 or 5 only) CIBSE ecmk Elmhurst NES Quidos
 Sterling Accreditation Stroma Accreditation Other

All candidates need to read and accept the following Declaration and submit to IES before the test. By signing this form candidates agree not to copy or remove any examination materials. You are also confirming that you accept the applicable costs.



Glasgow Head Office
Integrated Environmental
Solutions Limited
Helix Building, Kelvin Campus
West of Scotland Science Park
Glasgow G20 0SP UK
T +44 (0) 141 945 8500

I confirm that I have read the above and that I have either received formal training from IES in the required software modules or have received sufficient in-house training and also that I have sufficient practical experience to be suitable to present as a candidate for this test.

Signed..... Print Name.....

Company..... Office Address.....

Mobile No..... Office Tel. Exam Date.....