



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

ABSA Towers (10th Floor)
P.O Box 15745-00100
NAIROBI, KENYA

Loita street
Tel +254 758 037 608
Email: info@tvetcdacc.go.ke

Ref. No.: CDACC/ADM 1/37 VOL. 4 (134)

Date: 26th January, 2026

All Principals

National Polytechnics
Institutes of Science and Technology
Technical Training Institutions
Technical Vocational College
Private Colleges

Vice Chancellors

All Universities Implementing CBET

Managers

Vocational Training Centres

**RE: VERIFICATION OF PORTFOLIO OF EVIDENCE FOR CANDIDATES
BEING ASSESSED IN MARCH/APRIL 2026 ASSESSMENT SERIES**

The above subject refers.

External verification of Portfolio of Evidence (PoE) is a continuous process, thus as an institution you are expected to be ready for verification at any time during the training. For candidates registered for the March/April 2026 assessment, their PoEs shall be verified anytime from 9th February to 20th March 2026.

Please ensure that the Portfolio of Evidences are available as per the attached guidelines. The continuous assessment scoresheets (see attached template) should be updated after every formative assessment for the purpose of verification.

During the activity, TVET CDACC will be providing extensive guidance to your trainers on documentation of evidence related to training and formative assessment. Therefore, trainers responsible for assessing the units will be required to be present and provide the documents listed in the attached guidelines.

We appreciate your cooperation.


Prof. Kisilu M. Kitainge
CEO/COUNCIL SECRETARY

Encl.



TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION COUNCIL (TVET CDACC)

GUIDELINES ON DOCUMENTATION AND PRESENTATION OF PORTFOLIO OF EVIDENCE

A portfolio of evidence is a set of carefully selected, gathered and organised pieces of information that attest and prove that a trainee has successfully acquired skills against the Occupational Standards and fully complied with the requirements of the Competence Based Assessment. Scores awarded in formative assessments **MUST BE** in-line with the Assessment Requirements and Performance Criteria Weighting (PC weighting) as stipulated in the curriculum support documents. Compilation of the Portfolio of Evidence (PoE) shall be based on the Assessment Requirements.

The portfolio of evidence shall be organised in a manner that is easy to verify. It shall contain a summary of its contents and the contents be arranged per unit of competence. Different forms of supporting evidence, shall be maintained by the assessment centre in softcopy (electronic) and/or hardcopy (physical file). The trainee, trainer and verifier shall work in close collaboration to improve the quality of training and continuous formative assessments through provision of necessary and timely feedback to the trainee throughout the training period. Assessment Centres are highly encouraged to maintain e-PoE (digital evidence) whenever possible.

A. TYPES OF EVIDENCE

A variety of evidence should be adapted to demonstrate trainee's competence. These include, but not limited to direct evidence, indirect evidence, third party reports, formative assessment evidence and learning outcome-based training evidence.

B. FORMS OF EVIDENCE

Evidence can be in form of artifacts, physical products, labelled products, video clips on practical tasks, project work, interviews, speeches, oral presentations, photographs of artifacts, collaborative working, award ceremonies, filled questionnaires, filled mentoring tool, letters to clients, labelled audio visual-clips, marked observation checklists and marked product checklists with clear timely feedback to the candidate.

C. RULES AND PROPERTIES OF EVIDENCE

Evidence gathered in the Portfolio of Evidence (PoE) must be:

- a) **Authentic:** The evidence must be candidate's own work and should clearly demonstrate competencies acquired through training, industrial attachment, or workplace practice as required by TVET CDACC occupational standards.
- b) **Relevant:** The evidence must directly relate to the specific units of competence, elements and performance criteria outlined in the TVET CDACC approved curriculum.
- c) **Valid:** The evidence should accurately demonstrate the competence being assessed, focusing on practical skills, applied knowledge and attitudes.
- d) **Sufficient:** The portfolio should contain adequate evidence to prove consistent and repeatable performance across all required elements of competence and range statements.
- e) **Current:** The evidence must be recent and reflect the candidate's present level of competence, in line with TVET CDACC assessment guidelines and industry practices.
- f) **Reliable:** The evidence should be consistent and dependable, such that different TVET CDACC accredited assessors reviewing the same PoE would reach similar assessment decisions.
- g) **Verifiable:** The evidence must be supported by confirmation documents such as assessor or trainer's signatures, supervisor's reports, mentorship report, dated photographs, videos, workplace records or assessment checklists as required.
- h) **Well-organized:** The PoE should be systematically arranged, clearly labeled, indexed, and mapped to the relevant TVET CDACC units of competence to allow ease of assessment and verification.
- i) **Compliant with TVET CDACC Guidelines:** The portfolio must adhere to TVET CDACC assessment and verification requirements, including correct formatting, mapping of evidence and proper documentation for internal and external verification.

