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**Guidelines for the Administration and Management of  
Continuous Assessment in TEVET Institutions in Zambia**

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Board Approved

AUGUST 2023

**Preface**

This continuous assessment (CA) guidelines document was prepared by the Technical Education Vocational and Entrepreneurship Training Authority (TEVETA) in consultation with various stakeholders. It contains guidelines for proper administration of continuous assessments in training institution registered with the Authority. Training institutions are obliged to adhere to all the guidelines contained in this document in the administration of CA.

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## Acronyms

<b>CA</b>	Continuous Assessment
<b>LDMS</b>	Learner Data Management System
<b>TEVET</b>	Technical Education, Vocational and Entrepreneurship Training
<b>TEVETA</b>	Technical Education, Vocational and Entrepreneurship Training Authority

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## Definition of Terms

<b>Academic Board of Studies:</b>	An internal Board in a training institution charged with the responsibility for managing the academic performance of the institution.
<b>Assessment:</b>	The wide variety of methods or tools that educators use to evaluate, measure, and document the academic readiness, learning progress, skill acquisition, or educational needs of students.
<b>CA:</b>	This is an evaluation of a students' performance and progress throughout the course of study as distinct from final examinations.
<b>CA Administration:</b>	The process of executing the CA activity.
<b>CA Management:</b>	The coordination of resources including people and procedures for handling CA.
<b>Chief Internal Examiner:</b>	A person who is qualified and accredited by the Authority to be responsible for the co-ordination and supervision of the administration and management of CA and shall hold the position of Vice Principal/Training Manager, or the equivalent in an institution.
<b>Formative Assessment:</b>	An assessment that is applied as part of the learning and teaching process and therefore occurs during the learning experience.
<b>Master copy</b>	A record copy of all the consolidated CA for all the programmes offered in the training institution.
<b>Reliability:</b>	Refers to the degree to which scores from a particular test are consistent from one use of the test to the next.
<b>Sanctions:</b>	Punitive action taken against non-complying training institutions to the set standards.
<b>Summative Assessment:</b>	Assessment that is administered at the end of the learning experience to determine the achievement leading to the award of a qualification.
<b>TEVET Institution:</b>	An institution registered to offer training as prescribed under the TEVET Act No.13 of 1998 read together with the TEVET Amendment Act No. 11 of 2005.
<b>Validity:</b>	Refers to the degree to which a test score can be interpreted and used for its intended purpose.
<b>Verification of CA:</b>	An evaluation of continuous assessment records to determine their validity.
<b>Internal Examination:</b>	Refers to an examination administered in the examination term with content covering the whole academic year, but before the TEVETA end of year summative examination.
<b>Examination Term:</b>	Refers to a term in which the student is scheduled to sit for TEVETA end of year Summative examination.

## **1. Introduction**

The Technical Education, Vocational and Entrepreneurship Training Authority (TEVETA) was established under the Technical Education, Vocational and Entrepreneurship Training (TEVET) Act No. 13 of 1998 read together with the TEVET (Amendment) Act No. 11 of 2005 to regulate, coordinate and monitor TEVET in consultation with industry, employers, employees, and other stakeholders.

One of the functions of TEVETA is to conduct assessments and examinations relating to technical education, vocational and entrepreneurship training. Quality of assessments and examinations is an important aspect of the teaching and learning process. The TEVETA assessment system is managed and administered through:

- a) Formative Assessment, in this case Continuous Assessments (CA), which is administered by training institutions.
- b) Summative Assessments that are administered by TEVETA.

To ensure reliability and validity of continuous assessments, TEVETA monitors and verifies the management of CA in the Training Institutions.

These guidelines have been developed to facilitate the effective administration and management of Continuous Assessment by TEVETA and its stakeholders.

These guidelines shall be reviewed after every three years or whenever need arises.

## **2. Purpose**

The purpose is to standardize and enhance the quality of assessment by providing a framework for effective administration of valid and reliable CA.

## **3. Objectives**

The objectives of the guidelines are:

- a) To ensure effective management of Continuous Assessment in TEVET.
- b) To ensure adherence to set standards in the administration of Continuous Assessment.
- c) To ensure timely submission of Continuous Assessment by all stakeholders.

## **4. Roles of Stakeholders**

The key stakeholders in the management of CA are Training Institutions, Lecturers, Students and TEVETA.

The Table below illustrates the roles to be played by the stakeholders in the administration of CA.

