



# European Lighting Expert Examination regulations and quality management

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## § 1 Purpose of this document

- (1) This document describes the sequence of the examination and assurance of its quality in all affiliated countries. The objective is to assure that the same standard of the examination is applied in all countries and thus becomes internationally comparable and that it complies with the ELE educational objectives.
- (2) All rights including the copyright regarding the concept of the European Lighting Expert, as described in this document and in all other related material, is owned by the Lighting Associations LiTG, LTG, NSVV and SLG. Any kind of use, even in part, is only permitted upon approval by the Lighting Associations scope.
- (3) These regulations are valid for all examinations that are conducted within the framework of the registration as European Lighting Expert. They are supplemented by implementation rules, which determine the examination modalities of the national Lighting Associations.
- (4) All denominations for persons and functions are valid for men and women in the same manner.
- (5) The quality management is not concerned with the education. Training courses are conducted locally and may be complemented by local content. The examination is subject to quality management and is supervised by the QSK with regard to the examination regulations and the ELE educational objectives. Country specific peculiarities and intensifications shall influence the examination content as little as possible.

## § 2 Components of quality assurance

- (1) The Quality Assurance Commission (QSK) supervises the correct conduct of the examination.
- (2) The invigilator is responsible for the organisational execution of the examination.
- (3) The expert pool determining the tasks consists of (technical) experts of the affiliated countries who formulate the examination tasks.
- (4) The examination expert pool consists of (technical) experts of the affiliated countries assigned to supervise the examinations.

## § 3 The Quality Assurance Commission (QSK) and its tasks

- (1) Every participating Lighting Association nominates a commissar as well as a deputy as members of the QSK. These nominees must be accredited by the ELE Executive Committee. However, the ELE Executive Committee and the Lighting Associations are not authorized to issue technical instructions to the QSK.
- (2) The QSK instructs experts proposed by the national Lighting Associations to develop the examinations tasks.
- (3) The QSK passes guidelines to the existing examination regulations and updates them periodically.
- (4) The QSK proposes steps for the further advancement of the examination regulations.



- (5) The QSK delegates commissars at its own discretion to supervise examinations with regards to compliance with the examination regulations and the educational objectives of the European Lighting Expert.

#### § 4 **Invigilator**

- (1) The invigilator is responsible for the organisation of the examination. He is the chairman of the Examination Commission of a national Lighting Association conducting an examination.
- (2) The invigilator is nominated by the respective country organisation and must be accredited by the Quality Assurance Commission.

#### § 5 **Expert examiners**

- (1) The expert examiners are nominated by the country organisations due to their technical knowledge.
- (2) Lecturers of preparatory courses, relatives as well as current or past bosses and colleagues of the candidate may not be expert examiners.
- (3) The expert examiners must be accredited by the QSK.

#### § 6 **Task experts**

- (1) The examination tasks (Project work and questionnaires) are prepared by the task experts, who in turn are commissioned by the QSK. The tasks are valid in all affiliated countries.
- (2) All tasks must be approved by the QSK.

#### § 7 **Examination Board**

- (1) The Examination Board consists of the invigilator and at least two expert examiners.
- (2) The expert examiners are assigned by the invigilator for the respective examination. They are responsible for the appraisal in terms of content of the project works as well as the replies of the candidates during the examination. The selection of the expert examiners must take into account the educational objectives to be examined.

#### § 8 **Purpose of the examination**

- (1) The examination serves to ascertain if a candidate has achieved the educational objectives of the European Lighting Expert. Passing the exam means the candidate has proven that he is proficient in understanding the principles of light and lighting as well as related practical aspects as stipulated in the educational objectives in order to apply such knowledge as a self-employed person.
- (2) The examination is part of the process determining if a person is qualified to be registered as European Lighting Expert.



## § 9 **Organisation of examinations**

- (1) In case of cross-national examinations the consent of the respective national Lighting Association has to be obtained.
- (2) The date of an examination must be announced at least five months (150 days) prior of the due date. National deviations from this regulation are possible. The examination date is published on the home page of the national Lighting Association conducting the examination and also on the homepage of the European Lighting Expert. The QSK must also be informed regarding the date.
- (3) Candidates are only permitted to take part in the examination provided they have registered for the examination within the prescribed registration period. The latter commences with the publication of the examination date and ends 100 days prior to that date. National deviations from this regulation are possible. Delayed registrations are to be accepted if the candidate missed the deadline due to factors beyond his control.
- (4) In order to assure a proper examination procedure (assurance of impartiality) the names of the candidates must be given in line with the times to the examination experts.
- (5) The examination experts are nominated and announced to the candidates no later than 100 days prior to the examination date. Any potential reservations of a candidate against an examination expert must be submitted including detailed reasons no later than 75 days prior to the examination date. In this case the invigilator will select a new examination expert from the examination expert's pool.

