



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: ENHANCED PROCEDURE FOR ACCESSING ASSESSMENT TOOLS AND ADMINISTRATION OF SUMMATIVE THEORY ASSESSMENTS

The TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) wishes to thank all Assessment Centres for their continued commitment to upholding the integrity of the Council's assessment process. As part of ongoing measures to curb the pre-exposure of assessment tools and strengthen the security of assessments, the Council has enhanced the procedure for accessing and administering assessment materials. All Assessment Centres are required to strictly adhere to the following guidelines with immediate effect.

1. Candidate Reporting Time

All candidates must report to their designated assessment rooms and be seated **at least thirty (30) minutes before the commencement of each assessment session.**

2. Signing of the Nominal Roll

Upon arrival at the assessment room, every candidate shall sign the **Nominal Roll** before the assessment materials are downloaded or distributed. Once a candidate has signed the Nominal Roll, they **must remain in the assessment room** until the assessment materials have been issued.

3. Assessment Tool Release

For today's (28th July, 2026) second assessment session, assessment tools will only be available for download from 11:30 a.m. Assessment Centres are required to print both the **Nominal Roll** and the **Attendance Register** before the assessment begins. The Nominal Roll shall be signed by candidates before the assessment commences, while the Attendance Register shall be signed during the assessment.

4. Admission of Late Candidates

Once the Nominal Roll has been signed and retained by the Supervisor, **no additional candidate shall be admitted into the assessment room**. Candidates arriving after the Nominal Roll has been signed shall **not be allowed to sit for that assessment session**. This procedure shall apply to all future assessment sessions.

5. Attendance Register

During the assessment, every candidate must sign the **Attendance Register** to confirm that they sat for the assessment. Supervisors and Invigilators must ensure that the attendance records accurately reflect the candidates who participated in the assessment.

Assessment Centre Managers, Supervisors, and Invigilators are requested to ensure full compliance with the above procedures. These measures have been introduced to safeguard the confidentiality of assessment materials, eliminate cases of pre-exposure of assessment tools, and uphold the credibility and integrity of TVET CDACC assessments.

The Council appreciates your cooperation and continued support in ensuring that all assessments are conducted in accordance with the highest standards of professionalism, fairness, and integrity.



Prof. Kisilu M. Kitainge
CEO/COUNCIL SECRETARY