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

Software Version – VE 2023  
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 the SBEM Exam delivered by SEAI.

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(A) port.
- You will need to be able to read and write to an .exe file. Please check here that you have arranged this with your IT department. [I have the required access on my machine.](#)
- All candidates will receive a Temporary Key to use throughout the exam. Allow at least 48 hours for temporary keys.
- Ensure that the specific software version that is advised to you is installed and you have current keys for the required software modules. Candidates will be sent set-up instructions at least 7 days in advance (or when payment is received if less than 7 days to exam date).
- Visit our Support website at [www.iesve.com](http://www.iesve.com) for details of the recommended PC specification.
- 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.
- 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. 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).

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 your own copies.

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. Payment is required to reach us before the exam. It can take approximately 2-4 weeks for papers to be marked. If you cancel your seat within two weeks of the exam date you will incur a €125 cancellation charge.



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**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 30 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. Please note the timings may change depending on invigilators availability

- 09.30 – Welcome & Set Up
- 10.00 – Paper 1 – Level 4 Project Based Question
- 12.00 – Break & Download
- 12.15 – Paper 2 – Level 4 Multiple Choice
- 12.45 – Download & 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. 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 this test.

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

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

Mobile No..... Office Tel. ....

Exam Date.....