**Table 1: Roles of Stakeholders**

NAME OF STAKEHOLDER	ROLES OF STAKEHOLDER
<b>TEVETA</b>	<ol style="list-style-type: none"> <li>1. Conduct CA verification for all TEVET institutions to confirm validity, reliability and usability of assessment instruments.</li> <li>2. Provide institutions with an assessment and examination activity schedule.</li> <li>3. Provide a platform for submission of CA results.</li> <li>4. Determine the eligibility of students to sit for the summative examinations.</li> <li>5. Provide templates for standard documents such as mark sheets, compliance certificate, and other necessary documents to standardize CA.</li> </ol>
<b>Training Institution/ Academic Board of Studies</b>	<ol style="list-style-type: none"> <li>1. Prepare an academic calendar indicating when the CA will be administered.</li> <li>2. Ensure validity, reliability, and usability of assessment instruments.</li> <li>3. Show proof of test item development approval process.</li> <li>4. Avail documentation relating to management of CA for verification such as:               <ol style="list-style-type: none"> <li>4.1 Teaching file                   <ol style="list-style-type: none"> <li>4.1.1 Daily marked subject registers.</li> <li>4.1.2 Copy of the curriculum of the programme.</li> <li>4.1.3 Schemes of work.</li> <li>4.1.4 Lesson plans.</li> <li>4.1.5 Student performance sheets.</li> <li>4.1.6 Samples of tests and assignment question papers.</li> <li>4.1.7 Marking guides/keys.</li> <li>4.1.8 Samples of question papers for Projects</li> <li>4.1.9 Samples of Projects.</li> </ol> </li> <li>4.2 CA master copy</li> <li>4.3 Students Files</li> <li>4.4 Projects were applicable and model answers.</li> </ol> </li> <li>5. Administer and manage CA in the institution.</li> <li>6. Verify and sign-off students' CAs before submitting to TEVETA.</li> <li>7. Moderate CA results.</li> <li>8. Ensure a compliance certificate is prepared and submitted to TEVETA.</li> <li>9. Analyse CA results in terms of improvement in teaching and learning process.</li> <li>10. Upload students CA results on Learner Data Management System (LDMS) on termly basis.</li> <li>11. Publish CA results at institutional level for students' verification.</li> </ol>
<b>Trainer</b>	<ol style="list-style-type: none"> <li>1. Administer CA in accordance with institutional academic calendar.</li> <li>2. Prepare assessment instruments (Question papers, projects, marking keys and model answers based on an approved TEVETA curriculum).</li> <li>3. Mark and record student results on performance sheets.</li> <li>4. Prepare CA results for student verification.</li> <li>5. Verify CA results against master copy.</li> <li>6. Analyse CA results as a means of improving the teaching and learning process.</li> <li>7. Maintain the following documentation relating to management of CA for verification.</li> </ol>

	<p>7.1 Teaching file.</p> <p>7.2 Projects and model answers for practical lessons.</p>
<b>Students</b>	<ol style="list-style-type: none"> <li>1. Adhere to prescribed CA Activity Schedule.</li> <li>2. Maintain CA records (Marked assignments, tests, and projects).</li> <li>3. Avail CA files for verification.</li> <li>4. Verify published CA results.</li> </ol>

## 5. Management of Continuous Assessment

### 5.1 Benefits of Continuous Assessment

Continuous assessment shall include practical tasks, tests, internal examinations, written assignments, and projects depending on the programme of study. CA is an important component in the delivery of training. The following are benefits that accrue when CA is implemented:

- 5.1.1 Re-enforcing students learning.
- 5.1.2 Measuring students learning.
- 5.1.3 Assessing the students' practical competences.
- 5.1.4 Providing feedback to the students and lecturers on progress in the learning process.
- 5.1.5 Motivating students and lecturers to work hard throughout the programme.

### 5.2 Procedures for Administration of Continuous Assessment

- 5.2.1 The Institution shall constitute an internal Academic Board of Studies comprising of the Principal, Vice Principal or Training Manager, Chief Internal Examiner, Heads of Department/Section and lecturers. The responsibility of the Board shall be to moderate the CA instruments and results to ensure content validity and reliability.
- 5.2.2 Training providers shall develop and implement an internal quality assurance system for continuous assessment administration. The internal quality assurance system shall consist of the following but not limited to:
  - 5.2.2.1 Academic calendar for administration of CA.
  - 5.2.2.2 Timeframe for setting, marking, publishing and verification of results.
  - 5.2.2.3 Checklist for approval of assessment instruments in line with the learning outcomes.
  - 5.2.2.4 Moderation mechanisms for CA instruments and results.
  - 5.2.2.5 Approval process of submitted CA.
  - 5.2.2.6 Process for uploading of CA on the Learner Data Management System (LDMS).

