



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

ABSA Towers (10th Floor)
P.O Box 15745-00100
NAIROBI, KENYA

Loita street
Tel +254 758 037 608
Email: info@tvetcdacc.go.ke

Ref: CDACC/ADM 1/37 VOL 3 (52)

Date: 16th July, 2025

All Principals

National Polytechnics
Institutes of Science and Technology
Technical Training Institutes
Technical and Vocational Colleges
Private Colleges

Vice Chancellors

All Universities Implementing CBET

Managers

Vocational Training Centers

**RE: GUIDELINES FOR THE CBET SUMMATIVE WRITTEN ASSESSMENT
JULY/AUGUST 2025 SERIES**

The above subject refers.

In preparation for the administration of the July/August 2025 written assessment, TVET CDACC has prepared guidelines that will assist in upholding the integrity of this assessment.

The purpose of this circular is to draw your attention to these guidelines herein attached and to invite you to a briefing meeting on **Friday 18th July, 2025** at 10.00am. The link of the meeting will be shared in official assessment centres and

TVET CDACC WhatsApp platform. A list of appointed supervisors and invigilators will be shared via official emails.

In case of any inquires kindly channel them through info@tvetcdacc.go.ke for prompt action.

Thank you for your continued support.



Prof. Kisilu M. Kitainge
CEO/COUNCIL SECRETARY

Copy To: Principal Secretary, State Department for TVET
Chairperson, Council of Governors



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

GUIDELINES FOR CBET SUMMATIVE WRITTEN ASSESSMENT

The integrity, efficiency and smooth conduct of assessment, and timely declaration of the results can be ensured only with the cooperation of all the stakeholders including trainers, non-trainers and administrative staff of the assessment centres. They are expected to be aware of the various procedures and time schedules, which they should adhere to.

A. PROCEDURES AND ROLES

Assessment Centre Managers, Assessment Centre Officers, TVET CDACC Monitoring Officers, supervisors and invigilators are requested to acquaint themselves with the assessment procedures and roles as follows:

1. Monitoring Officer

- 1.1 Supervise: Ensure assessment centres in their jurisdiction adhere to TVET CDACC guidelines for written assessment.
- 1.2 Check for quality assurance: Provide guidance to assessment centre managers, assessment centre officers, supervisors and invigilators on their roles and ensure adherence to set standards.
- 1.3 Planning: Liaise with the centre manager and supervisor(s) to plan for assessment as provided in the TVETCDACC timetable. Advice on allocation of venues and invigilators.
- 1.4 Monitor and Report: Check on the conduct of supervision and invigilation process and submit a report on attendance, strengths, violations, challenges and possible recommendations for improvement to TVET CDACC.
- 1.5 Promote assessment integrity: Work closely with assessment centre managers in the county to uphold assessment integrity.
- 1.6 Keenly monitor the Assessment Process: Ensure that all assessment tasks

are performed under standardized conditions.

2. Assessment Centre Manager

- 2.1 Nominate supervisors and invigilators and send the list to the council for approval and allocation.
- 2.2 Include supervisors and invigilators from industry during invigilation and supervision.
- 2.3 Ensure that only duly registered candidates take the assessment.
- 2.4 Ensure that assessment is conducted as per TVET CDACC guidelines and set standards. This includes ensuring that candidates and staff receive briefing on the conduct of the assessment.
- 2.5 Provide adequate security to assessment materials.
- 2.6 Promote assessment integrity during written assessment within their centres.
- 2.7 Provide a conducive environment for written assessment.
- 2.8 Provide adequate facilities such as stationary, printing material/facilities, assessment rooms, clocks, chairs, desks and clean
- 2.9 Provide secured clean and dry room/facility for storage of written assessment material.
- 2.10 Maintain discipline in assessment centers during written assessment.

3. Assessment Centre Officer

- 3.1 Download, verify and print nominal rolls for units of competency to be assessed.
- 3.2 Provide to the supervisor, a customized timetable with assessment room allocation for units of competency being assessed per day.
- 3.3 Print adequate assessment tools for the units of competency being assessed.
- 3.4 Distribute adequate assessment materials to supervisor(s).
- 3.5 Ensure assessment tools are sealed by the supervisor before taken to the assessment room.
- 3.6 Ensure a conducive environment for written assessment. Including the printing and storage environment.
- 3.7 Promote and ensure assessment integrity is upheld during written assessment. Cameras, mobile phones, unauthorized persons are neither allowed in the

printing nor assessment rooms.

