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## DRAFT GUIDELINES

### APPOINTMENT OF EVALUATORS AND PROFESSIONALS FOR ASSESSMENT OF EA/EM EXAMINATIONS

#### 1. Short title and commencement –

- (1) These guidelines may be called the National Energy Efficiency and Conservation Authority (Guidelines for the appointment of evaluators and professionals for assessment of Energy Auditor and Energy Manager Examination) Guidelines 20XX

#### 2. Definitions: - (1) In these guidelines, unless the context otherwise requires: -

- (a) “Act” means the National Energy Efficiency and Conservation Act, 2016 (XXX of 2016)
- (b) “Advisory Committee” means a committee constituted by the National Energy Efficiency and Conservation Authority under sub-regulation (1) of regulation 13;
- (c) “Agency” means an institution appointed by National Energy Efficiency and Conservation Authority for the purpose of holding National Examination for certification of energy auditors and energy managers
- (d) “Certified energy auditor” or “Certified energy manager” means a person who has been issued a certificate as such under regulation 8
- (e) “Form” means a form appended to these guidelines;
- (f) “National Examination” means a National Examination defined in clause (g) of sub-rule (1) of rule 2 of the Energy Efficiency and Conservation (Minimum Qualification for Energy Auditors and Managers) Rules, 2018 and conducted accordingly under regulation 3;

(2) Words and expressions used herein and not defined but defined in the Act or the rules made there under shall have the meanings respectively assigned to them in the said Act or rules.

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### 3. GENERAL

- (1) The Agency may use multiple sets of question papers for the same examination at the same center / examination hall if so considered desirable.
- (2) The Paper setters, Moderators, Secrecy Officers, Head Examiners, Examiners etc. shall be appointed by the Advisory Committee in accordance with the provisions contained in the Guidelines; The Advisory Committee shall have the power to appoint persons in relaxation of the provisions of these guidelines for reasons to be recorded.
- (3) No person shall be appointed to act as a Paper setter, Moderator, Chief Secrecy Officer, Secrecy Officer, Head Examiner and Coordinator whose 'NEAR RELATION' is appearing or has appeared at an examination conducted by the Board in that year. For this purpose 'NEAR RELATION' shall mean and include wife/husband, sons and daughters and members of their family; nephew, niece or similar relations of wife/husband.

### 4. Qualification, Functions and Responsibilities, Remuneration and Validity for appointment of Paper Setters:

- (1) A person shall be qualified to become a paper setter, if he/she –
  - a) Have minimum of 5 years teaching/industrial/energy auditing/ consultancy experience in the concerned Paper Subject. An individual renowned expert on the subject may also be considered
  - b) May be working in a recognised University, engineering institution, manufacturing sector, energy auditing firm or with a consultancy firm or an independent expert consultant on the subject
  - c) None of his/her relations mentioned in these guidelines is appearing in the examination in that year.

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- d) Sign and submit the Confidentiality Agreement (Form-1) to the National Certifying Agency before his/her name is included in the List of Paper Setters.
  - e) Shall be a person of complete integrity.

**(2) Functions and Responsibilities of Paper Setters include:**

- a) Follow the Sample paper design, as provided by NEECA/National Certifying Agency, while structuring the question paper.
- b) Ensure that each chapter of Paper is given equal representative in multiple choice and Descriptive Questions (Short and Long)
- c) Ensure equal representations of Theory and Numerical in the question paper.
- d) If possible, one or two questions framed may be based on Energy Audit Situation Analysis (in Short / Long Type)
- e) Ensure that drafted paper will not be outside the syllabus / course material.
- f) Prepare answer key of the drafted questions.
- g) Draft question paper and its key will be prepared in Word protected format and to be emailed on a specified Email ID as provided by NEECA/National Certifying Agency within 15 days of the acceptance of request.

**(3) Remunerations for a Paper Setter** – Each Paper Setter will be given an Honorarium of PKR 15,000/- after receipt of draft Question Paper and its Key, to cover the cost towards the expenses incurred and time used by the expert. TDS, if applicable, will be deducted as applicable under law.

**(4) Validity of Appointment** - It will be a temporary retainership on case to case basis for a specific task and for a specific period for which an Honorarium (consolidated) will be provided as specified.

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## **5. Qualification, Functions and Responsibilities, Remuneration and Validity for appointment of Moderators:**

A group of 3 to 4 moderators will be constituted by NEECA/National Certifying Agency, at least 3 months in advance before the commencement of written examination. One official, each from NEECA and National Certifying Agency will also to be nominated to oversee the Paper Moderation Process and be a custodian of the Final Draft paper prepared. Moderators have to meet at least 2 months in advance and finalise the draft paper.

