

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Guide lines for submission of coursework Assessment results

1. A separate assessment form is required for each Module/Subject/Course Unit/Paper.
2. Registration numbers and names of candidates should be entered as on the coursework submission form picked from the secretariat.
3. The marks entered should be as apportioned in different curricula.
4. After all the marks have been entered, an average should be calculated and recorded in the last column of the submission form.
5. Students are expected to have done at least;
 - a. Two (2) Assignments (Home work).
 - b. Two (2) Tests (Class work).
 - c. Two (2) Practical Tests (Workshop/Laboratory tests/Field work).
6. **Forging of Coursework marks is an offence which can lead to withholding of examination results and consequent prosecution. The course work assessment must be carry out by all Instructors/Lecturers in respective papers.**
7. The closing date for returning coursework assessment results to UBTEB Secretariat is **one week before start of examinations as per the timetable.**
8. Late submission of coursework results is totally unaccepted.

“Setting Pace for Quality Assessment”

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Guide lines for submission of Real life projects marks

1. A separate project mark sheet is required for each Module/Subject/Course Unit/Paper.
2. Registration numbers and names of candidates should be entered as on the submission form picked from the secretariat.
3. The assessment criteria for each project should be as apportioned in different curricula.
4. After all the marks have been entered, a total should be calculated and recorded in the last column of the submission form.
5. **Forging of project marks is an offence which can lead to withholding of examination results and consequent prosecution. Assessment of projects must be done by all Instructors/Lecturers involved in supervision of the project.**
6. The closing date for submitting project marks to UBTEB Secretariat is **one week before start of examinations as per the timetable.**
7. Late submission of project marks is totally unacceptable.

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