

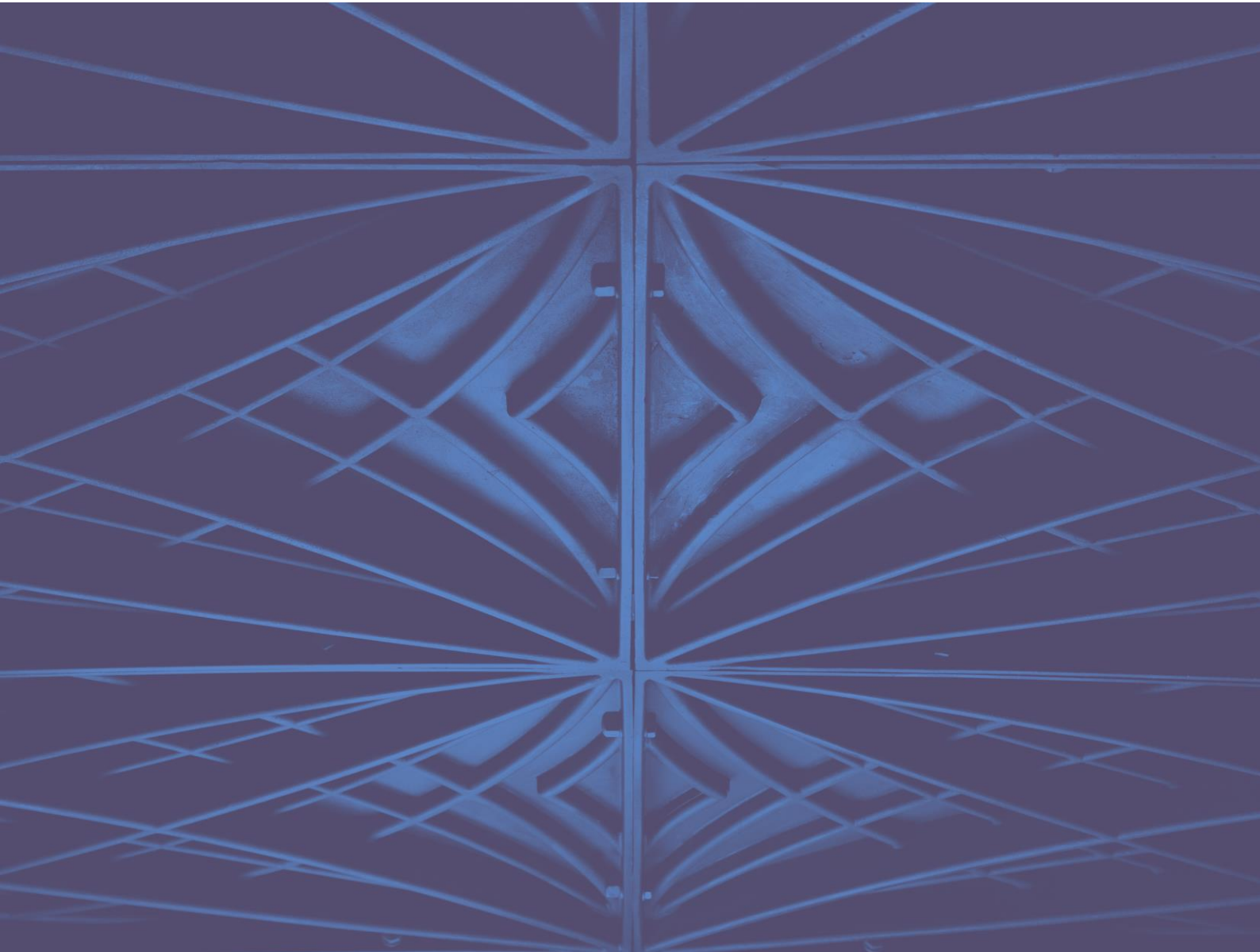
# Exam guidance and instructions

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**Incorporated-Member to Chartered Member Supplementary Exam**

Version: 2 - 2024

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## Important notice

**From January 2024 onwards, the Institution has altered the exam content to include elements of sustainability as a key feature to all questions. Candidates should only be referring to the documents that relate to the new exam content, which will all include '2024' in the version number.**

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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

Your candidate number and venue details can be found in your online account under 'My Exams'. You will also receive a final confirmation email two weeks before the exam.

### ▶ 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 Examination and PRI 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 three working days of the date of the exam to the Examination and PRI Manager.

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

### ▶ Exam centre transfer

It is not possible to change exam centre after the payment deadline.

### ▶ Candidates requesting reasonable adjustments

If you have a disability that may affect your performance in the exam please notify us during the application process. You should 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. This must be completed using the [Candidate Disability Notification](#) form. 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 and kept for a period of no longer than three years.

### ▶ 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 website. 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 contact the exams team as soon as possible with your location request.

