



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

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For any correspondence on this subject please quote Ref. No: UBTEB /ES/101/2022

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CIRCULAR No. 03 of 2022

The Heads of Centres for;
Bukalasa Agricultural College,
Rwentanga Farm Institute,
Ssesse Farm Institute, and
Kaberamaido Technical Institute

RE: REGISTRATION FOR PCU USDP MODULAR DIPLOMA AND CERTIFICATE PROGRAMMES ASSESSMENT

This is to bring to your attention that Uganda Business and Technical Examinations Board (UBTEB) is preparing for the conduct of the Assessment/Examinations for the first and second cohorts' admissions. This circular serves to inform all training institutions offering programmes in the above categories to register for cluster one, two and cluster three examination series.

1.0 Registration Schedules

Category	Cohort One Admissions	Cohort Two Admissions
Bukalasa Agricultural College	Cluster Three-Diploma	Cluster One -Certificate
		Cluster One -Diploma
Rwentanga Farm Institute, Ssesse Farm Institute, and Kaberamaido Technical Institute	Cluster Two Certificate	

Normal Registration for these examinations will begin on;

Monday February 28, 2022 and will end on **Friday March 4, 2022**. **Late registration** will begin on **Monday March 7, 2022** and will end on **Thursday March 10, 2022**. The candidates will be **CHARGED 50%** of the normal fees for late registration. As a reminder, deadlines **MUST** be fully observed as there shall **NOT** be registration exercise beyond the late registration deadline.

2.0 Online Registration

- (a) All Candidates will register online. User manual for online registration can be downloaded from UBTEB website <http://ubteb.go.ug/registration>. Candidates MUST know which is their Surname and Other names and enter them appropriately in this order.
- (b) Candidates shall access the online registration portal and enter their details on <http://emis.ubteb.go.ug:8080/admissions> and shall track their registration status using the **Application Number** generated by the system as **Username** and the word “**password**” as the password.
- (c) All continuing Candidates who registered online **MUST NOT** re-enter their details on the system but should contact their Heads of Centres for approval into Semester II.
- (d) An institution’s authorised Officer shall log onto the system using the **Username** and **Password** provided to the Head of Centre by UBTEB through <http://emis.ubteb.go.ug:8080> and approve each applicant on the system to enable UBTEB enrol them on the system to the appropriate year of study and semester. The Officer should follow the TWO steps approval processes in the manual carefully.
- (e) After approving the candidates, the institute’s authorized Officer will print the list of approved candidates and provide the registration number to each candidate to be edited on their respective Photographs and uploaded onto the system (*Please follow the online registration manual provided for guidance*). The Photo size must be 371 Pixels Horizontal and 466 Pixels Vertical with Aspect ratio maintained, saved as JPEG file type.
Candidates MUST NOT upload any other photo before they are given Registration number.

Note: The continuing candidates in all the categories shall maintain their registration numbers.

3.0 Registration Fees Structure

The registration fees for the examinations are as below:

Registration Fees Rates (Ugx) Per Category of Candidates	
Fees Category	Agricultural/Biological Sciences Programs
Entry form/Verification fees	5,000/=
Basic fees	9,000/=
Farm Practice/ Business Project fees	29,000/=
Fees Per Module / Paper	
Diploma	10,000/=
Certificates	8,000/=
Other Fees	
Private Candidates	9,000/=
Under Protest	30,000/= per paper regardless of the Programme
Late Registration Fees	50%

Disclaimer: UBTEB shall not be responsible for the administrative charges in respect to examinations, save for the ones listed in the table above. So proper guidance should be given to parents and candidates.

4.0 Conduct of Examinations

The assessment shall commence on **Friday, 18th March 2022** for both Bukalasa Agricultural and Vocational Training Institutes with briefing.

5.0 Continuous assessment/coursework

Institutions shall conduct continuous assessment of candidates and submit course work marks as per the curricula or syllabuses for the respective programmes. The coursework and Farm Practice/



Business Project results shall be submitted online through the centre portal on UBTEB system. Download the user guide from the UBTEB website <http://ubteb.go.ug/registration/>.

