

Ref: TEV/DG/Admin/6

25th November 2020

Circular No. 26 of 2020

To: Principals
Directors
Managers
Registered TEVET Institutions - Zambia

SUBJECT: DELIVERY AND COLLECTION OF TEVET EXAMINATIONS AND ASSESSMENTS MATERIALS

In accordance with the provisions of the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 and TEVET (Amendment) Act No. 11 of 2005, one of the functions of the TEVETA is to regulate and conduct national examinations to be taken by persons attending courses at an institution registered under the Act.

TEVETA now wishes to remind all the registered providers of TEVET programmes that the December 2020 **Examinations and Assessments Session** will be conducted from **7th December 2020 to 18th December 2020**.

TEVETA will deliver the Examinations and Assessments materials to the designated centers in the provinces as tabulated in the matrix below. Please note that **ALL** training providers with exception of those from Lusaka province are requested to collect the Examinations and Assessments materials on **Saturday 5th December 2020 and Sunday 6th December 2020 between 08:00hrs and 16:00hrs** and deliver back the Examination Assessment materials to the designated centers soon after or by **Saturday 19th December 2020 by 16 hours**.

All institutions based in Lusaka province will collect the Examinations and Assessments materials from TEVETA offices on **Saturday 5th December 2020 between 08:00hrs and 16:00hrs** and deliver back to TEVETA on **Saturday 19th December 2020 by 16 hours**. All examination materials **MUST** be delivered within this period. **The authority shall not receive any examination and assessment materials delivered after the stated period.**

