



## TERTIARY AND VOCATIONAL EDUCATION COMMISSION

NVQ Circular No. 03/2025

### **Assessment Request Submission Timeline and Interval between Pre-Assessment and Final Assessment of NVQ Courses**

The Commission, at its meeting held on 11.06.2025 approved under-mentioned timelines for submission of assessment requests and the interval between pre-assessment and final assessments of NVQ courses.

#### **a. Assessment Request Submission Timeline**

Training institutions that conduct:

- i. NVQ Level 1–3 programs of less than 1 month (30 days) duration that do not require OJT, shall submit assessment requests 3 days prior to course completion date.
- ii. NVQ Level 1–3 programs of greater than 1 month duration but less than 3 months duration (30 – 90 days) that do not require OJT, shall submit assessment requests 5 days prior to course completion date.
- iii. All other courses with duration of greater than 3 months (90 days), shall submit assessment requests 14 days prior to course completion date.

#### **b. Interval between Pre-Assessment and Final Assessment**

- Training institutions shall have minimum of 2 days interval between pre assessment and final assessment. In this period, the institutes shall;
- i. Update pre-assessment outcomes (marking absentees, final assessment dates etc.)
  - ii. Allow trainees to refresh their competencies and prepare for final assessment
  - iii. Help managers of institutes to arrange training centre for final assessment

All the institutes that conduct accredited courses and the Assessors who conduct competency based assessments shall adhere to above timelines as approved by the Commission.

These regulations are effective from 15.07.2025.

**Dr. K. A. Lalithadheera**

Director General