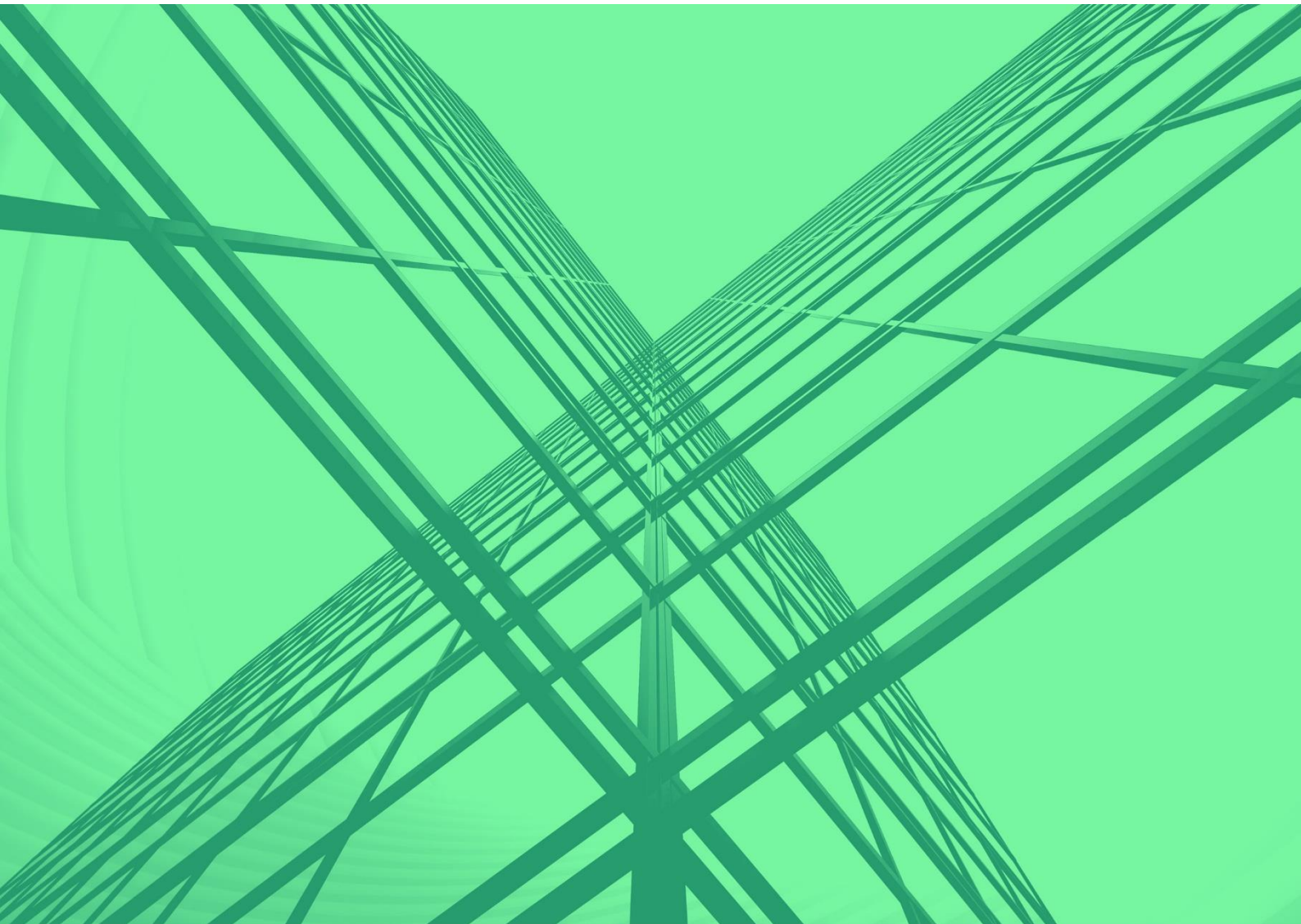


Exam guidance and instructions

Associate-Member to Chartered Member Supplementary Exam
Version: 1.5



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Instructions for exam candidates

Before entering the examination please note the following:

- ▶ Closing date for exam entry:
The online exam booking and payment of the entry fee must be received before the listed closing date. Exam bookings attempted after this date will not be accepted.
- ▶ Candidate number and examination venue information
You will be sent your candidate number and final venue details shortly after the final payment deadline
- ▶ Withdrawal and deferment
A refund or deferment of the examination fee will only be guaranteed if notification of withdrawal/deferment is made 28 days prior to the examination. In the event of exceptional circumstances occurring immediately before the examination e.g. serious illness, family bereavement etc. where candidates feel their performance will be adversely affected, the Institution will consider deferring exam entry subject to provision of supporting documentation (e.g. doctor's note dated within three working days of the exam) and an administration charge.

