

Final Time Table

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

DEPARTMENTAL (Co-operative Colleges) EXAMINATIONS

NOVEMBER-DECEMBER 2017 TIME-TABLE

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. It must be observed that the morning session begins at 09.00 a.m. and afternoon session at 2.00 p.m.
3. Briefing the candidates by the Principals on the conduct of the Examinations will be done on **Friday 1st December 2017 and MUST be attended by candidates at their respective centre of registration. Candidates must sign on the attendance register which must be returned to UBTEB Secretariat one week after the briefing day.**

| DAY & TIME | SESSION | PAPER CODE AND NAME | DURATION |
|--|--------------------------------|--|----------------------|
| FRIDAY 01st Dec, 2017 | Morning 09:00 a.m | Briefing of candidates by Principals/Heads of centres on directions and cautions about examinations. | 3 hours |
| MONDAY 04th Dec, 2017 | Morning 09:00 a.m | DCBA 1102 Principles and Practices of Co-operatives CCBA 1105 Co-operative History and Principles | 3 hours 2 ½ hours |
| | Afternoon 02:00 p.m. | DCBA 2105 Entrepreneurship Development CCBA 1204 Co-operative Extension and Ethics | 3 hours 2½ hours |
| TUESDAY 05th Dec, 2017 | Morning 09:00 a.m | DCBA 2103 Information Communication Technology II CCBA 1104 Business Communication Skills | 3 hours 2½ hours |
| | Afternoon 02:00 p.m. | DCBA 1104 Information Communication Technology I | 3 hours |
| WEDNESDAY 06th Dec, 2017 | Morning 09:00 a.m. | DCBA 1105 Business Statistics CCBA 1202 Fundamentals of Business Statistics | 3 hours 2½ hours |
| | Afternoon 02:00 p.m. | DCBA 1106 Research Methods and Field Work CCBA 1103 Business Calculations | 3 hours 2½ hours |
| THURSDAY 07th Dec, 2017 | Morning 09:00 a.m. | DCBA 1101 Fundamentals of Accounting Principles CCBA 1201 Principles of Accounting | 3 hours 2½ hours |
| | Afternoon 02:00 p.m. | DCBA 2101 Financial Accounting CCBA 1101 Principles and practices of Book keeping | 3 hours 2½ hours |



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| FRIDAY 08th Dec, 2017 | Morning 09:00 a.m. | DCBA 2107 CCBA 1203 | Stores and Supplies Chain Management Office Management | 3 hours 2½ hours |
| | Afternoon 02:00 p.m. | DCBA 2106 | Human Resource Management | 3 hours |
| MONDAY 11th Dec. 2017 | Morning 09:00 a.m. | DCBA 1103 CCBA 1106 | General Principles of Law Principles of Law | 3 hours 2½ hours |
| | Afternoon 02:00 p.m. | DCBA 2104 CCBA 1206 | Commercial Law Co-operative law | 3 hours 2½ hours |
| TUESDAY 12th Dec. 2017 | Morning 09:00 a.m | DCBA 1107 CCBA 1102 | Micro Economics Introduction to Economics | 3 hours 2½ hours |
| | Afternoon 02:00 p.m. | DCBA 2102 CCBA 1205 | Taxation Aspects of Ugandan Economy | 3 hours 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 in 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.



Oyesigye Onesmus (CPA)
EXECUTIVE SECRETARY

