



EXAMINATION AND ASSESSMENT TIME-TABLE

2024 TRADE TESTING AND SKILLS AWARD PROGRAMMES

SITTING : NOVEMBER/ DECEMBER 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 29/11/2024	<ul style="list-style-type: none"> • Orientation of candidates on examination guidelines • Orientation of Invigilators on examination guidelines • Signing Oath of Secrecy by Invigilators • Signing of Examination Malpractice Declaration Statement by each registered candidate 	
MONDAY 02/12/2024	1. LEVELS I & II (ONLY) - THEORY 2. LEVEL III & SKILLS AWARD - PRACTICAL	1. LEVELS I & II - FREE 2. LEVEL III & SKILLS AWARD - PRACTICAL
TUESDAY 03/12/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
WEDNESDAY 04/12/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
THURSDAY 05/12/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
FRIDAY 06/12/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
SATURDAY 07/12/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)
SUNDAY 08/12/2024	TRADE PRACTICE (ALL PROGRAMMES)	TRADE PRACTICE (ALL PROGRAMMES)

NOTES:

1. Attendance registers: a copy of the attendance register must be enclosed in the tamper evident package for answer scripts.
2. Marking Sheet: a copy of the completed marksheet must be enclosed in the package.
3. The number of scripts packed must only be for the candidates assessed.
4. Candidates not appearing on official register must NOT be allowed to participate in the examination, Theory or Practical assessment.
5. Both Theory and Practical scripts must be marked and recorded on the official mark sheet.
6. All examination sessions should start on time as indicated on the time table. The institution/centre will be penalised for starting the examinations late or earlier than the stipulated time.
7. Invigilation Report, Registers, Scripts and Mark sheets must all be enclosed in the sealed tamper evident bag.
8. All scores must recorded on official examination Mark Sheet for candidates on register only.
9. The assessor should ensure that the scores recorded on marksheet are authentic, verified and consistent with the registered candidates who are present for the examination only.
10. A candidate who arrives late for examinations and assessment shall at the discretion of the invigilator be admitted, given up to 30 MINUTES after the beginning of the session, but NO extra time shall be allowed.