## § 10 **Content and type of examination**

- (1) The examination refers to the contents stipulated in the document "Educational Objectives to the European Lighting Expert".
- (2) The examination consists of several parts:
  1. Project work
  2. Presentation
  3. Technical discussion
- (3) The examination language is an official language of the country where the examination is conducted. In addition, English may be added as an additional language in the implementation regulations.

## § 11 **Project task**

- (1) The project work of the examination shall give evidence that the candidate is capable of working – without any aid by others - on lighting design tasks while adequately taking into account all aspects of a professional lighting installation.
- (2) The topic of the project work is determined by the Examination Commission. The topic will be announced 70 days prior to the examination date.

- (3) The project work will be prepared in the run-up to the other parts of the examination and shall comprise approximately 40 hours work, which must be summarized on ca. 15-20 A4 pages (excluding appendices). This work must be submitted at least 30 days prior to the examination date.
- (4) The appraisal of the project work is prepared independently by two examination experts and is compiled in written reports.
- (5) The result of the appraisal of the project work will not be published prior to the examination date.
- (6) Further issues are regulated in the national implementation regulations.

#### § 12 **Presentation of the project work**

- (1) The candidate must prepare a presentation for presenting the project to the Examination Commission during the course of the examination.
- (2) This presentation lasts at least 20 minutes. Thereafter a short question session will follow.
- (3) Further issues are regulated in the national implementation regulations.

#### § 13 **Technical discussion**

- (1) In the technical discussion the contents and the understanding of the ELE educational objectives will be checked (oral examination). It will also be determined if the candidate was in a position to prepare the project based on his knowledge without external help.
- (2) The duration of the technical discussion is at least 45 minutes.
- (3) It is also permitted to assign a task to be completed in writing. Such written tasks may not exceed 50% of the total duration of the examination.
- (4) Further issues are regulated in the national implementation regulations.

#### § 14 **Record of the examination**

- (1) The substantial subjects and results of the technical discussion must be recorded in the minutes.
- (2) The appraisal reports of the project work must be appended to the minutes.
- (3) The minutes must be signed by the Examination Commission and to be kept in the audit file.

#### § 15 **Appraisal of the performance of the candidates**

- (1) A minimum of two examination experts will appraise the project work and jointly determine the assessment.

- (2) A minimum of two examination experts will conduct the oral examination, prepare notes regarding the technical discussion as well as the examination sequence, appraise the performance and jointly decide on the assessment.
- (3) The evaluation is based on a point system. The following number of points must be achieved:
  - 30 points for the project work,
  - 10 points for the presentation and
  - 20 points for the technical discussion.

#### § 16 **Passing or failing the examination**

- (1) All points of the examination parts will be summed up.
- (2) The markings are
  - Passed with distinction ( $\geq 85\%$  of the total number of points;  $\geq 51$  points)
  - Passed ( $\geq 60\%$  of the total number of points;  $\geq 36$  points)
  - Failed ( $< 60\%$  of the total number of points;  $< 36$  points)
- (3) In order to pass the examination a minimum of 60% of the possible number of points must be achieved in every part of the examination.
- (4) The results will be announced by the invigilator no later than 5 days after the examination date.
- (5) Persons who have failed the examination may repeat it no more than twice after renewed application. In this case all parts of the examination that the candidate has previously failed in, must be repeated within one year (370 days after the initial examination date). After that all parts of the examination must be repeated.

#### § 17 **Certificate**

- (1) After passing the examination the candidate will receive a certificate, on which the national Lighting Association notes the contents and the assessment of the examination.
- (2) The national Lighting Association may – upon request by the candidate – publish the number of points achieved in the individual examination parts.

#### § 18 **Deception, regulatory offences**

- (1) Any attempt of a candidate trying to influence the results of the examination by using unlicensed aids of any kind or by deception will be considered as attempted deceit. The person concerned will be granted the opportunity to comment on the issue. All parts of the examination will be considered as failed.
- (2) Any candidate culpably disturbing the examination proceedings to a great deal, will be excluded from further participation. The examination is considered as failed.



