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**<VE Compliance> Accreditation Examination  
Republic of Ireland (Non Dwellings)**

**Software Version – VE 2019  
Pre-Advisory Notes for Candidates**

The Part L & BER accreditation exam is designed to enable experienced users of the <Virtual Environment> software to demonstrate their competency. This exam paper is independently assessed by IES and enables successful candidates to apply to register as an Energy Assessor for Non domestic buildings once they have also completed and passed the IES exam along with one of the following:

- SBEM exam – delivered by SEAI
- Register with an accreditation scheme

Relevant training modules required before attending accreditation exam:

|                                |
|--------------------------------|
| <b>Level 3-4</b>               |
| <b>ModelIT</b>                 |
| <b>Part L (2017) - Ireland</b> |

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 reasonable level of computer literacy with MS Office software (i.e. Word, Excel and PowerPoint).

Candidates will be 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 either in advance or on the day 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, Irish 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 candidates laptops can be obtained from [accreditation@iesve.com](mailto:accreditation@iesve.com) in advance if required. Allow at least 48 hours for temporary keys.
- Ensure that the current IES software version is VE 2019, and you have current keys for the required software modules. Candidates will be sent a CAB file 7 days in advance and must check that it can be opened and run simulations from their laptop in advance of the examination. IES cannot be held responsible where the test file has not been successfully run in advance of the exam date.
- Visit our Support website at [www.iesve.com](http://www.iesve.com) for details of the recommended PC specification.
- Make sure Word, Excel and PowerPoint are all installed on your PC.
- Scale rule, calculator, pens etc.
- Contact [accreditation@iesve.com](mailto: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.
- Exam results will not be issued until payment has been received for the exam. If you cancel your seat within two weeks of the exam Only IES <VE> Help files installed on your computer will be available during the exam (online support not available).
- Candidate machines should have the most up to date Microsoft updates applied, including MSXML 6.0 SP1
- 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 BER's. Pre-examination reading should include:

- Irish Part L Technical Guidance Document 2017 ed.
- The Non—domestic Energy Assessment Procedure (NEAP) Modelling Guide & SBEM Technical Manual version 5.5.h (this will also be provided for reference during the examination).
- IES <VE Compliance> Advice Notes located in the 'My User Area' of the <Virtual Environment> and relevant IES Training Notes and Tutorial Notes.

[www.iesve.com](http://www.iesve.com)

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Registered in Scotland Number SC151456

Version 3



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The pass mark will be 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. If you cancel your seat within two weeks of the exam date you will incur a €125 cancellation charge.

**Paper 1 – Level 3 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 L under a range of scenarios. Candidates will be asked to generate an BER & BRIRL 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 – Level 4 Multiple Choice Question**

There will be 40 questions designed primarily to test candidates' understanding of the fundamentals of Irish Part L compliance and BER's 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.

**Accreditation Schedule**

The Accreditation test will be held at IES Ltd, 4<sup>th</sup> Floor, Castleforbes House, Castleforbes Road, Dublin 1

- 1300 Paper 1– Level 3 Project Based Question
- 1500 Break & Download
- 1510 Paper 2– Level 4 Multiple Choice
- 1540 Download
- 1545 Finish

**Cost - €400**

**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.**

**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.....