### **5.3 Monitoring of Continuous Assessment Administration**

5.3.1 TEVETA shall monitor the continuous assessment administration and management at the Institutions. The Head of an Institution shall be required to make available the following:

5.3.1.1 Minutes of the Academic Board of Studies meetings.

5.3.1.2 Trainer's teaching files that must have documents that include the following:

5.3.1.2.1 Daily marked subject registers.

5.3.1.2.2 Copy of the curriculum of the programme.

5.3.1.2.3 Schemes of work.

5.3.1.2.4 Lesson plans.

5.3.1.2.5 Student performance sheets.

5.3.1.2.6 Samples of tests and assignment question papers.

5.3.1.2.7 Marking guides/keys.

5.3.1.2.8 Samples of question papers for Projects.

5.3.1.2.9 Samples of Projects.

5.3.1.3 Master copies of continuous assessment results.

5.3.1.4 Student's subject files containing the following documents.

5.3.1.4.1 Test question papers.

5.3.1.4.2 Assignment question papers.

5.3.1.4.3 Question papers for Projects.

5.3.1.4.4 Marked scripts for tests, and assignments.

5.3.1.4.5 Practical projects and reports where applicable.

5.3.2 In addition, the Principal shall submit reports and minutes of the Academic Board of Studies to TEVETA on a termly basis together with the CA results.

### **5.4 Uploading of Continuous Assessment Results**

5.4.1 Training Providers shall upload correct, valid, and reliable CA results directly on the Learner Data Management System (LDMS) upon verification by the Academic Board of Studies. The CA shall be submitted at the end of every academic term.

5.4.2 TEVETA shall provide feedback to the training institutions on the submitted CA.

5.4.3 The continuous assessment results shall be aggregated to the final summative assessment results by TEVETA.

## **6. Composition of Academic Board of Studies**

Training Institutions shall be required to constitute an Academic Board of Studies to oversee the management and administration of CA. The Head of the Training Institution shall be responsible for the overall coordination and management of CA.

### **6.1. The Academic Board of Studies will constitute the following:**

- 6.1.1 The Principal.
- 6.1.2 The Vice Principal/Training Manager.
- 6.1.3 The Chief Internal Examiner (if not the Training Manager, then its equivalent).
- 6.1.4 All academic staff.

### **6.2. Functions of Academic Boards of Studies.**

- 6.2.1 Develop an internal quality assurance system of how CA shall be conducted in the institution in compliance with TEVETA guidelines.
- 6.2.2 Ensure that the Trainers/Lecturers prepare continuous assessment instruments in line with the syllabus.
- 6.2.3 Conduct Academic Board of Studies meetings which shall be chaired by the Head of the institution.
- 6.2.4 Maintain the minutes of Board of studies meetings.
- 6.2.5 Maintain a record of all CA related activities in the institution.
- 6.2.6 Compile a consolidated CA master copy.
- 6.2.7 Verify CAs before uploading and sending to TEVETA.
- 6.2.8 Hear and determine appeals from students.
- 6.2.9 Act on malpractice cases.

### **6.3. Other Measures to Consider when Validating CA Test Items**

- 6.3.1 Use different test items (Practical, project, multiple choice, completion type, case studies and essays).
- 6.3.2 Avoiding copy and paste practices.
- 6.3.3 No question should be repeated, until after at least 3 years.
- 6.3.4 No plagiarism.
- 6.3.5 Adherence to curriculum requirements

## 7. Administration of Continuous Assessment

Each year, the institution shall administer CA as follows:

### 7.1 The total CA marks.

The pass mark shall be in accordance with the curriculum. The CA shall constitute 40% to the final marks. The remaining 60% shall be from the summative examination. For the continuous assessment mark to be added to the summative results, a candidates will be required to have obtained at least 50% in their continuous assessment results per course.

### 7.2 The number of CAs to be administered.

There shall be six (6) CAs assessments administered per course per year with an exception of an Institution that uses Dual Mode Training System and Competence Based Training that will have separate guidelines developed by TEVETA. These shall comprise of an assignment and an end of test/internal examination per term.

