



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

ASSESSMENT MALPRACTICES, REMARKING AND APPEALS PROCEDURE

A. PREAMBLE

This document establishes the procedures for handling malpractices, remarking and appeals in relation to assessments conducted under the mandate of the Technical and Vocational Education and Training Curriculum Development, Assessment, and Certification Council (TVET CDACC). It seeks to ensure procedural fairness, transparency, and integrity in the assessment process, in compliance with relevant laws and regulations.

B. SCOPE AND APPLICATION

This procedure shall apply to all candidates assessed under TVET CDACC and shall govern three distinct processes:

- i. **Malpractice reporting** for candidate found engaging or having engaged in assessment irregularities;
- ii. **Remarking Requests** for candidates contesting the accuracy of their awarded scores; and
- iii. **Appeals** for candidates challenging procedural fairness or alleged irregularities in the assessment process.

The provisions herein shall be binding upon all parties involved in assessment administration, including assessors, candidates, and assessment centres.

PART A: RECORDING AND HANDLING OF ASSESSMENT IRREGULARITIES

1A. IDENTIFICATION OF IRREGULARITIES AT THE ASSESSMENT CENTRE

Irregularities may be identified at the Assessment Centre by invigilators, assessors, or other authorized personnel. Common assessment malpractices include but are not limited to:

- i. Possession of unauthorized materials, including electronic devices.
 - ii. Collusion or impersonation.
 - iii. Copying or seeking assistance from unauthorized sources.
 - iv. Disruptive behavior during the assessment.
 - v. Falsification or alteration of documents.
 - vi. Any other omission or commission by the candidate or assessor during assessment.
- a. Upon identification of an irregularity, the script or evidence shall be confiscated and presented to the Chief Assessor at the Assessment Centre.
 - b. The Chief Assessors to duly fill the incidence report and have the candidate countersign it.
 - c. The candidate may be instructed to leave the center, with the approval of the Centre manager.
 - d. The script and any supporting evidence shall be securely stored by the Chief Assessor and presented to the Committee on Assessment Malpractices and Irregularities for determination and or recommendations.
 - e. The Committee may decide to either Cancel the specific exam for the candidate or cancel all forward exams for the candidate.
 - f. The Committee's decision shall be final and shall be communicated by the Council to the candidate through the Assessment Centre.

1B. IDENTIFICATION OF IRREGULARITIES AT THE MARKING CENTRE

- i. Any irregularity identified during the marking process shall be reported to the Team Lead.
- ii. The Team Lead shall generate an initial report detailing the irregularity and attach supporting evidence.
- iii. The report and evidence shall be forwarded to the Quality Assurance Team for further review.

- iv. The Quality Assurance Team shall generate a Quality Assurance Report based on the findings.
 - v. The Quality Assurance Report, together with the initial report and supporting evidence, shall be forwarded to the Assessment Malpractice and Irregularity Investigation Committee for deliberation.
 - vi. The Assessment malpractice committee shall comprise of:
 - a. Head of the Marking Centre;
 - b. Deputy Director Assessment or their alternate;
 - c. Two members from the Assessment Department;
 - d. Quality Assurance Officers;
 - e. Legal Officer; and
 - f. Any other two members appointed by the CEO.
 - vii. The Assessment Malpractice and Irregularity Investigation Committee shall:
 - a. Review the reports and evidence provided;
 - b. Deliberate on the nature and severity of the malpractice; and
 - c. Make recommendations on necessary actions.
 - viii. The Committee's report with recommendations shall be forwarded to the CEO for review.
 - ix. The CEO shall review and submit the report to the Council for final determination.
 - x. The final decision shall be communicated to the concerned candidates through their assessment center upon release of results.
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PART B: REMARKING PROCEDURE

1B. PROCEDURE FOR REQUESTING REMARKING

- i. A candidate seeking a remarking of their assessment shall submit a formal request through their designated Assessment Centre within fourteen (14) days of receiving the results.
- ii. The request must be accompanied by:
 - a. Duly filled form RE-01
 - b. The candidate's identification and assessment details.
 - c. A written statement outlining the grounds for remarking.

