



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

ABSA Towers (10<sup>th</sup> Floor)  
P.O. Box 15745-00100  
**NAIROBI, KENYA**

Loita Street  
Tel: +254 758 037 608  
Email: [info@tvetcdacc.go.ke](mailto:info@tvetcdacc.go.ke)  
[cdacc.tvet@gmail.com](mailto:cdacc.tvet@gmail.com)

**Ref:** CDACC/CBA 7/1 VOL 13 (18)

**Date:** 21<sup>st</sup> June 2024

### **All Chief Principals**

National Polytechnics  
Technical Training Institutes  
Technical and Vocational Colleges

### **Managers**

Vocational Training Centres

### **Vice Chancellors**

All Universities implementing CBET

## **RE: REVIEW OF PORTIFOLIO OF EVIDENCE CANDIDATES BEING ASSESSED IN JULY/AUGUST 2024 ASSESSMENT SERIES**

TVET CDACC will carry out the above-mentioned activity from the 22<sup>nd</sup> July to in your Assessment Center in accordance with the Council's guidelines on Competency-Based Assessment. (see attached)

Please ensure that the continuous assessment marks are converted as follows:

$(\text{CAM 1} + \text{CAM 2} + \text{CAM 3} \dots) / \text{TOTAL CAM MARKS} * 100 = \text{CT1}$

$(\text{PRAC 1} + \text{PRAC 2} + \text{PRAC 3} \dots) / \text{TOTAL PRAC MARKS} * 100 = \text{CPI}$

*CAM: Continuous Assessment Marks*

*PRAC: Continuous Practical Marks*

Marks should be uploaded into the Council's portal and downloaded in advance before 22<sup>nd</sup> July, 2024. To facilitate this review, documents listed in the attached guidelines should be made available in one centralized location within the institution.

During the activity, trainers responsible for the various units of competency should be present to provide the necessary documents and offer any clarification that may be needed.

We appreciate your cooperation.

A handwritten signature in black ink, appearing to read 'Prof. Kisilu Kitainge', written over a horizontal line.

Prof. Kisilu Kitainge  
**CEO/COUNCIL SECRETARY**

*Encl*



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

### **GUIDELINES ON DOCUMENTATION AND PRESENTATION OF PORTFOLIO OF EVIDENCE**

The portfolio of evidence shall entail the trainee's file and other supporting evidences which shall be maintained by the assessment centre in hard copy (physical file) and/or soft copy (electronic). The trainer and the trainee may work collaboratively to maintain the portfolio of evidence. The hard copy (physical file) shall be organised and have a summary of the documents in the file which are aligned with file dividers.

#### **Hard copy (Physical Files)**

##### **a) Trainee's File**

The trainee file shall be kept in the assessment centre by the head of department. It shall include:

- i. Marked answer scripts for formative assessments as per the attached template.
- ii. Marked observation and product checklists for formative assessments
- iii. Labelled products and/or photos of products.
- iv. Labelled audio visual-clips in CDs, Hard-drives, emails, LMS, online sites and any other where applicable.
- v. Marked checklist for formative oral assessments where applicable.
- vi. Mentoring tool and reports for a trainee who has undertaken full qualification.

**b) Internal assessor's (trainer's) file;**

The internal assessor's file shall include:

- i. Candidates' assessment tools
- ii. Assessor's Guides for assessment tools administered.
- iii. Attendance registers for all formative assessments.
- iv. Mark sheets for formative assessments

**c) Internal verifier's file:**

The internal verifier's file shall include:

- i. Reports/Minutes of Assessment Tools validation meetings.
- ii. Attendance registers of validation meetings.

**d) Assessment centre officer's file**

The assessment centre officer's file shall include:

- i. Copies of mark sheets for all formative assessments.

**Photos and video clips requirements**

**a.** Specifications of photos and video clips shall be as follows:

- i. The video shall be in MP4 format and of high-definition quality i.e. (1280x720 pixels) or higher.
- ii. The video clip shall not be less than 1 minute.
- iii. Photographic images shall be in JPEG format and in high resolution.

**b.** In the practical assessment, the video clips shall capture evidence at critical points of assessment as provided for in the assessment tool.

**Presentation of evidence**

**A.** A trainee's portfolio of evidence (PoE) file shall be organised in the following format:

- a. Title page shall include the candidate's information (Full name, national ID. No., Council's registration number, course, qualification code, Unit(s) of competency, passport size photo).
- b. The file shall have a duly filled folio sheet reflecting its entries and organization.

- c. Evidence shall be arranged as per the administration of the continuous assessment i.e., CAM 1 then CAM 2 etc with their respective observation checklists for every unit where applicable.
- d. Each unit of competency shall have its own section in the file.
- B. The internal verifier shall verify that the evidence provided is authentic, valid, current and sufficient.
- C. The PoE for a trainee with special needs shall be translated and presented in a conventional standard.

