

# KIBABII UNIVERSITY

## OFFICE OF THE REGISTRAR (ACADEMIC AFFAIRS)

### Internal Memo

**From:** Registrar (AA)

**DATE:** 24<sup>th</sup> September, 2025

**To:** TVET STUDENTS

**REF:** KIBU/ACA/TVET/CORR.122/VOL.1/44

### **Subject: REGISTRATION FOR THE NOVEMBER/DECEMBER 2025 TVET- CDACC EXAMS SERIES**

This is to notify all TVET students that the TVET-CDACC portal was opened on Tuesday, 16<sup>th</sup> September to 13<sup>th</sup> October, 2025 for registration of candidates for the November/December 2025 exams series. Kindly note the following:

To register for November/December, 2025 examinations, students should:

1. Clear the fees balance (zero balance)
2. Pay CDACC examination fee as follows: **Kshs.1, 000.00 per unit for the basic units, Kshs. 1,500.00** Per unit for the core units and **Kshs. 2000.00** per unit for reassessment.
3. Show evidence that you have done all assessments (CATs) and practicals for each unit.
4. Show evidence that you have attended lectures (the required number of hours per unit)
5. The **September, 2025 INTAKE** students should visit the Directorate office for registration on the CDACC portal (They should have a certified passport photo in soft copy and their result slip in PDF format)

Concerned students should visit the Directorate of TVET starting from Wednesday 24<sup>th</sup> September, 2025 to have their registration done.

A student can register up to a maximum of 8 units per series.

Ensure you have done all assessments (CATs) for each unit. Any gaps on the internal assessment mark sheet will lead to a declaration of **Course Requirements Not Met (CRNM)** on your overall results.

  
Sr. Dr. Jacklyne Okello Alari  
REGISTRAR (ACADEMIC AFFAIRS)

Copy to:

- Vice Chancellor
- DVC (ASA)
- Director (TVET)
- Deans and CoDs

JOA/lm



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