

European Lighting Expert Regulations and quality management

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§ 1 Purpose of the document

- (1) This document describes the procedure of the examination and assurance of its quality in all affiliated countries. The aim is to ensure that the level of the examination is internationally on the same level and corresponds to the valid ELE Educational Objectives.
- (2) All rights including copyright to the concept of the European Lighting Expert (ELE), to this document and to all other related documents belong to the members of European Lighting Expert Association (ELEA). Any use, even in extracts, is only possible with the written consent of the ELEA.
- (3) These regulations apply to all examinations held within the scope of registration as a European Lighting Expert. National alterations may apply.
- (4) Quality management does not concern training. The training courses are conducted locally and, if necessary, supplemented with local content. The examination is subject to quality management and is monitored by the Quality Assurance Committee (QAC) with regards to the examination regulations and the ELE Educational Objectives. The country-specific content and aggravations shall influence the examination content as little as possible.

§ 2 The Quality Assurance Commission (QAC) and its tasks

- (1) The Quality Assurance Commission (QAC) supervises the correct conduct of the examination.
- (2) The invigilator is responsible for the organisational execution of the examination.
- (3) Every participating Lighting Association nominates a commissar as well as a deputy as members of the QAC. 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 QAC.
- (4) The QAC instructs experts proposed by the national Lighting Associations and third parties to develop the examinations tasks.
- (5) Every organisation who organizes exams must create their own examinations tasks. Third party examination tasks must be approved by the QAC.
- (6) The QAC passes guidelines to the existing “Regulations and Quality management” and updates them on a regular basis.
- (7) The QAC proposes steps for the further development of these regulations.
- (8) The QAC supervises the examinations on compliance with these regulations and the learning objectives for the European Lighting Expert.

§ 3 Invigilator

- (1) The invigilator is responsible for the organisation of the examination.
- (2) The invigilator of every exam must be acknowledged by the Quality Assurance Commission.

§ 4 Expert examiners

- (1) The expert examiners are nominated due to their knowledge on lighting. The expert examiners must be acknowledged by the QAC.
- (2) Relatives, as well as current or past managers and colleagues of the candidate cannot be expert examiners. Maximum one lecturer of preparatory courses can act as expert examiner.

§ 5 Task experts

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

§ 6 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 consider the educational objectives to be examined.

§ 7 Purpose of the examination

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

§ 8 Organisation of examinations

- (1) In case of cross-national examinations, the consent of the concerned national Lighting Association must be obtained.
- (2) The date of an examination must be announced according to the Examination Deadlines. National deviations from this regulation are possible.

The examination date is published on the website of the national Lighting Association conducting the examination and on the website of the European Lighting Expert. The QAC must also be informed regarding the examination date by the invigilator.

- (3) Participation in an examination requires that a candidate registers within the registration period. Possible national deviations are possible. Late registration can only be accepted if the candidate has missed the deadline through no fault of their own.

- (4) The location of an examination is arranged by the invigilator. If the option for an online exam is being offered by the national lighting association or the third-party partner the candidate can request this.
- (5) To assure a proper examination procedure (assurance of impartiality) the names of the examination experts must be given in line with the times in the Examination Deadlines to the candidates.
- (6) The examination experts are nominated and announced to the candidates according to the deadlines in the Examination Deadlines. Any potential reservations of a candidate against an examination expert must be submitted including detailed reasons before the deadline. The reservations will be forwarded to the Quality Assurance Committee who will decide if a new examination expert will be appointed. This decision cannot be disputed.

§ 9 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 language of the examination shall be an official language of the country in which the examination is held. English may be additionally provided for in the national implementing regulations.

§ 10 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 and lighting installation tasks while adequately considering all aspects of a professional lighting installation.
- (2) The topic of the project work is determined by the examination board. The topic is set, and the project work is distributed according to the deadlines before 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 15-20 A4 pages (excluding appendices). The task must be communicated in an understandable and relevant way.
- (4) The assessment criteria of the project work are formal criteria, analysis, lighting solutions and the planning of lighting.
- (5) The assessment of the project work is prepared independently by minimum two examination experts and is compiled in written reports.

- (6) The result of the assessment of the project work is not announced before the examination.

§ 11 Presentation of the project work

- (1) The candidate must prepare a presentation for presenting the project to the Examination Commission during the examination.
- (2) This presentation lasts at least 20 and maximum 30 minutes. The candidate must communicate the task in an understandable and relevant way to an intended client. Thereafter a short question session will follow.
- (3) The assessment criteria of the presentation are the quality and quantity of the content as well as linguistic quality, presentation and presence.

