

Draft Time Table
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
(UBTEB)
DEPARTMENTAL (COOPERATIVES) EXAMINATIONS
MAY-JUNE 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. 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 June 2018 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 & DATE	SESSION	PAPER CODE & NAME	DURATION
FRIDAY 1st June, 2018	Morning 09:00 a.m.	Briefing of candidates by Principals/Heads of centres on directions and cautions about examinations.	3 hours
MONDAY 4th June, 2018	Morning 09:00 a.m.	DCBA 2207 Elements of Accounting Software CCBA 1205 Aspects of Ugandan Economy	3 hours 2 $\frac{1}{2}$ hours
	Afternoon 02:00 p.m.	DCBA 1204 Marketing Management	3 hours
TUESDAY 5th June, 2018	Morning 09:00 a.m.	DCBA 1203 Business Communication Skills CCBA 1104 Business Communication Skills	3 hours 2 $\frac{1}{2}$ hours
	Afternoon 02:00 p.m.	CCBA 1105 Cooperative History and Principles	2 $\frac{1}{2}$ hours
WEDNESDAY 6th June, 2018	Morning 09:00 a.m.	CCBA 1201 Principles of Accounting DCBA 2206 Cooperative Business Management	2 $\frac{1}{2}$ hours 3 hours
	Afternoon 02:00 p.m.	DCBA 1207 Principles of Management CCBA 1101 Principles and Practices of Book keeping	3 hours 2 $\frac{1}{2}$ hours
THURSDAY 7th June, 2018	Morning 09:00 a.m.	CCBA 1202 Fundamentals of Business Statistics DCBA 2205 Financial Management	2 $\frac{1}{2}$ hours 3 hours
	Afternoon 02:00 p.m.	CCBA 1103 Business Calculations DCBA 1202 Macro-Economics	2 $\frac{1}{2}$ hours 3 hours
FRIDAY 8th June, 2018	Morning 09:00 a.m.	DCBA 1206 Co-operative Law CCBA 1206 Co-operative Law	3 hours 2 $\frac{1}{2}$ hours
	Afternoon 02:00 p.m.	DCBA 1205 Co-operative Extension and Ethics CCBA 1204 Co-operative Extension and Ethics	3 hours 3 hours
MONDAY 11th June, 2018	Morning 09:00 a.m.	CCBA 1203 Office Management	2 $\frac{1}{2}$ hours
	Afternoon 02:00 p.m.	CCBA 1106 Principles of Law DCBA 2202 Administrative Law	2 $\frac{1}{2}$ hours 3 hours
TUESDAY 12th June, 2018	Morning 09:00 a.m.	DCBA 2203 Auditing & Investigations CCBA 1102 Introduction to Economics	3 hours 2 $\frac{1}{2}$ hours
	Afternoon 02:00 p.m.	DCBA 1201 Fundamentals of Auditing	3 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 thirty (30) 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.

ONESMUS OYESIGYE (CPA)
EXECUTIVE SECRETARY