### **(1) A person shall be qualified to become a moderator, if he/she –**

- a) Be a person other than the Paper setter; and a person/official of complete integrity.
- b) Have a minimum of 10 years teaching/industrial/energy auditing/ consultancy experience in the concerned Paper Subject. An individual renowned expert on the subject may also be considered.
- c) Be working in a recognised University, engineering institution, manufacturing sector, energy auditing firm or with a consultancy firm or an independent expert consultant on the subject.
- d) None of his/her relations mentioned in these guidelines is appearing in the examination in that year.
- e) Sign and submit the Confidentiality Agreement (Form-2) to the National Certifying Agency before his/her name is included in the List of Moderators.

### **(2) Functions and Responsibilities of Moderators are highlighted below include:**

- a) Follow the Sample paper design, as provided by NEECA/National Certifying Agency, while structuring the question paper.
- b) Meet at a designated place and time, as decided by NEECA/National Certifying Agency.

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- c) Follow the Sample paper design, as provided by NEECA/National Certifying Agency, while preparing the Final Draft question paper.
  - d) Fully accept/partially accept or reject the Draft papers prepared by Paper Setters.
  - e) Ensure that each chapter of Paper is given equal representative in Multiple choice and Descriptive Questions finalised (Short and Long)
  - f) Ensure that equal representation of Theory and Numerical is given in the final draft question papers.
  - g) May finalize one or two questions, If possible, based on Energy Audit Situation Analysis (in Short / Long Type)
  - h) Ensure that drafted paper will not be outside the syllabus/course material of the written examination.
  - i) Finalise Answer key for finalised question papers and may treat it as Set A.
  - j) May prepare Second Set B (Question Paper and its Answer Key) by reshuffling the questions and with some minor data change so as to ensure that difficulty level remains same for both Set A and Set B. (Note: Set A and Set B will be given to examinee on alternate sitting arrangement made in the examination hall on the day of examination )
  - k) Ensure that paper can be completed by an examinee within the stipulated examination period of 3 hours.
  - l) Finalise step marking scheme, which is to be indicated on the Answer Key.
  - m) Hand over the moderated Question Paper to NEECA/National Certifying agency for its safe custody. NEECA/ National Certifying Agency to ensure that its back up is also created.
  - n) After the moderation process is over, all the moderators except from NEECA/National Certifying Agency, will delete all the material from their Laptops/computers
  - o) Entire Moderation process to be completed within 6 days period from the date of sitting of the moderation committee.

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### **(3) Remunerations for a Moderator –**

- a) Each Moderator will be given an Honorarium of PKR 20,000/- (in lump sum) for his/her participation to cover the cost towards the expenses incurred and time used by the moderator. TDS, if applicable, will be deducted as applicable under law.
- b) To and fro air travel (economy class) or Upper class fare of the railway/bus will be provided by the NEECA/National Certifying Agency for outstation moderators.
- c) Board and Lodge facility at a decent hotel, near the place of moderation, will be provided by NEECA/National Certifying Agency
- d) Local Conveyance will be arranged or reimbursed by NEECA/National Certifying Agency.

**(4) Validity of Appointment** - It will be a temporary retainership on case to case basis for a specific task and for a specific period for which an Honorarium (consolidated) will be provided as specified.

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## **6. Qualification, Functions and Responsibilities, Remuneration and Validity for appointment of Answer Book/Sheet Evaluators:**

National Certifying Agency has to prepare a list of Answer Book/Sheet Evaluators, who have requisite experience in the subject (4 subjects on which National Certification Examination to be conducted).

### **(1) A person shall be qualified to become Answer Book/Sheet Evaluators, if he/she –**

- a) May be selected from the empaneled list of Paper Setter/Moderator ( but not necessarily) by NEECA/National Certifying Agency
- b) Shall have minimum of 5 years teaching/industrial/energy auditing/ consultancy experience in the concerned Paper Subject. An individual renowned expert on the subject may also be considered
- c) May be working in a recognised University, engineering institution, manufacturing sector, energy auditing firm or with a consultancy firm or an independent expert consultant on the subject.
- d) None of his/her relations mentioned in these guidelines is appearing in the examination in that year.
- e) Shall sign and submit the Confidentiality Agreement (Form-3) to the National Certifying Agency before the expert name is included in the List of Answer Book/Sheet Evaluators.