- 3.8 Ensure candidate are briefed and their sitting arrangement in the assessment room is at least 1.22 meters apart.
- 3.9 Ensure invigilators frisk candidates before entering the assessment room.
- 3.10 Identify bona-fide candidates to avoid impersonation during written assessment.
- 3.11 Ensure adequate facilities such as clocks, chairs, desks and rooms for assessment are provided.
- 3.12 Maintain discipline in assessment room(s) when the assessment is in progress.
- 3.13 Ensure all envelopes containing live scripts are delivered at the collection centre in good time. Meanwhile, ensure that these envelopes and live scripts are kept in a clean, dry and secured place and are not tampered with.

4. Supervisor

Supervisors will be deployed to neighbouring assessment centres other than their workstation.

- 4.1 Conduct of assessment in conformity with Council's regulations and instructions.
- 4.2 Be present and supervise the printing of assessment material.
- 4.3 Brief invigilators at the assessment Centre before the commencement of assessment.
- 4.4 Collect assessment tools from the assessment centre officer on a daily basis and be accountable for the security of these tools while the assessment is in progress.
- 4.5 Prevent the occurrence of any assessment irregularities and in case of such an occurrence, handle it in a manner specified by the Council.
- 4.6 Inspect the assessment rooms every day before the assessment starts to ensure there are no stimulus material.
- 4.7 Supervise the frisking of the candidates as they enter the assessment room for every assessment session. Female invigilators or trainers should frisk female candidates while male invigilators or trainers should frisk male candidates.
- 4.8 Ensure that the candidates are seated at least 1.22 m away from each other in

all directions.

- 4.9 Ensure there is no unauthorized material in the assessment hall/room.
- 4.10 Deliver the sealed assessment tools envelopes to the assessment rooms and ensure all the candidates, as required by the Council, witness the opening of the envelopes, and ensure punctual start and end of assessment on daily basis.
- 4.11 Distribute the assessment tools to the invigilator(s) to issue to candidates at the time specified by the Council.
- 4.12 Allocate the invigilators rooms to invigilate as per the customized timetable.
- 4.13 Safeguard unused assessment tools by sealing them in the blue envelop and keep them in the invigilators desk during assessment.
- 4.14 Collect and count candidates' answer scripts and tally the scripts with respective nominal roll/register, and seal them in official return envelopes. The sealing of scripts in the return envelopes must be witnessed as required by the Council.
- 4.15 Ensure secure and prompt return of candidates' scripts to the Centre manager for onward transmission to the council.
- 4.16 Keep an accurate record of the daily attendance of the invigilators and only legible invigilators sign the attendance register.
- 4.17 Ensure accurate completion of attendance sheets, supervision report, sitting plans, sealed envelope and any other documents required and prompt submission to the Council via email.
- 4.18 Give a report of invigilator(s) who fail to report to the assigned assessment room fifteen (15) minutes before each assessment session to the Council for necessary action.
- 4.19 Inform the TVET CDACC officer of any absent invigilator in advance for necessary arrangements.
- 4.20 Receive evidence on assessment irregularities from invigilators, compile reports on assessment irregularities and ensure prompt submission of these reports to the council.

5. Invigilator

Unless under special circumstance, invigilators will be deployed to neighbouring

assessment centres other than their workstation.

- 5.1 Report to the assessment center thirty (30) minutes before start of the assessment session as per the TVET CDACC timetable.
- 5.2 Ensure receipt of adequate assessment materials from the supervisor required in the assessment room.
- 5.3 Report to the assigned assessment room fifteen (15) minutes before start of the assessment session as per the TVET CDACC timetable
- 5.4 In case of conflict of interest (immediate family member/close relative is a candidate for the assessment in the room allocated), declare to the supervisor well in advance.
- 5.5 Frisk candidates as they enter the assessment room for every assessment session. Female invigilators or trainers should frisk female candidates while male invigilators or trainers should frisk male candidates.
- 5.6 Ensure that only registered candidates take the assessment by verifying their National/institution ID against the nominal roll as they sign the attendance register. Report as absent, registered candidates who are not present in the first thirty (30) minutes of the assessment for each unit of competency under assessment.
- 5.7 Brief candidates on the rules governing the conduct of assessment as issued by the Council and draw their attention to the guidelines printed at the front of the assessment booklet.
- 5.8 Inform the candidates against possession of unauthorized materials in the assessment room such as written materials, mobile phones, tablet devices, laptops, smart-watches etc.
- 5.9 Start and end the assessment session as per the TVET CDACC timetable.
- 5.10 Monitor candidates during assessments to prevent malpractice.
- 5.11 Ensure no candidate leaves the assessment venue while the assessment is underway. In case of any emergency in this regard, the candidate should be accompanied by a designated person.
- 5.12 Remain in the Assessment room throughout the period of the Assessment and make necessary time announcements before, during and at the end of the

Assessment.