- (3) If the Examination Commission determines that a candidate has not completed the project work independently, the examination is considered as failed.
- (4) Should a candidate repeatedly try to cheat, he will be expelled from the admission to be registered as European Lighting Expert.
- (5) Should a deception only be detected at a later stage, then the certificate will be withdrawn from that candidate. The QSK and the ELE Executive Committee must be informed about this issue. If the candidate has already been registered as European Lighting Expert, then the registration will be cancelled.
- (6) The examination reserves the right of legal action.

#### § 19 **Access to the examination audit file**

- (1) The candidate may be granted access to his examination audit file upon request within 60 days after the examination date.
- (2) The national invigilator will set a date upon receipt of the candidate's application.

#### § 20 **Opposition proceedings**

- (1) Opposition proceedings against decisions of an examination procedure are permissible and must be directed to the ELE Executive Committee. The latter will make a decision after consulting all people concerned and taking into account the input from the QSK.

#### § 21 **Legal validity**

- (1) The German version alone shall be legally binding.

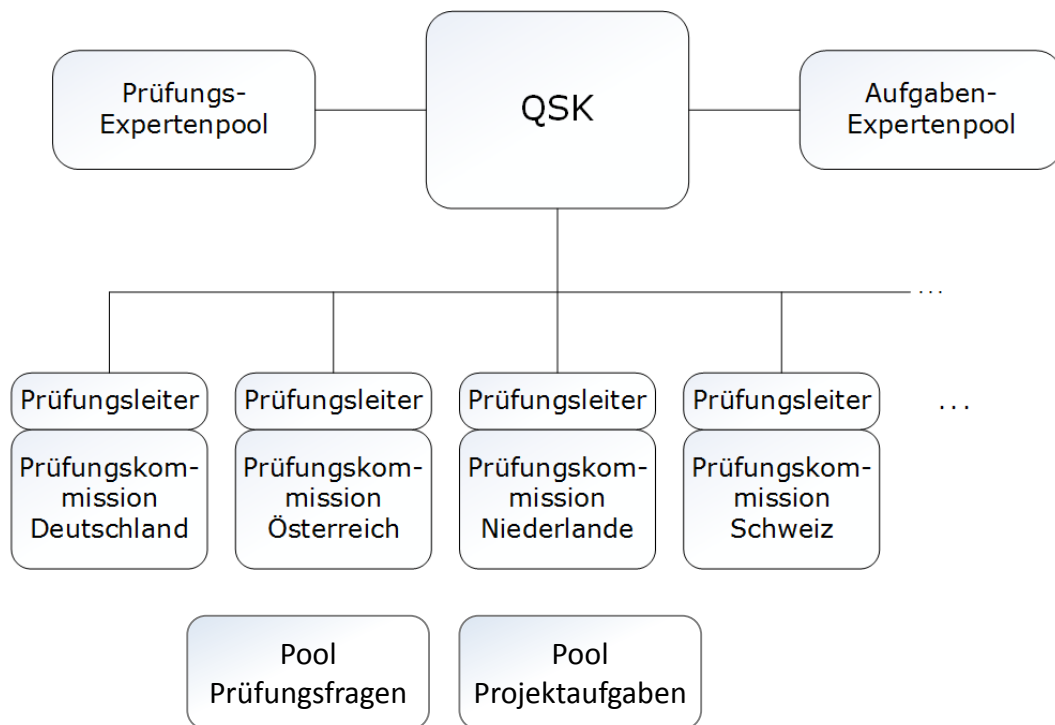


## Appendices

### I Sequence of the examination procedures

<b>Date of examination (P)</b>	<b>Activity</b>	<b>Responsible</b>
-150 d	Announcement of the examination date	Invigilator Homepage
-100 d	Closing date	Candidate
-90 d	Confirmation of the registration and announcement of the examination experts	Invigilator
-75 d	Time limit for appeal	Candidate
-70 d	Announcement of the task for the project work	Invigilator
-30 d	Submission of the project work	Candidate
<b>P</b>	Examination	
+5 d	Announcement of results	Invigilator
+60 d	Deadline for accessing the audit files Deadline for opposition proceedings	Candidate
+370 d	Deadline for only repeating failed parts of the examination	Candidate

## II Organisational chart - ELE examination



TRANSLATION:

Expert examiner's pool		QSK		Assignment expert's pool
Invigilator	Invigilator	Invigilator	Invigilator	
Examination Commission Germany	Examination Commission Austria	Examination Commission The Netherlands	Examination Commission Switzerland	
	Pool Examination questions		Pool Project tasks	