



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

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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 NOVEMBER/DECEMBER 2025 ASSESSMENT SERIES

The Council appreciates all institutions for their continued collaboration in implementing Competency-Based Education and Training (CBET) and ensuring successful assessment administration. In preparation for the November/December 2025 assessment series, the following important guidelines are issued for your immediate attention and compliance:

1. **Assessment Registration:** Registration for the November/December 2025 series will open on 15th September 2025. All new trainees are to be registered under the Modular Curricula (Cycle 03). The registration will close on 13th October, 2025. Kindly ensure that all new candidates are registered in the

modular curriculum. TVET CDACC has published all the modularized courses in the website to guide you in the registration process.

2. **Clearing of Outstanding Fees:** Institutions are reminded to clear all arrears for previous assessment series before accruing new obligations. Kindly note that results will only be released to institutions that have fully settled their assessment fees.
3. **Continuous Marks and Gaps:** Institutions are advised to review and fill in all the missing marks. These gaps include all continuous marks and summative practical marks for all the cycles. The portal will be opened from Thursday 11th September 2025 to Sunday 14th September 2025 to allow the centers to update the respective marks.
4. **Alignment of Modular Curricula Marks:** The Council has aligned the portal to accommodate the new modular curricula changes. Institutions are expected to update all marks for the modular curricula in accordance with the approved guidelines by 14th September 2025. The Council is also updating additional modular curricula which will be available during registration and will be assessed in November/December 2025 series.
5. **Adherence to Timelines:** During the July/August 2025 series, the Council received numerous late registration requests for the modular curriculum, which strained planning and assessment administration. All institutions are requested to comply with the set timelines to ensure smooth processes and avoid delays.

The Council values your partnership and commitment. We kindly urge all institutions to observe these timelines and directives to ensure efficiency, fairness, and credibility in our assessment processes.

Thank you for your continued support.


Prof. Kisilu M. Kitainge
CEO/COUNCIL SECRETARY

Copy to: Principal Secretary
State Department for TVET