- 5.13 Prevent the occurrence of any assessment irregularities and in case of such an occurrence, handle it in a manner specified by the Council, fill the assessment incident report form, attach the evidence and submit to the supervisor.
- 5.14 Inform the Supervisor of any absence from assessment duty a day prior to the date of assessment for appropriate arrangements.
- 5.15 Ensure candidates who have completed the assessment do not leave the assessment room before (thirty) 30 minutes to the end of the assessment.
- 5.16 Such a candidate shall surrender the assessment tool along with the answer script.
- 5.17 Collect answer scripts at the end the assessment period, tally them with the number of candidates present, tally and arrange them as per the nominal roll. The sealing of scripts in the return envelopes must be witnessed as required by the Council. Candidates to remain seated and silent until all answer scripts are verified.
- 5.18 Ensure only authorized persons are allowed into the Assessment room.

6. Industry Expert/Practitioner

- 6.1 Participate as guided by assessment center manager who appoints industry practitioners as part of invigilation and supervision team.
- 6.2 Ensure TVET-CDACC guidelines are followed strictly.
- 6.3 Assess the quality and content of assessment tools administered during invigilation and supervision.
- 6.4 Prepare report on insights on how industry expectations are met in supervision and invigilation.

7. Candidate

- 7.1 MUST uphold integrity of assessment and refrain from all activities that involve assessment malpractice. Ensure that unauthorized materials or gadgets are not smuggled into the assessment area.
- 7.2 Arrive at the assessment venue thirty (30) minutes to the start time and offer self for frisking by designated invigilators.

- 7.3 Ensure they partake the correct registered assessment unit(s) of competency and write the correct TVETCDACC registration details on answer booklet. A candidate SHALL NOT be assessed in a unit of competency that he or she has not been registered for.
- 7.4 Ensure to sign the correct nominal roll upon partaking a registered unit of competency.
- 7.5 A candidate arriving late (30 minutes after the start time as per the timetable) SHALL NOT partake that particular assessment. The candidate SHALL be marked as ABSENT.

B. REMUNERATION RATES FOR CONTRACTED PROFESSIONALS

The following table shall be used in remuneration of the contracted professionals deployed by TVETCDACC to conduct supervision and invigilation:

Sno	Description	Contracted Professionals (As per the TVET CDACC allocation quota)			
		ACM	ACO	Supervisor	Invigilator
i.	1-40	-	-	1000/=	-
	41-200	-	-	1000/=	700/=
	201-400	-	1000/=	1000/=	700/=
	Above 400	1000/=	1000/=	1000/=	700/=

NOTE: TVETCDACC will strictly adhere to the allocation quota and this schedule while processing claims.

C. PRINTING OF ASSESSMENT TOOLS

- A designate supervisor must be present in the printing room, during downloading and printing of all assessment tools.
- All persons involved in the printing and packaging of assessment tools must be vetted for integrity and compliance to the TVET CDACC guidelines. No mobile phones or cameras are permitted in the printing room.
- The council reimburses the printing cost for written assessment tools at the rate of Kes 5.00 per page starting March/April 2025. A maximum of four (4) pages per unit will be reimbursed. Claims should be made on a TVET

CDACC claim form (attached herein) and will be reconciled with the TVET CDACC registration data.

D. USAGE OF ANSWER BOOKLETS

Standard Colour Booklets:

- a) **LEVEL 6** and **LEVEL 5** Courses: Use the standard white colored booklet
- b) **LEVEL 4** and **LEVEL 3** Courses: Use the baby blue colored booklet.

8. GENERAL INSTRUCTION

- 9.1 Ensure that the correct color booklet is used for each level as specified.
- 9.2 Incorrect usage of booklets will result in a breach of Council guidelines
- 9.3 All candidates must write their TVET CDACC registration numbers and duly fill out all the required information on the front cover of the booklets.
- 9.4 Invigilators must double-check that all candidates have filled out their booklets correctly before collection.
- 9.5 An online link and a zipped folder containing softcopy templates will be emailed to official assessment Centre's address.
- 9.6 The ACM, ACO, supervisors and invigilators will fill their bank details, both in the link and in the hardcopy form. The hardcopy be returned to TVETCDACC.
- 9.7 Sealed Return Scripts Envelope should contain the following:
 - i. Answer scripts (booklets)
 - ii. Nominal roll for the unit of competency.
 - iii. Signed incident reports (if any).
- 9.8 Field document envelope
 - i. One attendance register for supervisor(s) and invigilator(s).
 - ii. One supervisor's report
 - iii. Centre manager's report
 - iv. One Bank details form
 - v. One claim form for printing cost re-imburement



Prof. Kisilu M. Kitainge

CEO/COUNCIL SECRETARY



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

SUPERVISION AND INVIGILATION ATTENDANCE REGISTER FOR WRITTEN ASSESSMENT

Assessment series: March/April ☐ July/August ☐ November/December ☐ Year: _____

Assessment Center Code: Assessment Center Name:
 Number of Registered Candidates _____ Number of Registered Units _____
 Week ...ONE...