The weightage of the CA shall be as follows:

7.2.1 Theory and practical tests shall consist of the marks of 30 broken as follow:

7.2.2 When an academic year has three terms

7.2.2.1 Term 1	8 Marks
7.2.2.2 Term 2	10 Marks
7.2.2.3 Term 3	12 Marks

7.2.3 When an academic year has two terms (*When students are on industrial break for one term*)

7.2.3.1 Term 1	14 Marks
7.2.3.2 Term 2	16 Marks

7.2.4 Assignments shall consist of the mark of 10 broken down as follows:

7.2.5 When an academic year has three terms

7.2.5.1 Term 1	2 Marks
7.2.5.2 Term 2	4 Marks
7.2.5.3 Term 3	4 Marks

7.2.6 When an academic year has two terms (*When students are on industrial break for one term*)

7.2.6.1 Term 1	4 Marks
7.2.6.2 Term 2	6 Marks

**Note: Candidates shall only be eligible for a summative examination upon passing Continuous Assessments with a minimum of 50%. The contents of the assignments and tests must cover all the learning outcomes for that specific period.**

### **7.3 Security and Confidentiality of Test items**

**To ensure the security and confidentiality of test items the institution shall:**

- 7.3.1 Engage the Staff and Student unions to sensitize their members on the dangers of involvement in examination malpractices.
- 7.3.2 Deal with any member of staff found breaking the rules on the security and confidentiality of test items in line with the institution's disciplinary code of conduct.

### **8. Communication of Continuous Assessment Results to students**

Training institutions shall ensure that the students at the beginning of the academic year are communicated to on how and when the continuous assessment shall be conducted. Training Institutions shall ensure that all CA results are communicated to the students before they sit for the summative exam. In like manner, TEVETA shall ensure that the CA results are uploaded on the Learner Data Management System before the summative examinations are conducted.

### **9. Maintenance of Continuous Assessment Records**

The primary responsibility of maintaining CA records is for the Lecturer. The Lecturer must maintain accurate and verifiable records of the assessment instruments and the continuous assessment marks for the students. Copies shall be maintained by the Head of Department and Academic Board of Studies. These shall be made available upon request by TEVETA when conducting the external verification exercise.

A copy of the CA Records will also be maintained by the Academic Board of Studies. The Institution will also ensure that students maintain records of the continuous assessment that may have been conducted. In like manner, these records will also be subjected to verification by TEVETA.

### **10. Sanctions**

The following are the sanctions that the training institutions, trainers/lecturers, and students shall face when the rules governing the maintenance of CA are not followed:

- 10.1 Where continuous assessment records are not available during the monitoring visits, and subsequently, the continuous assessment not verified by TEVETA, learners shall be deemed not to have taken any assessments during course of study. The CA accrued results will be rejected.
- 10.2 Continuous assessment which does not conform to the TEVETA prescribed guidelines after exhausting the verification process as provided for under the roles and responsibilities in Clause 4 of these guidelines shall be considered null and void.
- 10.3 In cases where continuous assessment results are not submitted online, TEVETA shall not accept hard copies or emailed copies of the continuous assessment results.

- 10.4 CAs that will be submitted after the set deadline shall not be considered.
- 10.5 Students that fail to score at least 50% of CA shall not be eligible to sit for summative examination. Such a student will be required to resit all the CA assessments in the failed subject/s. Only two (2) opportunity will be availed to resit and pass CA. Any student failing CA in the second attempt will be required to repeat the course/s
- 10.6 Trainers that do not comply with the CA regulations shall be handled through the disciplinary procedure of their institution.
- 10.7 Trainers involved in CA malpractice shall have their accreditation status cancelled by TEVETA.
- 10.8 Where a training institution fails for the first time, within the period prescribed by the Authority, to comply with the guidelines on the conduct and administration of continuous assessment results, the Authority will issue a first warning to the Principal through the Management Board of an intention to cancel the registration of the institution in accordance with the provisions of the TEVET Act Number 13 of 1998 read together with TEVET (amendment) Act number 11 of 2005.
- 10.9 Where a training institution fails for the second time, within the period prescribed by the Authority, to comply with the guidelines on the conduct and administration of continuous assessment results, the Authority will issue a final warning to the Principal through the Management Board on an intention to cancel the registration of the institution in accordance with the provisions of the TEVET Act Number 13 of 1998 read together with TEVET (amendment) Act number 11 of 2005.
- 10.10 Where a training institution fails for the third time, within the period prescribed by the Authority, to comply with the guidelines on the conduct and administration of continuous assessment results, the Authority will cancel the registration of the institution in accordance with the provisions of the TEVET Act Number 13 of 1998 read together with TEVET (amendment) Act number 11 of 2005.

## **11. Appeal Process**

In the case where the training institution is not satisfied with the sanction meted, the training institution shall appeal to the Minister on any decision made by the Authority within 7 working days.

## **12. Implementation**

These guidelines will be implemented through a statutory instrument that will be issued by the Minister of Technology and Science under authority of section 26 of the TEVET Act no 13 of 1998.

**Bibliography**

- Regulations on the Conduct and Administration of TEVET Examinations and Assessments (2020)
- Minimum Training Standards
- Inspection Reports
- TEVET Act No. 13 of 1998
- TEVET Amendment Act No.11 of 2005

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