Note:

- (a) The Board shall at any time of the semester/academic year come to the institutions to verify the execution of continuous assessment for credibility, validity and reliability.
- (b) All Course work results should be submitted two (2) weeks before the beginning of examinations.
- (c) The candidates should be recorded chronologically in ascending order of their Registration Numbers in each programme.
- (d) All coursework results shall be computed and submitted at 100%.
- (e) All coursework shall be submitted online as per the guidelines provided.

6.0 Farm Practice/ Business Project Inspection and Assessment

The inspection of Farm Practice/ Business Project for Bukalasa Agricultural College and Vocational Training Institutes in this series shall commence on **Monday February 28, 2022** and **Monday March 21, 2022** respectively

Farm Practice/ Business Project presentations/assessment will start on **Wednesday March 2, 2022** and **Wednesday March 23, 2022** for Bukalasa Agricultural College and Vocational Training Institutes respectively.

7.0 Industrial Training

All institutions whose trainees go for industrial training shall submit placement lists by the end of the Examination series, in any case not later than 2 weeks after the commencement of industrial training exercise to enable the Board carry out inspection and monitoring exercise.

The Industrial Training Placement lists and results shall be submitted using the submission forms provided in the UBTEB Industrial Training guidelines. Marks for Industrial Training must be submitted immediately after the exercise but in any case, **not later than May 20th, 2022**.

8.0 Registration of candidates with special needs

All institutions with candidates with special needs should endeavor to register them online indicating the nature of disability and attach medical forms as evidence. Submit the name and contact person in charge of special needs in the institution. For guidance on registration of special needs students download guidelines from website <http://ubteb.go.ug/registration>.

9.0 General Guidelines.

- (a) The registration summary sheet should be downloaded from the UBTEB website.
- (b) All institutions presenting candidates for registration must have a total candidature of **at least 30**.
- (c) After late registration, **NO MORE REGISTRATION** of candidates shall be accepted.
- (d) All Institutions presenting candidates for programmes assessed by UBTEB must be implementing curricula developed by National Curriculum Development Centre (NCDC), accredited by National Council for Higher Education (NCHE) and/ or Examination syllabi provided by UBTEB.
- (e) Institutions are advised not to register private candidates (i.e. candidates from institutions not accredited by UBTEB) as it becomes difficult to determine their continuous assessment results. If exceptionally necessary, permission should be sought for in writing from UBTEB Executive Secretary.



- (f) Institutions that will present candidates for UBTEB Examinations shall remit the candidates' registration/ examinations fees to UBTEB by Bank Draft or EFT to UBTEB General Collections A/C. No: 9030005776596, Stanbic Bank, Metro Branch. Proof of such remittances shall be presented to UBTEB Accounts Office for clearance at the time of registering candidates. No part payments / cash payments shall be accepted by the Board.
- (g) All institutions should attach a copy of the **Candidates' academic result slips or Certificates and national ID or Birth certificate**. This is only applicable to candidates registering for the first time. If a candidate sat for UBTEB examinations and has not yet been issued with a transcript, the Head of Centre shall attach a copy of the final year results slip issued by UBTEB as proof of entry qualifications requirements.
- (h) Candidates' passport size photos should be coloured on a white background with registration numbers embedded on them.
- (i) No Candidate shall be allowed to transfer from one examination Centre to another at any time.
- (j) Candidates who had dead years should first sit the papers in the respective years before proceeding.
- (k) Under protest cases shall only be applicable to a candidate who registered with UBTEB but his/ her Name has been omitted on the final register or if a candidate wrongly registered for a paper.
- (l) Heads of Centres are reminded not to send candidates or parents to UBTEB for registration regardless of the circumstances.

Thank you.



Onesmus Oyesigye (CPA)
EXECUTIVE SECRETARY

Cc: Permanent Secretary MoES

Cc: Commissioner - BTVET

Cc: Chairperson – UBTEB

