



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

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All Principals

National Polytechnics
Technical Training Institutes
Technical and Vocational Colleges
Private Colleges

Managers

Vocational Training Colleges

Vice Chancellors

Universities implementing CBET

RE: GUIDELINES ON ADMINISTRATION OF WRITTEN ASSESSMENT TOOLS FOR THE JULY/AUGUST 2025 ASSESSMENT SERIES

The above subject refers.

Summative Written Assessment is scheduled to begin from 21st July 2025. With the rollout of modularized curricula (**Cycle 03**) from May 2025, the Council has endeavored to ensure all curriculum cycles are adequately catered for in both practical and written assessment.

As assessment centers prepare for the administration of written assessment to duly registered candidates, The Council hereby issues guidelines on the administration of written assessment tools for the July/August 2025 assessment series. The guidelines outline procedures for:

- i. Accessing written assessment tools via the portal.
- ii. Administering written tools for all cycles (Cycle 01, Cycle 02, Cycle 03).
- iii. Adaptation of assessment tools for special needs candidates.
- iv. Packaging, storing, and returning assessment scripts.



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)
GUIDELINES ON ADMINISTRATION OF WRITTEN ASSESSMENT TOOLS FOR
THE JULY/AUGUST 2025 ASSESSMENT SERIES.

The written assessment for the July/August 2025 assessment series is scheduled to begin on 21st July 2025. Considering the recent developments in the TVET sector, particularly, the introduction of modularized curricula, the following guidelines have been developed by the Council to guide assessment centers on the administration of written assessment tools for cycle 01 & 02 and cycle 03 (Modularized Curricula)

1.0 Access to assessment timetable and assessment tools.

Assessment centers should access the assessment schedule and assessment tools for all curricula cycles on the TVET CDACC Portal through the following steps:

Step 1: Log in to the TVET CDACC Portal

Step 2: Select 'Assessment Tools Tab'

Step 3: Select 'Theory Timetable' for the timetable or 'assessment tools' for assessment tools

Step 4: Use appropriate 'series' and 'date' filters

Step 5: Click submit

The assessment timetable and assessment tools availed on the portal include cycle 01, cycle 02 and cycle 03 units of competence that have been registered for the assessment series in each assessment center.

Each assessment tool will be available for download on the portal 1 hour before the commencement of the assessment for each session.

2.0 Administration of Assessment Tools

2.1 Basic Units of Competence

All basic units of competence for all cycles shall be administered between **21st and 24th July 2025** as per the assessment timetable.

Assessment centers shall administer basic units of competence to all candidates according to the cycles they are registered for.

Candidates registered in cycle 02 and cycle 03 courses shall share the same assessment tools for basic units of competency. These assessment tools shall be administered on the same date and at the same time for their respective courses and levels.

Basic units of competence to be administered to candidates for each cycle are as shown in the table below:

Cycle 01 basic units of competence	Cycle 02 & 03 basic units of competence
<ul style="list-style-type: none"> i. Demonstrate Numeracy Skills ii. Demonstrate Communication Skills iii. Demonstrate Digital Literacy iv. Demonstrate Entrepreneurial Skills/Demonstrate Understanding of Entrepreneurship v. Demonstrate Employability Skills vi. Demonstrate Environmental Literacy vii. Demonstrate Occupational Safety and Health Practices 	<ul style="list-style-type: none"> i. Apply Digital Literacy ii. Apply Communication Skills/Apply IT Communication Skills iii. Apply Entrepreneurial Skills iv. Apply Work Ethics & Practices v. Apply Workplace Essential Skills

Administration of wrong basic units of competence assessment tools to candidates shall be treated as an assessment irregularity.

2.2 Technical Drawing and Computer Aided Design

Technical Drawing and Computer Aided Design units of competence may require the use of a computer laboratory equipped with up-to-date CAD software.

Assessment centers are guided should ensure the following:

- i. All drawings produced by candidates are printed in hard copy and attached to each candidate's answer booklet before packaging in the return envelopes.
- ii. All CDs are well labelled, packaged in return envelopes and saved files are well labelled for reference at the marking center.

2.3 Office Administration Assessment Tools

The following units of competence for Office Administration Level 5 and Level 6 shall be administered during the written assessment period as scheduled on the assessment timetable:

- i. Demonstrate Shorthand Skills
- ii. Process Computerised Documents

Assessment centers shall package and submit all answer booklets and CDs for these units of competency to the Council for central marking.

2.4 Cycle 03 Written Assessment

As per the guidelines on administration of assessment for the modularized curricula, courses whose lowest levels begin at Level 5 and Level 6 shall have written assessment for the basic, common and core units.

The Council shall provide written assessment tools for module 1 units of competence for each registered course as per the respective modularized curricula.

Assessment tools shall not be provided for units of competence not in module 1.

3.0 Assessment of Special Needs Candidates

The Council has endeavoured to adapt assessment tools for basic units of competence to special needs candidates enrolled in special TVET institutions. These basic units are as follows:

1. All cycle 01 basic units of competency.
2. Apply Work Ethics and Practices (Cycle 02 and 03)
3. Apply Workplace Essential Skills (Cycle 02 and 03)

4. Apply Digital Literacy (Cycle 02 and 03)

The written assessment tools shall be shared to the TVET special institutions 1 hour before the commencement of assessment as scheduled on the assessment timetable.

Assessment centers shall be required to indicate the nature of the special needs for each candidate on the cover page of their booklets for all the units of competence they have been registered including the common and core units of competence for ease of sorting and identification during marking.

4.0 Packaging of candidates' scripts

- i. Packaging of scripts will be done per cycle for each course. The unit of competence and unit code should be clearly indicated on the return envelopes as they are in their respective cycles. Despite a common unit and/or basic unit of competency being done by several courses, the scripts must be packaged separately for each course per level.
- ii. Ensure that each return envelope contains scripts for one course, level, and unit of competency. Do not mix scripts from different courses, levels, units of competency or cycles in the same envelope.

5.0 Storage and return of candidates' scripts

- i. Return envelopes containing scripts must be returned to the designated storage point at the assessment center immediately after the assessment and secured adequately.
- ii. Ensure that the return of the envelopes is recorded in a return logbook, including the date, time of return and the name of the person returning the scripts.
- iii. Handle all script return envelopes with care to avoid damage.
- iv. Return envelopes should be stored in a secure location until official communication is made on the return modalities of the scripts to The Council.


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CEO/COUNCIL SECRETARY