If a deferment is agreed by the Institution, the candidate must sit the next available exam. Candidates may not defer more than once, otherwise the examination fee will be forfeited.

You are advised to contact the Institution's Examinations Manager, and each case will be considered on an individual basis.

If you become ill during the exam please notify an invigilator, who will report this to us. After the exam please provide a doctor's note dated within 3 working days of the date of the exam to the Examinations Manager.

Any other candidate sitting the exam will be assumed to be in good health and an appeal will not be accepted for a subsequent declaration of illness.

- ▶ Exam centre transfer
It is not possible to change exam centre after the booking deadline.
- ▶ Candidates requesting reasonable adjustments
If you have a disability that may affect your performance in the exam please notify us on the exam entry form. You should also provide a note from a medical professional confirming the nature of the disability (e.g. results from a dyslexia test) and where possible advice on any reasonable adjustments that should be made. You are welcome to submit material from your employer or university which may assist in making an informed decision on the adjustments to be made. Any information provided will be treated as confidential.
- ▶ Proof of identity
You must provide photographic ID to the invigilator on the day of the examinations. Failure to produce ID will result in you not being permitted to sit the exam.
- ▶ Mobile phones
You must ensure your phone is switched off and handed in to an invigilator before the examination begins. If you are found using a mobile phone at any time in the exam, including lunch time, the matter will be reported to the Examinations Panel with the recommendation that you are disqualified from the exam.
- ▶ Use of electronic equipment
Most electronic devices are prohibited in the exam – the exception is for battery operated calculators

(these may be programmable) providing they are not Wi-Fi capable. Prohibited devices include but are not limited to:

- Mobile phones
- Laptops, notebooks or portable computers and similar devices
- iPads, tablets and similar devices
- E-readers (e.g. Kindle) and similar devices
- Cameras, optical scanners and similar devices
- Drawing/tracing light boxes
- Smart watches

▶ Clocks

The institution will try to ensure that there is a visible clock in all exam centres, however it is recommended that you bring a watch with you to the examination in case the clock provided is not in clear sight.

▶ Exam centre selection

Exam centres that have already been booked can be selected via the dropdown box on the application form. If there is no centre available near you the Institution will aim to set one up in any large town or city near you. Please note this town/city on the exam entry form.

▶ Exam preparation

You are strongly advised to thoroughly prepare for the examination by either taking a preparation course or by practising with past exam papers. Many Regional Groups run [preparation courses](#) during the year that are worth attending.

On receipt of payment for the exam an interactive preparation course will be sent to you in order to assist you with your preparation. Past exam papers, reports, and candidate “top tips” can all be found on the [website](#).

▶ Exam results

Your results will be issued in [My Account](#) and will be followed by an exam result letter or email. Feedback for candidates failing the exam must be requested online.

▶ Lapsed membership

Exam results will not be issued to lapsed members until full payment of outstanding fees has been received.

Instructions for the day of the exam

▶ Proof of identity

You must provide photographic ID to the invigilator on the day of the exam. If you do not produce ID you will not be allowed to sit the exam.

▶ Candidate numbers and page numbering

Your full candidate number should be written on the front cover of the exam answer pack, the last five digits of your candidate number should be recorded on each answer sheet. A3 graph paper will be moved to the back on the pack for scanning, please number these D1, D2 etc. so that the whole answer pack remains in order.

Candidates should not use their institution membership number or name anywhere on the script.

▶ Lunch arrangements and refreshments

You must bring your own lunch and refreshments. You are not permitted to leave the exam venue or have access to your mobile phone or other electronic devices during the lunch break. You may not have access to any documents (including your own reference materials) during the lunch break – your script should be turned over.

▶ Timetable for the day

09:15 15 minutes reading time

09:30 Exam begins

13:00 Exam ends – please be mindful of candidates sitting other exams who may be continuing beyond this time.

▶ Open book policy

The exams are “open book” so you are permitted to take reference books or a folder with notes and frequently used references into the exam with you.

▶ Mobile phones

Candidates bringing their phone to the exam hall will need to ensure that it is handed in to an invigilator and that it is switched off. The invigilator may provide you with a label for ease of identification and distribution after the exam. You should write your name, candidate number, and Hong Kong identity card number (if applicable) on this label.

▶ Codes of practice

Any design code or standard may be used to answer the questions in the paper, as long as reference to that code is consistent throughout and any assumptions or design data adopted (including loadings other than those specified in the question) are stated at the beginning of the answer.

▶ Reading time

You should not make any marks on the paper during reading time, this includes marks on the question paper.

▶ Retention of exam papers

To maintain the security of the exams you may not take the question paper away with you. The question paper will be uploaded to the website once all scripts have been received by IStructE HQ.

