

IRSE Professional Examination Tips



Timeline	Activity	Comments and Tips
By towards end of January (check deadline dates each year)	Become a member of IRSE	<ul style="list-style-type: none"> • You must be a member of IRSE to sit the exam
As early as possible	Find out the facts: Your initial preparation	<ul style="list-style-type: none"> • Find out what are the expectations of exam – what academic level, syllabus, modules • Find out how to gain knowledge – your plan to fill in gaps in your experience and knowledge • Find out how you study – what time of day, where, study group, support network • Are you ready – do you know when the deadlines for the IRSE processes are? • If there's not a study group near you, think about forming one, or just buddying-up with a colleague • Tell your manager that you are planning to take the exam and ask for their support • Find a Sponsor – a MIRSE or FIRSE
As early as possible	Learn: Your research and learning – it's never too early to start	<ul style="list-style-type: none"> • Learn, read, listen, ask, read more! • Stick to the syllabus: it's easy to get distracted • Use all the IRSE resources available; study guides, past papers, sample answers, study groups, textbooks, technical talks, technical papers, technical visits • Discuss study plans with your Sponsor • Think about what assumptions you need to make for your answers and why – country, type of infrastructure, etc
By towards end of April (check deadline dates each year)	Submit Sponsor Declaration Form (SDF)	<ul style="list-style-type: none"> • You must gain your Sponsor's signature to confirm that they think you are ready to sit module(s) – or they sign to defer the decision

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By towards end of May (check deadline dates each year)	If deferred: Submit Sponsor Declaration Form (SDF) again	<ul style="list-style-type: none"> • If deferred, you must gain your Sponsor's second signature to confirm that they think you are ready to sit module(s)
As early as possible	Investigate: Not everything is written down in a handy IRSE study guide!	<ul style="list-style-type: none"> • Go to study groups, use exam forum, ask colleagues • Talk to your Sponsor • Try to go on site visits, find photos and videos of site information • Go on technical visits, watch videos and documentaries • For Mod1, think about other industries
By towards end of June (check deadline dates each year)	Apply for Exam module(s)	<ul style="list-style-type: none"> • You apply and pay to sit module(s) which your Sponsor has signed off for this year
As early as possible	Prepare: And Practice	<ul style="list-style-type: none"> • Prepare for exam day – location, time, date, travel arrangements, special arrangements • Prepare for completing your paper - number of questions, colour of ink, how long per question / mark • Look at sample answers to look at how others have answered them • Look at past papers and start to complete them – prepare outline answers, then full answers, then full papers – in time restraints • Discuss answer(s) with study group, buddy, Sponsor, colleagues • Practice writing for 1.5 hours at a time • Practice writing out your assumptions

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Summer	Practice: Practice, Practice	<ul style="list-style-type: none"> • Read the instructions – number of questions, how many marks, etc • Read the question – what are key words, what is it asking, how many marks per sub question • Answer the question – define your assumptions, practice writing for 1.5 hours • Practice the whole paper(s) in full exam conditions • Ask someone(s) to review your answer(s) • Practice some more
Beginning of October (check dates each year)	Exam Day	<ul style="list-style-type: none"> • Give yourself plenty of time to get there • Bring what you need • Don't panic! • Read and follow the instructions • Read the questions • Answer the questions, don't just tell the examiner what you know about the subject • State your assumptions
After Exam	Relax	<ul style="list-style-type: none"> • Relax and spend time with friends and family • Think about doing more modules next year! (You need to pass 4 modules, including mandatory Module 1, to pass the exam in full.)

For more information, look at the IRSE website:

<http://www.irse.org/membership/public/irseexam.aspx> (more information available once logged in)

<http://www.irse.org/knowledge/default.aspx> (more information available once logged in)

<http://www.irse.org/knowledge/public/techpaperswebcasts.aspx> (more webcasts available once logged in)

END. Prepared December 2017