### **(2) Functions and Responsibilities of Answer Book/Sheet Evaluators are highlighted below include:**

- a) Shall be a person of complete integrity.
- b) Receives the bundle of Answer sheets dispatched by NEECA/National Certifying Agency and inform immediately to the Agency about the status of its receipt through electronic mode.

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- c) Follows the Answer Key and marking Guidelines, as provided by NEECA/National Certifying Agency, while evaluating each question of the Answer Sheet.
  - d) Ensures that each question in the Answer Sheet has been checked and marks are awarded as per the marking scheme.
  - e) Ensures that totaling of all the answered questions is correct
  - f) Ensures that Answer sheets are kept at a safe place.
  - g) Answer Sheets are dispatched back, in a closed envelope/carton/ stitched cloth (as per the directions provided by the Agency) to NEECA/ National Certifying Agency, through postal department (preferably or as directed by Agency) within one month period from the date of its receipt.
  - h) The entire evaluation process to be kept as strictly confidential.
  - i) May provide feedback to NEECA/Agency on further improvement in the paper setting/marketing scheme of the examination process.

**(3) Remunerations for Answer Book/Sheet Evaluators** – Each Answer Book/Sheet Evaluator will be given an Honorarium of PKR 200/- per answer sheet evaluated. TDS, if applicable, will be deducted from the total Honorarium as applicable under law.

**(4) Validity of Appointment** - It will be a temporary retainership on case to case basis for a specific task and for a specific period for which an Honorarium (consolidated) will be provided as specified.



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## **7. Disqualifications of Paper Setters/ Moderators/ Answer Book/ Sheet Evaluators**

- a) No person shall be appointed as a Paper setter/ Moderator/ Answer Book/ Sheet Evaluator where the Agency is satisfied that a Paper setter/ Moderator/ Answer Book/ Sheet Evaluator:
- i. is unable to perform the work or has not performed the work of the desired standard/quality;
  - ii. has not been able to conform to the directions of the Agency or
  - iii. is suspected to have engaged himself/herself in the activities defying the trust reposed (such as leakage of question papers etc.) and/or in such activities which are unethical, unacademic or undesirable; or
  - iv. has furnished false declaration or has concealed facts.

### **Agency may:**

- v. cancel his/ her appointment as Paper setter/ Moderator/ Answer Book/ Sheet Evaluator; and/or
  - vi. disqualify him/her from all or some of the remunerative work of the Agency for a specified period or permanently; and/or
  - vii. forfeit/reduce remuneration payable to him/her; or
  - viii. take any other action;
- as deemed appropriate by him/her in the circumstances of the case.

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## Form-1

### Confidentiality Agreement (Paper Setter)

1. I ..... as a Paper Setter of the National Certification Examination for EM and EA agree that all information provided in a particular Paper for which I have agreed to provide the draft/inputs shall be treated as confidential.
2. I also agree that Draft Question prepared by me is fully or partially accepted or rejected by the NEECA/National Certifying Agency.
3. The draft question paper prepared by me will not be published or disclosed to any other party and shall be held in safe custody.
4. I assure that none of my relations mentioned in the guidelines is appearing in the examination in this year.

Signed: .....

Organisation: .....

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Dated: .....

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## Form-2

### Confidentiality Agreement (Moderators)

1. I ..... as a Moderator of the National Certification Examination for EM and EA, agree that all information provided during the moderation process for which I have agreed to participate, shall be treated as confidential.
2. The draft final question paper prepared by the moderator will not be disclosed to any other party and shall keep the entire discussions held during Moderation Process in complete secrecy and shall not record its proceedings.
3. I assure that none of my relations mentioned in the guidelines is appearing in the examination in this year.

Signed: .....

Organisation: .....

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Dated: .....

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### Form-3

#### Confidentiality Agreement (Answer Book/Sheet Evaluators)

1. I ..... as an Answer Book/Sheet Evaluator of the National Certification Examination for EM and EA agree that all information received and entire evaluation process shall be treated as confidential.
2. I also agree that I will follow the Answer key and marking scheme and will ensure that each and every question is evaluated and there will not be any error in the totaling of marks.
3. The Answer sheet to be evaluated by me shall be kept in safe custody till its dispatch to the NEECA/National Certifying Agency.
4. I assure that none of my relations mentioned in the guidelines is appearing in the examination in this year.

Signed: .....

Organisation: .....

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Dated: .....