

ACCA Policy for Residential EPIC Testing

(updated: 7 July 2014)

For instructors interested in being recognized by ACCA as possessing the core knowledge for teaching students the ACCA HVAC design process, ACCA has an EPIC testing and review procedure.

- 1) EPIC Test Components: There is a MJ8 test, a Manual S test, and a Manual D test. Each test is graded separately. However, all three must be successfully passed by the candidate before ACCA issues an EPIC certificate.
- 2) Proprietary Information: The R-EPIC test is copyright material; therefore, this material shall not be copied or distributed.
 - a. *Work Alone*: The student is responsible for the integrity of the test; therefore the student shall work alone. The copyrighted presentation of the test, or any part of the test, shall not be shared or discussed with another person.
 - b. *Student Is Permitted to Seek Information*: The student may generically discuss the issues, principles, and concepts that apply to a question with another party or peer, providing the other party or peer has no knowledge of the exact wording of the question, or questions, of interest.
- 3) Resources for the Test: When taking the test, the student shall refer to the printed and electronic resources provided during the EPIC class, and to the student's classroom notes. ACCA assumes the student's answers are based on this material and information. When taking the test, the student may refer to non-EPIC materials with the following caveats and understanding:
 - a. *Other ACCA Manuals and ACCA electronic products not provided in the class*: When the student provides an answer based on this type of resource, the student shall cite the reference used to answer the question.
 - b. *Non-ACCA Resources*: When student response is based on some other industry resource, the student shall cite the specific reference used to answer the question.
 - c. *Discrepancies between ACCA and Other Information Sets*: The test is graded on the materials provided during the EPIC class. An incorrect response based on Items 3a or 3b may be obviously incorrect (e.g., use of an outdated 'rule-of-thumb'); or partially, or fully, correct in some way or manner. An ACCA investigation of the cited resource may show that the resource has some degree of merit, and that ACCA material/procedure, or the test question, needs to be adjusted.
- 4) Minimum Test Scores: Test performance is measured mathematically as the percentage of correct answers divided by the total number of questions, expressed as a percentage. For ACCA recognition, the test taker must achieve a minimum raw number score of 70% correct in each of the three tests (see 5 for additional requirements).

- 5) Evidence of understanding: An acceptable raw number score does not automatically translate to passing a given test because the question set for a given manual consists of questions pertaining to fundamental issues and concepts, secondary issues, and related details. The student will be asked to reconsider his/her responses to a test (i.e., retake one or more tests) when there is substantial uncertainty about the student's understanding of fundamental issues and concepts.
- a. *Superior Test Performance*: When test performance shows no significant errors pertaining to critical concepts and issues (and a robust understanding of related details), the student may receive his certificate from ACCA without feedback comments.
 - b. *Intermediate Test Performance*: When test performance is acceptable, but shows a slightly flawed understanding of critical concepts and issues (and/or related details), the student may receive his certificate from ACCA with feedback comments. ACCA will assume that the student will make the necessary adjustments in the student's understanding of the subject material.
 - c. *Unacceptable Test Performance*: When test performance is unacceptable, due to flawed understanding of critical concepts and issues, and/or a deficient understanding of secondary issues and related details, the student will be notified that a certificate cannot be issued at the current time. For this scenario, the student has the option to retest on those applicable tests.
- 6) Retest: After the individual Manual J / Manual D / Manual S tests have been graded (first test-try) and one or more do not achieve the minimum test scores (see Item 4) and/or there is question of full understanding (see Item 5), the student will receive feedback comments on relevant deficiencies and the student is welcomed to resubmit those tests that were not satisfactory.
- a. *Second Test-try*: If second-try performance is deficient, the student has the option to retest after three months of manual reading and study, and going over example problems.
 - b. *Third Test-try*: If the third-try result for this submittal is deficient, the student has limited out on testing options, and has to restart the process by re-attending a Residential EPIC class.
- 7) Maintenance of Student Test Materials: ACCA will hold materials that the student submits during the testing process until the process is terminated by the issue of a certificate, or when the testing process stops due to a failing grade on the third try.
- 8) ACCA Certificate: Once issued, ACCA reserves the right to withdraw an EPIC certificate if ACCA determines that the instructor is not teaching the protocols, methods, and procedures contained in the EPIC-related ACCA Manuals.