S/N.	NAME (First, Middle, Last) Be typed for easy legibility	Post (e.g. Supervisor or Invigilator)	21/07/25	22/07/25	23/07/25	24/07/25	25/07/25
1.		Centre manager					
2.		Centre Officer					
3.		Supervisor					
4.							

Supervisor's Name: Phone Number: Signature: Date:
 Centre Manager's Name: Phone Number: Signature: Date:
 Stamp:



**TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

**REPORT ON SUPERVISION OF COMPETENCY BASED ASSESSMENT
SUPERVISOR'S REPORT**

Centre Code: _____ AC Name: _____

County: _____ Sub County: _____

Date: _____

Number of Registered Candidates _____ Number of Registered Units _____

Assessment series: March/April

☐

July/August

☐

November/December

☐

Year: _____

1.0 INTRODUCTION

- Give a general view on what transpired during the exercise and anything worth taking note of
-

2.0 UNITS WITH ISSUES

- *A brief overview of the courses and candidate entry supervised and units that had issues such as not assessed*

S/No	Course(s) Name	Course Code	Unit of Competency	Nature of issue(s)
i.				
ii.				
iii.				

3.0 OBSERVATIONS MADE DURING ASSESSMENT

- Give a general view on what transpired during the exercise and anything worth taking note of.

	Items of Observation	Yes/No
i.	The supervisor(s) attended the TVET CDACC briefing on conduct of written assessment?	
ii.	The invigilator(s) attended the TVET CDACC briefing on conduct of written assessment?	
iii.	The centre/supervisor briefed the candidates on the conduct of assessment?	
iv.	Assessment tools were printed in time as per the assessment timetable?	
v.	Printing of assessment tools was supervised by a designated supervisor at all times?	
vi.	The centre was cooperative and supportive in adhering to TVET CDACC assessment guidelines?	
vii.	Candidates arrived in good time for the assessment?	
viii.	Candidates' identification and frisking was conducted in time?	
ix.	Candidates' scripts were packed and sealed immediately after the assessment?	

4.0 IRREGULARITIES /CHEATING INCIDENTS OBSERVED

- Give very specific and precise details, fill the incident form and attach evidence to support cases of irregularities/cheating if any.

	Course and Level	Unit of Competence	Candidate Name, CDACC reg. no	Incidence and narration
i.				
ii.				

5.0 CHALLENGES FACED DURING THE PROCESS

Challenges and mitigation employed to minimize or overcome them. Inadequate facilities, invigilation challenges, interpersonal work issues etc.

S/N	Challenges	Mitigation measures employed
i.		
ii.		

6.0 RECOMMENDATIONS

Observation and Recommendations for improvement. suggestions for improvement. Give any details for future improvement of the process,

S/N	Observations	Recommendation/Suggestions for improvement
i.		
ii.		

7.0 REPORT PREPARED BY

Name:

PF No.:

Designation:

Signature:

Date:



**TVET CURRICULUM DEVELOPMENT ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

REPORT ON SUPERVISION OF COMPETENCY BASED ASSESSMENT

CENTRE MANAGER'S REPORT

Centre Code: _____ *AC Name:* _____

County: _____ *Sub County:* _____

Date: _____

Assessment series: March/April

☐

 July/August

☐

 November/December

☐

Year: _____

1.0 INTRODUCTION

- Give a general view on what transpired during the exercise and anything worth taking note of
-

2.0 GENERAL CONDUCT OF THE ASSESSMENT

- Give a general view on what transpired during the exercise and anything worth taking note of.

	Items of Observation	Yes/No
i.	The Centre Manager attended the TVET CDACC briefing on conduct of written assessment?	
ii.	The Centre Officer attended the TVET CDACC briefing on conduct of written assessment?	
iii.	The ACM/ACO/supervisor briefed the candidates on the conduct of assessment?	

iv.	The centre safeguarded and restricted access to OTP code, portal password, centre's official email and assessment portal to enhance integrity of assessment process?	
v.	Assessment tools were printed in time as per the assessment timetable?	
vi.	Printing of assessment tools was supervised by a designated supervisor at all times?	
vii.	The centre offered support to facilitate the adherence to TVET CDACC assessment guidelines?	
viii.	Candidates were notified on arrival time and were seated in designated assessment rooms before the timetabled time for their assessment?	
ix.	Candidate were positively identification and frisked?	
x.	Candidates' scripts were delivered for collection in time?	

