



EXAMINATION AND ASSESSMENT TIME-TABLE
2024 TRADE TESTING AND SKILLS AWARD PROGRAMMES

SITTING : JULY/AUGUST 2024 SESSION

LEVELS (ZQF3, II ,III) & Skills Award

THE TRADE TEST AND SKILLS AWARD PROGRAMME EXAMINATION AND ASSESSMENTS WILL BE CONDUCTED ON THE DATES SHOWN IN THE TIME-TABLE BELOW IN ACCORDANCE WITH THE GUIDELINES FOR THE CONDUCT AND ADMINISTRATION OF TEVETA EXAMINATION IN ZAMBIA

DAY/DATE	MORNING SESSION 09:00 – 12:00 HOURS	AFTERNOON SESSION 14:00 – 17:00 HOURS
FRIDAY 26/07/2024	<ul style="list-style-type: none"> • Orientation of candidates on examination guidelines • Orientation of Invigilators on examination guidelines • Signing of Oath of Secrecy by the invigilators • Signing of Examination Malpractice declaration statement by the candidate . 	
MONDAY 29/07/2024	1. LEVELS I & II (ONLY) - THEORY 2. LEVEL III & SKILLS AWARD - TRADE PRACTICE	1. LEVELS I & II - FREE 2. LEVEL III & SKILLS AWARD - TRADE PRACTICE
TUESDAY 30/07/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
WEDNESDAY 31/07/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
THURSDAY 01/08/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
FRIDAY 02/08/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
SATURDAY 03/08/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
SUNDAY 04/08/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)

NOTES:

1. Invigilation Report, Registers, Scripts and Mark sheets **must** all be enclosed in the sealed tamper evident bag for answer scripts and marking guides.
2. Completed Marking Sheet must be enclosed in the package, and **no copies** in any form hard or electronic should remain with the institutions.
3. The number of answer scripts/marketing guides enclosed **must only** be for the candidates assessed and on official register.
4. Candidates not appearing on official register **must not be allowed** in the examination room or workshop for practical.
5. Both theory scripts and practical marking guides must be marked and recorded correctly on the official mark sheet before enclosing them in the package.
6. All examination sessions should start on time as indicated on the time table.
7. A candidate who arrives late for the examination and assessment shall at the discretion of the Invigilator be admitted given up to **30 minutes** after the beginning of the examination and assessment, but no extra time shall be allowed.