

Draft 1 Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
CO-OPERATIVES EXAMINATIONS

NOVEMBER/DECEMBER 2018

GENERAL INSTRUCTIONS:

1. The time allowed for each paper is shown against the name of the paper. **NO EXTRA TIME IS TO BE ALLOWED.** In case of any discrepancy, the time shown on the question paper must be taken as correct.
2. The Time-Table only shows the duration of papers but it must be observed that the morning session begins at 9:00 a.m. and afternoon at 2.00 p.m.
3. Briefing the candidates by the Principals and Heads of Centres on the conduct of the examinations will be done on **Friday 1st December, 2018.** All candidates **MUST** attend this briefing at their respective centres of registration.
4. No candidate is allowed to take more than one paper in each time block per day

DAY & DATE	SESSION	PAPER CODE(S)		PAPER NAME	DURATION
FRIDAY 30 th Nov, 2018	MORNING 09:00 a.m.			Briefing of Candidates on Directions and Caution about Examinations	3 Hours
MONDAY 3 rd Dec, 2018	MORNING 09:00 a.m.	DCBA2103		Information Communication Technology II	2 Hours
	AFTERNOON 02:00 p.m.	CCBA1203		Office Management	2½ Hours
TUESDAY 4 th Dec, 2018	MORNING 09:00 a.m.				
	AFTERNOON 02:00 p.m.				
WEDNESDAY 5 th Dec, 2018	MORNING 09:00 a.m.	DCBA1105		Business Statistics	3 Hours
		CCBA1103		Business Calculations	2½ Hours
		CCBA1103		Business Calculations I	2½ Hours
	AFTERNOON 02:00 p.m.	DCBA1106		Research Methods and Fieldwork	3 Hours
		CCBA1202		Fundamentals of Business Statistics	2½ Hours
THURSDAY 6 th Dec, 2018	MORNING 09:00 a.m.	DCBA1101		Fundamentals of Accounting Principles	3 Hours
		CCBA1101		Principles and Practices of Book-Keeping	2½ Hours
		CCBA1101		Practices of Book-Keeping	2½ Hours

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	AFTERNOON 02:00 p.m.	DCBA2101	Financial Accounting	3 Hours
		CCBA1201	Principles of Accounting	2½ Hours
		CCBA1106	Fundamentals of Information Communication Technology	2½ Hours
FRIDAY 7 th Dec, 2018	MORNING 09:00 a.m.	DCBA1102	Principles and Practices of Cooperatives	3 Hours
		CCBA1104/ CCBA1105	Co-operative History and Principles	2½ Hours
	AFTERNOON 02:00 p.m.	DCBA1104	Information Communication Technology I	3 Hours
MONDAY 10 th Dec, 2018	MORNING 09:00 a.m.	DCBA1103	General Principles of Law	3 Hours
		CCBA1106	Principles of Law	2½ Hours
	AFTERNOON 02:00 p.m.	DCBA2104	Commercial Law	3 Hours
		CCBA1104/ CCBA1105	Business Communication Skills	2½ Hours
TUESDAY 11 th Dec, 2016	MORNING 09:00 a.m.	CCBA1204	Co-operative Extension and Ethics	2½ Hours
	AFTERNOON 02:00 p.m.			
WEDNESDAY 12 th Dec 2016	MORNING 09:00 a.m.	DCBA2102	Taxation	3 Hours
		CCBA1206	Co-operative Law	2½ Hours
	AFTERNOON 02:00 p.m.	DCBA2107	Stores and Supplies Chain Management	3 Hours
THURSDAY 13 th Dec, 2018	MORNING 09:00 a.m.	DCBA2106	Human Resource Management	3 Hours
		CCBA1205	Aspects of Ugandan Economy	2½ Hours
	AFTERNOON 02:00 p.m.			
FRIDAY 14 th Dec, 2018	MORNING 09:00 a.m.	DCBA2105	Entrepreneurship Development	3 Hours
	AFTERNOON	DCBA1107	Micro- Economics	3 Hours

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	02:00 p.m.	CCBA1102	Economics I	2½ Hours
		CCBA1102	Introduction to Economics	2½ Hours

INSTRUCTIONS TO CANDIDATES

1. Candidates should ease themselves before entering the examination room. No candidate shall be allowed to leave the examination room before the end of the examination.
2. Candidates should be seated in the examination hall/room at least 15 minutes before the start of the examination. **Any candidate who comes fifteen (15) or more minutes after the official start of the examination will not be allowed to sit the examination paper.**
3. Do not smuggle unauthorized materials e.g. notes, text-books, etc. in the examination room. Do not engage in any form of examination malpractice.
4. Programmable calculators and Mobile Phones are not allowed in and around examination rooms.
5. Candidates are instructed to present themselves at the entrance to the examination rooms/halls for checking by the examination supervisors and then should be checked their pockets, shoes or any other part where smuggled information could be hidden.
6. At the start of each examination, a candidates' representative should examine the question paper envelope(s) to find out whether (it is), they are intact or already opened. In case the envelopes are already opened, report this matter to the Executive Secretary UBTEB, P.O. Box 1499 Kampala Line +256-414-692222 or +256-414-289785: Email: info@ubteb.go.ug
7. Attend carefully to the instructions given on the question paper rubric. **Do not answer more questions than asked for. The examiner will not mark the extra questions answered.**
8. Write your correct names, registration number and paper number on each page of your answer booklets and any separate sheet(s) used. Poor handwriting may lead to loss of marks and results.
9. Sit only the examination paper you registered for. No results may be issued for papers sat but not registered for. Register your attendance for each paper with the examination supervisor.
10. Sit the examination only at the Centre where you have registered to take it.
11. At the end of the examination, stop writing when instructed to do so, arrange your scripts in order, make sure that they all have your registration number written on them and fasten together at the left hand corner.
12. Do not go out immediately at the end of each examination. Witness the checking, sealing of the scripts in the return envelope.
13. Leave all the used and unused booklets and other official stationery inside the examination room.
14. Sharing of Calculators, Mathematical/Reference tables, charts is NOT allowed during examination period. Borrowing of pens shall be done after consulting examination supervisor.
15. Do NOT write anything on the Question paper. All rough work should be done in the official answer booklet provided. Afterwards rough work should be cancelled.



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