



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 (60)

Date: 29th April 2025

All Principals
National Polytechnics
Technical Training Institutes
Technical and Vocational Colleges
Private Colleges

Managers
Vocational Training Colleges

Vice Chancellors,
Universities implementing CBET

**RE: SUBMISSION OF PRACTICAL ASSESSMENT DOCUMENTS FOR THE
JULY/AUGUST 2025 ASSESSMENT SERIES.**

The above subject refers.

Following the conclusion of CBET Practical assessment for July/August 2025 assessment series, the Council would wish to inform assessment centers that practical assessment Marksheets for this assessment series should be submitted to TVET CDACC offices in Absa Towers, 9th floor, Loita Street, Nairobi from 1st September to 5th September, 2025.

Assessment center managers are required to appoint one representative to submit the practical assessment Marksheets. These representatives are required to provide proof of appointment through an appointment letter, from the Assessment Center Manager and their National Identification Card.

The appointed representatives shall submit the following documents to The Council during this period:

- i. Manual assessment marksheets per unit of competence, for each course assessed.
- ii. Manual assessment marksheets for all units of competence, for the courses assessed.
- iii. Printouts of uploaded summative assessment marks for all units of competence generated from the TVET CDACC portal.
- iv. Candidate attendance registers for practical assessments/Nominal Roll.
- v. Clearance form generated from the portal, for all courses assessed in the assessment center.

All assessment centers are expected to ensure that all practical assessment marks for all duly registered candidates are uploaded to the TVET CDACC portal for **Cycle 1, Cycle 2 and Cycle 3**. Any queries that arise from an assessment center on missing practical assessment marks after submission of practical assessment documents shall not be honored by the Council.

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

Thank you for your continued support.



Prof. Kisilu M. Kitainge.
CEO/COUNCIL SECRETARY