

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.**

COLLECTION AND DELIVERY CENTRES BY PROVINCE

S/N	PROVINCE	COLLECTION CENTRE
1	Lusaka Province	TEVETA Offices
2	Central Province	Kabwe Institute of Technology
3	Copperbelt	Northern Technical College
4	North-Western Province	Solwezi Trades Training Institute
5	Luapula Province	Mansa Trades Training Institute
6	Northern & Muchinga Province	Lukashya Trades Training Institute
7	Western Province	Mongu Trades Training Institute
8	Eastern Province	Chipata Trades Training Institute
9	Southern Province	St. Mawaggali Trades Training Institute (Choma)

At the end of the examination session, all Training Providers are expected to submit the following:

- (i) Detailed Report(s) on any Case(s) of Malpractice which must be packaged and clearly labelled with the name of the institution, and addressed for the attention of TEVETA Director General – TEVETA. The report(s) must be delivered to the examination materials collection & delivery centre in the province;
- (ii) Candidates Attendance registers and Invigilation reports packaged together with Answer Scripts;
- (iii) Examination Entry Slips packaged and clearly labelled with the name of institution and handed over to the TEVETA representatives at the examination materials collection centres.

Notes

1. A candidate not appearing on the examination registers **MUST NOT BE ALLOWED TO SIT FOR AN EXAMINATION OR ASSESSMENT**. Therefore, all institutions are expected to verify the examinations registers before the dates of the examinations to ensure that all eligible candidates have been correctly captured on the examination registers. Training provider shall not have access to Examination and Assessment Registers if they have not paid the necessary examination fees. In the case of student on a Ministry of Higher Education Bursary Scheme, training providers are requested to make necessary arrangement with

the Authority to have such students cleared to sit for Examinations and Assessments.

2. Training Institutions are also reminded that the window on LDMS for uploading of continuous assessments results for the December 2020 examination session closes on **4th December 2020**. Please ensure that continuous assessment results uploaded on the Learner Data Management System (LDMS) bears correct details which include the correct candidate's examination numbers and subject codes. **As was agreed during the last Principal's Forum meeting held in Livingstone on 13th November 2020, TEVETA shall not receive and process any student continuous assessment results that will be sent to the Authority after due date. Please take this as an official notification.**
3. Furthermore, to enhance the security of the examination and assessment, the Authority has with immediate effect introduced a new answer booklet with enhanced feature such as a serial number and with provision for a student to endorse their signature. The examination register and examination entry slip has also been modified to include provision for the student to insert their answer booklet serial number. Therefore, the training providers are requested to ensure that the students sign their answer booklets, examination register and examination entry slip and also insert their answer booklet serial number on the register and examination entry slip.
4. Principals are requested to appoint and orient local invigilators on the invigilation guidelines. This is In line with the 2020 Regulations on the conduct and administration of TEVET Examinations and Assessments, section 6.6.1 and 6.6.2. They are also requested to ensure that local invigilators sign an oath of secrecy (**template attached**) and orient candidates to examination and assessment regulations before the commencement of the December 2020 Examination and Assessment session (section 6.6.4).



Cleophas Takaiza

DIRECTOR GENERAL

**TECHNICAL EDUCATION, VOCATIONAL AND ENTREPRENEURSHIP TRAINING
AUTHORITY**