▶ **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.

Past exam papers, reports, and candidate “top tips” can all be found on the [website](#). Candidates are also advised to download a copy of the relevant [Exam Preparation Guidance](#) document, which has been produced by the Examinations Panel.

▶ **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. As part of the feedback provision, candidates will not under any circumstances be given access to their scripts or be able to review this with anyone from the Institution.

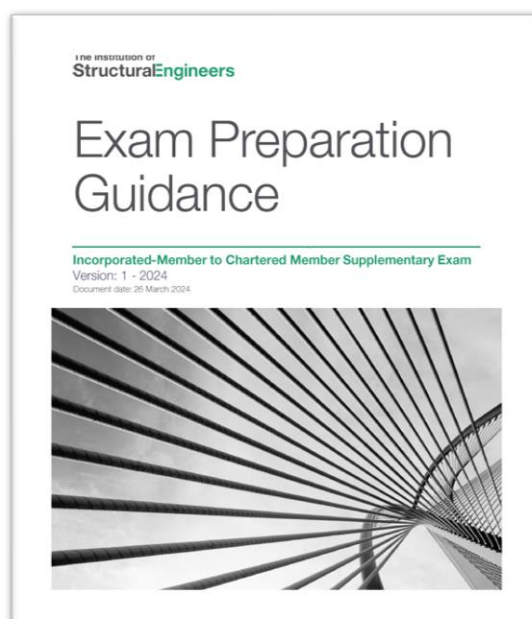
▶ **Lapsed membership**

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

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[Download the Incorporated-Member to Chartered Member Exam Preparation Guidance](#)

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## 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 e.g. 00483 (do not include the CS). 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. **You must only use the answer sheets and graph paper provided; answers submitted on any other material will be ignored by the examiners.**

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.

Candidates arriving after 09:15am will still be granted access to the exam room but will receive no extra time.

Candidates will not be permitted to enter the examination room after 10:30am.

Candidates may not leave the examination room before 10:30am.

### ▶ Open book policy

The exams are “open book”, so you are permitted to take reference books and/or a folder with notes and 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. If you are found using a mobile phone at any time during the exam, including lunch time, the matter will be reported to the Examinations Panel with the recommendation that you are disqualified from the exam.

### ▶ 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. You must state which codes and standards you are using at the start of the paper.

### ▶ 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.

▶ **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 before attending the exam to ensure pencils/colours are clear enough for the markers to read).

▶ **Extenuating circumstances**

All extenuating circumstances that occur immediately before or during the exam, that are not covered in the 'Withdrawal and deferment' section, must be reported to the Examination and PRI Team within three working days of the exam. Appeals will not be accepted for a subsequent declaration of extenuating circumstances.

▶ **Voiding of exam papers**

Candidates who have been deemed to have broken any of the rules set out in this guidance on the day of the exam will be reported to the Examinations Panel. The Panel has the right to void any paper based on evidence provided to it and, if voided, the candidate will not have their answer paper marked and the exam fee will be forfeited.

Any queries regarding the exam should be sent to the Examination and PRI team – [exams@istructe.org](mailto:exams@istructe.org)

## Guidance for IM-CM supplementary exam candidates

The following short guide has been compiled to clarify the requirements of each section of the IM-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 more detailed information can be found in [‘Exam Preparation Guidance’](#). It is also recommended that candidates attend an exam preparation course for a more in-depth brief wherever possible.

### Part a – 54 marks

Part a asks candidates to prepare *‘two distinct, viable and sustainable solutions for the proposed structure’* including appropriate feasibility concept calculations to justify the schemes and then to recommend one of the schemes, using sustainability as a key criterion.

For the building structure questions, significant differences between the two schemes must be presented. Depending on the type of structure, significant differences may include, but are not limited to:

- ▶ **Stability:** shear walls, cross-bracing, sway frames, monolithic rc frames.
- ▶ **Framing:** column spacing and spans layout, precast, in-situ
- ▶ **Foundations:** piled, pad, strip, raft, ground improvement. Ground-bearing slabs versus suspended.
- ▶ **Materials:** concrete (reinforced concrete, prestressed etc), steel, masonry, timber.
- ▶ **Load path**
- ▶ **Construction method:** precast, modular, off-site, segmental, etc.

Changing just one of these would not be enough to make a solution distinct. Candidates will gain higher marks by providing as many significant differences as possible, depending on the type of structure, and demonstrating their viability. The differences chosen should be relevant to the overall solution.

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.

Structural stability is a fundamental aspect of the scheme designs, and an unsafe structure, or instances where stability is ignored, will result in an automatic fail.

Candidates should demonstrate approaches in their designs which minimise the use of material through structural efficiency. Candidates should consider which materials are most likely to be appropriate for the brief, however this would not need to extend to undertaking carbon comparisons at this stage. Where a reuse opportunity is provided in the question it is expected that candidates will take advantage of this in their schemes and include the benefits in identifying the most suitable solution.