▶ Previously prepared information

You may not include any previously prepared calculations, notes, drawings etc. Any previously prepared information submitted will be ignored by the examiners.

▶ Clocks

The institution will try to ensure that there is a visible clock in all exam centres, however it is recommended that you bring a watch with you to the exam in case the clock provided is not in clear sight.

▶ Using pencils/colour in the answer scripts

You may write in pencil and use colour throughout your answer pack, provided these are dark enough to be scanned (it is advisable to scan a sample page to ensure pencils/colours are clear enough for the markers to read).

Any queries regarding the exam should be sent to the Examinations Manager, [Michael Lewis](#)

Guidance for AM/CM supplementary exam candidates

The following short guide has been compiled to clarify the requirements of each section of the AM/CM supplementary examination and to help candidates to understand what issues examiners are expecting candidates to address in their answers and to what level of detail. These notes are merely a brief overview and it is recommended candidates attend an exam preparation course for a more in-depth brief wherever possible.

Part a

Part a asks candidates to prepare *'two distinct and viable solutions for the proposed structure'* including appropriate feasibility concept calculations to justify the schemes and then to recommend one of the schemes.

For the building structure questions, differences between schemes could include different materials, grid layout, load paths, foundations, and stability provision etc. Changing just one of these would not be enough to make a solution distinct and it is expected that at least two should be significantly different in order to satisfy the requirements of the question. For the bridge question, each scheme should be based on a different form of bridge structure with different spans and/or different load paths to the foundations. Changing only the material of the bridge structure would not be enough to make a solution distinct. Sketches may be used alongside text to describe the proposed schemes. These may be free-hand and are not required to be to scale but they must clearly convey the design principles being proposed.

Concept feasibility calculations are required in this part of the question to justify the respective schemes structural elements. The structural elements may be sized by using engineering judgment, rule of thumb, e.g. span to depth ratio, or design guides such as 'Tata Steel Blue Book', 'Concrete Centre Design Guides', The candidate should develop, prior to the examination, knowledge and experience of methods of element sizing by approximation and by the use of established design guides. Elements considered as 'principal structural elements' should also be assessed for any special load cases and conditions, the candidates are expected to use their judgement and experience to decide on the extent of the design checks required for these elements.

All calculations should be clear and easy to follow.

A simple comparative analysis is required to identify the reasons behind the scheme recommended.

The examiner is looking for candidates to identify and address the main structural challenges in the question and marks will not be awarded for generic answers.

Part b

Part b asks candidates to *'Identify and prepare detailed drawings to outline the critical structural details within the chosen scheme.'*

The candidate is required to select the critical details from the chosen scheme and prepare detailed drawings, with dimensions as appropriate, and would be expected to produce at least three to five details. Generic and simple typical details would not be acceptable.

Part c

Part c asks the candidate to *'Prepare an outline construction programme which must reflect the method of construction and key activities.'*

This requires the preparation of a construction programme, and the examiner is looking for candidates to demonstrate a degree of practical knowledge. The answer should be tailored to the candidate's proposed scheme and should **not** be a generic response.

The programme must include all critical and key activities to build the proposed structure and must reflect the method of construction proposed including any temporary works etc. Each activity must include their respective timescale. The presentation should preferably be in the form of a bar chart, or similar graphical representation.

Professional Review Rules

The Professional Review is a two-stage process, comprising the Professional Review Interview (PRI) and the membership exam.

You may sit either the PRI or the exam first but should bear in mind the following rules.

1. Three-year interview rule

If a candidate postpones taking the examination for three consecutive years after the completion of the interview, they will still be allowed to sit the examination. However, this is on condition that should the candidate pass the examination they will submit application [form PRI](#), a two-page experience report, IPD final report forms for each of the 13 core objectives, and the interview fee before sitting a Professional Review Interview. If successful in this interview candidates will then be eligible to be elected as a Chartered Member/Associate-Member.

2. Five-year examination rule

Candidates must pass the examination within five years of their first attempt (applicable from 2018 onwards). Candidates taking longer than five years to pass the exam will still be allowed to sit the examination. However, this is on condition that should the candidate pass the examination they will have to submit application [form PRI](#), a two-page experience report, IPD final report forms for each of the 13 core objectives, and the interview fee before sitting a Professional Review Interview. If successful in this interview candidates will then be eligible to be elected as a Chartered Member/Associate-Member. Note that candidates may not leave a gap of longer than 3 years between exam attempts.

To check when you last sat an examination, please refer to the 'My Account' area of the IStructE website.

Any queries regarding exam eligibility should be sent to exams@istructe.org

Windspeed Conversion Chart

The following chart is to be used for IStructE exams only and is intended as a guide for candidates who are using codes which provide a 10-minute averaging period.