D. E-PORTFOLIO OF EVIDENCE (DIGITAL EVIDENCE)

An ePortfolio of Evidence is a digitally organised collection of files that demonstrate learner's skills, knowledge, and competence against specific units of competence.

- a) **Photographic evidence** which shows tools, equipment, processes and completed tasks;
- b) **Video evidence** that demonstrates the learner performing practical procedures and using machinery correctly;
- c) **Audio evidence**, such as recorded explanations, responses or reflective accounts of learning.
- d) **Scanned documents**, including signed logbooks, job cards, assessment checklists, and employer evaluation forms.
- e) **Digital text documents** such as project reports, assignments and reflective journals.

- f) **Screenshots and system-generated records** that capture software use, online assessments, activity logs and time-stamped submissions, all of which collectively provide verifiable proof of competence.

E. ORGANISATION OF HARDCOPY OR SOFTCOPY FILES

a) Trainee's File

The trainee file shall be maintained in either hard or soft copy. It should be accessible in the assessment centre by the head of department, TVET CDACC verifier and/or any other authorised person. It shall include evidence as stipulated in the described in the types and forms of evidence section.

b) Internal assessor's (trainer's) file;

The internal assessor's file shall include:

- i. PC weighting document
- ii. Candidates' assessment tools
- iii. Assessor's Guides for assessment tools administered.
- iv. Attendance registers for all formative assessments
- v. Scoresheets for formative assessments
- vi. Assessment requirements guide
- vii. List of absent candidates

c) Internal verifier's file:

The internal verifier's file shall include:

- i. Reports/feedback on verification.
- ii. Minutes of Formative Assessment Tools validation meetings
- iii. Attendance registers of validation meetings.
- iv. List of absent candidates

d) Assessment centre officer's file

The assessment centre officer's file shall include:

- i. Copies of scoresheets for all formative assessments.
- ii. Candidates' registers
- iii. List of registered Courses and units of competence

F. VIDEOS CLIPS AND PHOTOGRAPHS REQUIREMENTS

Videos and photographs **MUST** be authentic and contain trainee identification details. They **MUST** demonstrate a trainee performing one or more critical task(s) that supports attainment of the learning outcome(s), without dwelling on unnecessary evidence. Specifications of photos and video clips shall be as follows:

- i. The video shall be in MP4 format and of high-definition quality i.e. (1280x720 pixels) or higher.
- ii. A video clip shall not be less than 30 seconds and not more than 4 minutes.

- iii. Photographic images shall be in JPEG format and in high resolution and duly present critical learning outcomes. ONLY SERVE TO SUPPORT VIDEO AND OTHER FORMS OF EVIDENCE.

G. PRESENTATION OF EVIDENCE

A trainee's portfolio of evidence (PoE) file shall be organised in the following format:

- a. For online portfolios, suitable software may be used to maintain evidence or an online repository. In either case, it should be well described, easy to navigate and contain candidate's information.
- b. Candidates' ePoE should contain the main folder with candidate's information. This folder should contain subfolders, which are labelled per registered unit of competence and contain clear evidence arranged per element or learning outcomes.
- c. For a hardcopy portfolio, the title page shall include the candidate's information (Full name, national ID. No., TVET CDACC registration number, course, qualification code, unit(s) of competence, passport size photo).
- d. The file shall have a duly filled folio sheet that shows its entries and organization.
- e. Each unit of competence shall have its own section in the file/folder and well partitioned.
- f. The internal verifier's approval that the evidence provided is authentic, valid, current and sufficient.
- g. The PoE for a trainee with special needs shall be translated and presented in a conventional standard.

H. COMPUTATION OF FORMATIVE ASSESSMENT SCORE.

Formative assessment shall be administered continuously during the training. Scores for formative assessment shall be computed in line with the assessment requirements and Performance Criteria weights. The candidate's overall score shall be computed by summing the individual scores attained in each PC/element for all the elements in the unit of competence. The percentage shall be computed as:

$$\% \text{ score} = \frac{PC1 + PC2 + PC3 + \dots + \text{to the last PC}}{\text{Total PC Weight}} \times 100\% \quad \text{Or}$$

$$\% \text{ score} = \frac{\text{Element1} + \text{Element2} + \text{Element3} + \dots + \text{to the last Element}}{\text{Total PC Weight}} \times 100\%$$



Prof. Kisilu M. Kitainge

CEO/SECRETARY COUNCIL