§ 12 Technical discussion

- (1) In the technical discussion questions will be asked regarding the project work and the content and the understanding of the ELE Educational Objectives will be checked. It will also be determined if the candidate was able to prepare the project based on their knowledge without external help.
- (2) The duration of the technical discussion is approx.. 45 minutes.
- (3) The assessment criteria of the technical discussion are the correctness and thoroughness of the given answers as well as linguistic quality, presentation and presence.
- (4) It is also permitted to assign a task to be completed in text only. Such written tasks may not exceed 50% of the total duration of the examination.

§ 13 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.

§ 14 Assessment 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 (presentation and technical discussion), 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 can be achieved:

- 30 points for the project work,
- 10 points for the presentation and
- 20 points for the technical discussion.

§ 15 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; ≥ 51 points)
 - Passed ($\geq 60\%$ of the total number of points; ≥ 36 points)
 - Failed ($< 60\%$ of the total number of points)
- (3) To pass the exam 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) Additional feedback about given points can be requested by the candidate.
- (6) Persons who have failed the examination may repeat it no more than twice. 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 examination date). After that all parts of the examination must be repeated.
- (7) After passing the examination the candidate will receive a certificate from ELEA.

§ 16 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 fraud. 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 candidates try to cheat, they 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 QAC and the 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.

§ 17 Access to the examination audit file

- (1) The candidates may be granted access to their examination audit file upon request according to the examination deadlines.
- (2) The national invigilator will set a date upon receipt of the candidate's application.

§ 18 Opposition proceedings

- (1) Opposition against decisions of an examination and certification procedure are permissible and must be directed to the Quality Assurance Committee (QAC). All objections must be submitted within 60 days after the decision.

§ 19 Validity of title

- (1) The title is valid in all European countries participating in the ELEA program or acknowledging the ELEA certificate.
- (2) The title is valid for five years from the date of registration. For the continuation of the right to bear the title a re-registration is required.

§ 20 Re-registration

- (1) Within five years a re-registration is required. The candidate must prove that their main professional activities are in the field of light and lighting and that professional knowledge is based on state-of-the-art technology. For this purpose, the ELE can renew the proof of qualification by means of a continuing education management with a point system during the five years after certification.
- (2) During the 5-year period a total of 60 points must be achieved, ideally 12 points per year. The maximum number of points that may be credited for one year is 24 points. The final points (minimum 12 points) must be achieved in the final year prior to re-registration to assure that the ELE's knowledge is really based on the latest technical and scientific findings.
- (3) Certified ELEs must hand in their re-registration document five years after their certification date. For ELEs that did not hand in a re-registration document within a month after the period of five years, their ELE title will no longer be valid, and their name will be removed from the ELE register on the ELEA website.
- (4) The national organisations decide about the recognition of the re-registration.

§ 21 Withdrawal of registration

- (1) The title European Lighting Expert will be withdrawn by the ELEA Executive Committee, if
 - a) Attempted cheating comes to the attention of the QAC after a candidate is approved as an ELE
 - b) The prerequisites for a registration were absent and the erroneously registered person has intentionally made false statements in this regard.

c) The registered person has been in breach of the obligation for care of an ELE or the ELEA code of conduct.

- (2) The person concerned must be given the opportunity to comment on the actual situation. They are also entitled to instructions on the right to appeal. The certificate of the person concerned must be confiscated. The ELEA Executive Committee reserves the right of legal action.

§ 22 Legal validity

- (1) The English version alone shall be legally binding.
- (2) Further issues are regulated by the national associations.

Examination Deadlines (in days)

Activity	Date of examination (P)	Range	Responsible
Announcement of the exam date and announcement of the examination experts	Minimum -100	-300 to -100	Invigilator
Registration deadline	Minimum -65	-100 to -65	Candidate
Candidate's objection period ends	-65	-100 to -65	Candidate
Confirmation of registration	-65	-100 to -65	Invigilator
Distribution of the project work to participants	Maximum -60	-60 to -40	
Submission of the project work	Minimum -20	-40 to -20*	Candidate
Date of Examination	(P)	(P)	
Announcement of results	+5		Invigilator
Possibility ends for the candidate to consult the examination files	+60		Candidate
End of objection period	+60		Candidate
Possibility ends for candidates to repeat only negative parts of the exam	+370		Candidate

*Depending on the date of distribution of the project work, each examinee has 40 days to work on the project

Other relevant documents

Re-Registration document

Code of Conduct