Concept feasibility calculations are required in this part of the question to justify the respective schemes structural elements which are to be included within the structural scheme options. The structural elements may be sized by using engineering judgment, rule of thumb, e.g. span to depth ratio etc. The candidate should develop, prior to the examination, knowledge and experience of element sizing by approximation and by the use of established design guides. Reference to such design guides or manufacturers literature should be noted

where used. Design calculations to establish the form and size of two 'principal structural elements' within the chosen scheme, and identified as such, are not required in this section but are required to be considered under Part c.

All calculations should be clear and easy to follow.

A simple comparative analysis is required to identify the reasons behind the scheme recommended, using sustainability as a key criterion.

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 – 20 marks

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 a minimum of three details. Generic and simple typical details would not be acceptable.

### Part c – 6 marks

Part c asks the candidate to *'Prepare design calculations to establish the form, size, and approximate A1-A3 carbon footprint for two principal structural elements.'*

The question states that candidates must 'establish the form and size' of the element, therefore they are expected to use their judgement and experience to decide on the extent of the design checks required for each individual element. For most members, checks of bending and shear alongside a span/depth deflection check will be adequate.

The design calculations can be prepared in accordance with any current recognised national code of practice. The use of design guides shall not be used as the primary source of member sizing, but can be used to justify the actual sizing once the calculated design parameters are established for each principal element. Reference to such design guides or manufacturers literature should be noted where used. Please state clearly which design codes you are using and any reasonable assumptions you have made, such as loadings other than those specified in the question.

The approximate A1-A3 carbon footprints for key elements can be assessed using a straightforward calculation of the element mass multiplied by the embodied carbon factor (ECF) of the material. Candidates can refer to the Institution's ['How to Calculate Embodied Carbon'](#) document for suitable methodology and ECF values. Industry average ECF values are recommended, but other suitable values can be used. Candidates are encouraged to take advantage of the Institution's free on-line [embodied carbon basics course](#) in preparation.

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**Embodied carbon (kgCO<sub>2</sub>e) = Mass (kg) x Embodied Carbon Factor (kgCO<sub>2</sub>e/kg)**

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All calculations should be clear and easy to follow.



## Professional Review Rules

The Professional Review is a two-stage process, comprising the Professional Review Interview (PRI) and the membership exam. It is designed to ensure that candidates have the required knowledge, skills and abilities to satisfy both the Institution's and Engineering Council's competence and commitment standards.

The Engineering Council requires candidates to satisfy their academic requirements and pass a PRI in order to be eligible for CEng or IEng registration. The Institution additionally requires candidates to pass the CM or IM Exam in order to be elected as a Member (MIStructE) or Incorporated-Member (IMIStructE) respectively.

Candidates who satisfy the academic requirement for the Associate grade of membership will be elected to Associate AIStructE CEng upon passing the Chartered Member PRI, and the following exam rules will not apply.

The Engineering Council normally requires candidates to register with them within three years of completing the PRI. This ensures that the candidate has demonstrated current competence and commitment. Occasionally a candidate may take slightly longer to pass the exam, and this has been recognised by the Engineering Council. However, candidates cannot have an unlimited amount of time to pass the exam before their PRI result becomes time expired. The Institution and Engineering Council have agreed the rules below to ensure that candidates attempting to pass the exam and subsequently register as CEng or IEng are not unreasonably disadvantaged. Candidates who fall foul of either rule will be required to re-sit the PRI upon passing the IM or CM Exam.

You may sit either the PRI or the exam first but should bear in mind the following rules. Please note that these rules are only applicable to those candidates who have passed their PRI and have yet to pass the exam.

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 in the event the candidate passes the exam they will be required to apply for a full PRI. If successful in this interview, candidates will then be eligible to be elected as a Chartered Member/Incorporated-Member.

Example: Candidate X has sat and passed their Professional Review Interview in December 2022. They must attempt their first exam before the end of 2025 to not fall foul of this rule. If they do not sit their first exam until January 2026, they will be subject to re-applying for the PRI upon passing the exam.

2. Five-year examination rule

Candidates must pass the examination within five years of the completion of the interview. Candidates taking longer than five years to pass the exam will still be allowed to sit the examination. However, this is on condition that in the event the candidate passes the exam they will be required to apply for a full PRI. If successful in this interview candidates will then be eligible to be elected as a Chartered Member/Incorporated-Member. Note that candidates may not leave a gap of longer than three years between exam attempts and must satisfy the Three-year interview rule.

Example: Candidate Y has sat and passed their Professional Review Interview in December 2022. From the date of this interview, they must achieve an exam Pass result by the end of 2027 to not fall foul of the rule. If the exam is passed in January 2028, the candidate must re-apply for the PRI.

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](mailto: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.

