Glasgow Head Office
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<VE Compliance> Accreditation Examination **Software Version – VE2026**

England & Wales (Non-Domestic Dwellings) **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, Elmhurst or Sterling.

Relevant training modules before attending the accreditation exam:

Level 3-4	Level 5
ModelIt	ModelIt
Or SketchUp/Revit into IES (UK)	*Or SketchUp/Revit into IES (UK)*
VE-SBEM (2021)	ApacheSim
	VE-DSM (2021) SunCast (optional)
	MacroFlo (optional)

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(A) port.**
- **Temporary keys for candidates' laptops will be provided in the emailed set-up instructions, one week before the exam.**
- **Ensure that the specific software version advised to you is installed and you have current keys for the required modules. Candidates will be sent a CAB file at least 7 days in advance (or when payment is received if less than 7 days to exam date), and must check that it can be opened and run simulations from the laptop they intent to use during the examination. IES cannot be held responsible where the test has not been successfully run in advance of the exam.**
- **Ensure that you have the relevant CIBSE 2016 TRY weather files already loaded. Contact IES in advance if don't have licences for the weather files as these can be provided at the start of the exam.**
- **Visit our Support website at www.iesve.com for details of the recommended PC specifications.**
- **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 consider.**
- **No access will be given to the IES <VE> Help files during the exam (online support is also not available).**
- **Candidate machines should have the most up to date Microsoft updates applied.**
- **Candidates should have a minimum of 'Power User' access to the PC that they use for the exam. Administration access will be required for any installation issues that may arise during the exam.**

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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 materials should include:

- Approved Document L2A 2021
- Improving the energy efficiency of our building – A guide to energy performance certificates for the construction, sale and let of non-dwellings
- National Calculation Methodology (NCM) modelling guide 2021

You will find user guides in the 'My User Area' of the <Virtual Environment>.

These documents will be provided to you during the exam – you will not need to have your own copies. These documents contain public sector information licences under the Open Government Licence v3.0.

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.

Payment is required to reach us before the exam. If you cancel your seat within two weeks of the exam date you will incur a £100 cancellation charge. It can take approximately 2-4 weeks for papers to be marked.

Paper 1 – VE-SBEM Project Based Questions

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 and BRUKL document using SBEM and then to suggest and implement a numbers of improvement measures. This test will include simulations and outputs will be in prescribed written and electronic format.

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

There will be 30 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 Questions

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 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 and 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 *Please note the timings may change depending on invigilators availability

09.30: Welcome and Set-up

10.00: Paper 1 – Project Based (**Level 3**)

12.00: Download and Break

12.15: Paper 2 – Multiple Choice (**Level 4**) – ***Every Candidate will sit***

12.45: Download and Lunch

13.45: Paper 3 – Project Based (**Level 5**)

15.45: Download and Finish

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Please tick the following:

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

☐ Level 3 £300 (paper 1)

☐ Level 4 £400 (papers 1 and 2) ***Attending all 3 levels will cost £500.***

☐ Level 5 £400 (papers 2 and 3)

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

**if you require Accreditation for Section 6 please let IES Accreditation know in advance of the exam.*

All candidates need to read and accept the following Declaration and submit to IES before the exam. By signing this form candidates agree not to copy or remove any examination materials. Candidates that breach this will be subject to IES Accreditation Disciplinary Policy. You are also confirming that you accept the applicable costs.

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 the exam.

Signed:_____ **Print Name:**_____

Company:_____ **Office Address:**_____

Mobile No.:_____ **Office Tel,:**_____

Exam Date:_____ **Accreditation Scheme:**_____