- d. Payment of the prescribed remarking fee.
- iii. The Assessment Centre shall forward the request to TVET CDACC for processing.

2B. REMARKING PROCESS

- (i) The Assessment Department shall retrieve the candidate's script and assign it for re-evaluation by an independent assessor.
- (ii) The script shall be re-marked strictly against the official Assessor's Guide.
- (iii) The revised results shall be communicated to the Assessment Centre within fourteen (14) days from the date of receipt of the request.

2C. DETERMINATION OF REMARKING OUTCOME

- i. Upon completion of the remarking process, the candidate's score may:
 - a. Remain unchanged.
 - b. Increase.
 - c. Decrease.
 - ii. The decision made following the remarking process shall be final and not subject to further appeal.
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PART C: ASSESSMENT APPEALS PROCEDURE

1C. LEGAL GROUNDS FOR APPEAL

A candidate shall have the right to lodge an appeal based on any of the following grounds:

- i. Procedural irregularities, including but not limited to failure to adhere to established assessment procedures.
- ii. Unfair treatment, discrimination, or bias during the assessment process.
- iii. Administrative errors that may have affected the assessment outcome.
- iv. Decisions relating to the cancellation of assessment results.

2C. APPEALS PROCESS

Filing of Appeal

- i. A candidate shall submit a formal appeal through their Assessment Centre within fourteen (14) days of receiving their results.
 - ii. The request must be accompanied by:
 - a. Duly filled form AA-01
 - b. The candidate's identification and assessment details.
 - c. A written statement outlining the grounds for appeal.
 - d. Payment of the prescribed remarking fee.
 - iii. The Assessment Centre shall forward the appeal to TVET CDACC for processing.
 - iv. The Assessment Department shall conduct a preliminary review of the appeal and compile all necessary supporting documentation, including:
 - a. Official assessment reports;
 - b. Minutes of relevant proceedings;
 - c. Justifications for assessment decisions; and
 - d. Decisions to cancel results.
- iv. The compiled evidence shall be forwarded to the Appeals Committee for deliberation.

3C. Evaluation by the Appeals Committee

- i. The Appeals Committee shall be constituted with an odd number of members at all times to facilitate decision-making.
- ii. The Committee shall be composed of:
 - a. **Director, Technical Services.**
 - b. **Deputy Director, Assessment.**
 - c. **Legal Officer.**
 - d. **Quality Assurance Officer.**
 - e. **Any other members appointed by the CEO.**
- (iii) The Committee shall examine all submitted evidence and deliberate on the appeal based on its merits.
- (iv) The Committee shall compile a report containing its findings and recommendations.

(v) The Appeals Committee shall forward its report to the **CEO for approval** before any final decision is communicated to the candidate.

4C. Communication of Appeal Determination

- i. Upon approval the CEO shall formally communicate the decision to the candidate through the **Assessment Centre within** three (3) months.
- ii. The possible outcomes of the appeal shall be:
 - a. **Appeal upheld** where necessary corrections or reassessments shall be undertaken.
 - b. **Appeal dismissed** where the original decision shall stand.
- iii. The decision of the Appeals Committee, once approved by the CEO, shall be **final and binding**.

PART D. GENERAL PROVISIONS

(i) All requests for remarking and appeals **MUST** be submitted within the stipulated timelines and procedure, any appeal or remarking delivered outside the set parameters **SHALL NOT** be considered.

(ii) All deliberations and proceedings under this procedure shall be conducted with **strict confidentiality and impartiality**.

(iii) No candidate shall be subjected to any form of penalty or prejudice for submitting a genuine appeal.

(iv) TVET CDACC reserves the right to amend this procedure as deemed necessary, in accordance with prevailing laws and regulations.

Approved June 2025.