5.0 CHALLENGES FACED DURING THE PROCESS

Challenges and mitigation employed to minimize or overcome them.

S/N	Challenges	Mitigation measures employed
i.		
ii.		

6.0 RECOMMENDATIONS

Observation and Recommendations for improvement. suggestions for improvement. Give any details for future improvement of the process,

S/N	Observations	Recommendation/Suggestions for improvement
i.		
ii.		

7.0 REPORT PREPARED BY

Name:

PF No.:

Designation:

Signature:

Date:



BANK DETAILS FOR SUPERVISION AND INVIGILATIONS

(To be filled as per the attendance list and be filled online as well)

Assessment Centre Code: _____ Assessment Centre Name: _____ Year: _____

Assessment series: March/April ☐ July/August ☐ November/December ☐

	Designation	Name (As per bank)	ID No.	Phone Number	Bank Name	Bank Branch	Account Number	Days claimed
1.	AC Manager							
2.	AC Officer							
3.	Supervisor							
4.	Invigilator							
5.								

Sign and Stamp

AC Manager's Name: _____



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)
ASSESSMENT INCIDENT REPORT FORM**

To be filled immediately an incident happens

Section I: Assessment Center details (*To be filled by the invigilator*)

1. Center Name:
2. Center Code:
3. Course and Level:
4. Unit of Competency:
5. Unit Code:
6. Assessment series: March/April ☐
 July/August ☐ Year:
 November/December ☐
7. Date: Time:
8. Name of Invigilator:
9. Signature:

I acknowledge and admit to have witnessed the candidate commit the following incident:

- a. Use of prepared and unauthorized written material (Attach) ☐
- b. In possession/Use of mobile phone while assessment is ongoing ☐
- c. Copying or attempting to copy from another candidate during assessment ☐
- d. Any other incident (Describe below) ☐

.....

Section II: Brief Statement by the Invigilator on the nature of the irregularity and action taken (*invigilator to fill the section and attach evidence to the form*)

.....
.....
.....
.....

Section III: Candidate's Statement (*To be filled by the Candidate*)

I am (name) of Identification Number (ID)

..... and registration number (*TVET CDACC registration*)

..... acknowledge and admit to have committed the above.

Yes ☐ No ☐

Brief statement by the candidate:

.....
.....
.....

Pursuant to the assessment rules and regulations I agree to take responsibility of my actions.

Candidate's Signature: Date:

Section IV: Assessment Center Supervisor Confirmation *(To be filled by the supervisor)*

Name of the Supervisor receiving the script(s)/evidence

.....

Date received: Signature:

Section V: Receipt by TVET CDACC Officer *(At the marking center)*

Name of TVET CDACC officer receiving the script(s)/evidence

.....

Date received: Signature:

NOTE: In the event that a student declines, refuses, or otherwise fails to provide comments, explanations, or a response to an incident report, the statement provided by the supervisor/invigilator shall be deemed to be conclusive and final for the purposes of determining the matter, unless compelling evidence to the contrary is subsequently presented.

CDACC/T/ASC/



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION
COUNCIL (TVET CDACC)**

CLAIM FORM FOR PRINTING OF WRITTEN ASSESSMENT

Section I: Assessment Centre Details

Assessment Centre Name:

Center Code: Year:.....

Assessment series: March/April ☐ July/August ☐ November/December ☐

Number of Registered Candidates _____ Number of Registered Units _____

Section II: Assessment Centre's Claim

S/No	Unit of Competency (Written assessment)	Number of registered candidates (A)	Rate @Kshs.20(B)	Total Claim (A*B)
1.				
2.				
3.				
4.				
5.				
6.				
Grand Total				

(Note: Where the number of claimed registered candidates differ with that of TVETCDACC, the TVETCDACC number will take precedent)

Total Claim in words:

Total Assessment Fee Paid: Kshs.

Amount in words.....

Section III: Attachment of supporting documents

I have attached the following documents

- i. Assessment Fee Payment Receipts ☐
- ii. A print of a downloaded Scripts Collection Form ☐

Section IV: Re imbursement Account Details

Bank Name: Branch Name:

Account Name:

Account Number: Bank Code:

eCitizen Account Details:

Centre Manager's Name: Phone:

Signature:

Date:

Stamp:

