

**UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD  
(UBTEB)**

**GUIDELINES ON PRINTING THE NOVEMBER/DECEMBER 2018 EXAMINATIONS RESULTS  
FROM THE UBTEB ONLINE SYSTEM BY HEADS OF EXAMINATION CENTERS**

**MARCH, 2019**

## 1.0 INTRODUCTION

This document has been developed to guide all Heads of UBTEB Examination Centers on how to print examinations results from the online system, and it **MUST** only be used for the intended purpose. The Results printed from the online system are provisional and will be subject to final confirmation by the Board.

## 2.0 REQUIREMENTS

- 1) *Computer with the following functionalities;*
  - a. Internet access
  - b. Portable Document Format (PDF) reader installed
  - c. A working Printer connected to the PC.
  - d. Printing papers
  - e. The login **Username & Password**

## 3.0 INSTRUCTIONS TO FOLLOW

- 1) Access the UBTEB online system using the website: <http://emis.ubteb.go.ug:8080/>
- 2) The webpage below will open for you to type the Username and Password.

File Edit View History Bookmarks Tools Help

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emis.ubteb.go.ug:8080

USANDA BUSINESS AND TECHNICAL  
EXAMINATIONS BOARD  
"Setting Pace for Quality Assessment"

**UBTEB EIMS**

Signed out successfully.

**Account Login**  
Sign In to your account

Type your Username here → Username or Email

Type Your Password Here → Password

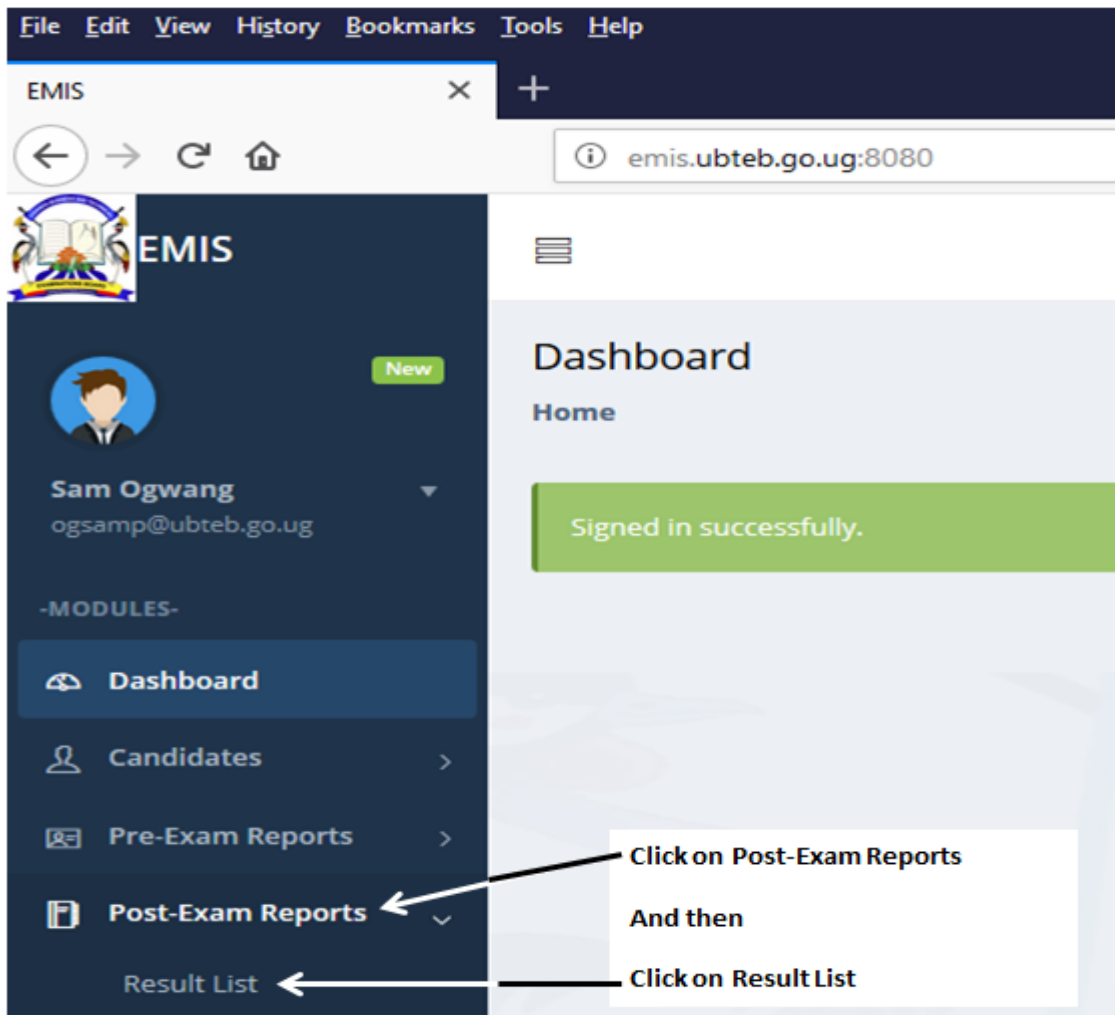
Click login to access the system →  Remember me

**Log in**

[Forgot your password?](#)

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3) A new window will open as below.



4) Use the following information to fill the form which opened after clicking *Result List*.

- Examination Center:** Select your Center Number or Leave Blank
- Program:** Choose carefully the correct program name and Code from the list.
- Academic Year:** Is the year, in which the Student **first entered** to sit UBTEB exams for that specific program.

**Note the following examples;**

- Candidates who sat for the first time in Nov/Dec 2017, their academic year is **2017/2018**,
- Candidates who sat for the first time in May/June 2018, their academic year is also **2017/2018**.
- Candidates who sat for the first time in Nov/Dec 2018, their academic year is **2018/2019**.
- Candidates who will sit for the first time in May/June 2019, their academic year is **2018/2019**.
- Candidates who will sit for the first time in Nov/Dec 2019, and May/June 2019, their academic year is **2019/2020**,
- Intake:** For Candidates who sat or will sit for the first in May/June Examination series, their intake is **March**. **And for** Candidates who sat or will sit for the first time in the Nov/Dec Examination series, their intake is **August**.

**Remember that Academic Year or Intake at UBTEB is NOT necessarily the year or month in which a candidate joined the Training Institution, but only as explained above.**

5) Fill in the form below using the above information and click **Search Tab** at the bottom to download your results

The screenshot displays the 'Report - Result list - EMIS' interface. On the left is a dark sidebar with a user profile for 'Sam Ogwang' and a 'New' badge. Below the profile is a 'MODULES-' section with a list of options: 'Dashboard', 'Candidates', 'Pre-Exam Reports', 'Post-Exam Reports', and 'Result List'. The main content area is titled 'Report - Result list - EMIS' and 'Home'. It features a 'Result list report' section with several dropdown menus: 'Examination center', 'Program', 'Academic year', 'Intake', 'Year', 'Semester', and 'Report type' (currently set to 'PDF'). A blue 'Search' button is located at the bottom of the form.

Look for a PDF file generated (i.e. a pop up) on the Top Right, or Bottom Left Corner of your computer screen.

**You Must enable pop ups in your browser or check the location/ directory for your downloaded file in your computer to locate the Results list.**

You can decide to print the list on a paper and or keep the soft copies of the PDF files.

Repeat step 5) above for all your programs and class/year depending on the candidates and programs you may have.