



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

USER GUIDE FOR ONLINE SUBMISSION OF CONTINUOUS ASSESSMENT MARKS

1) *ALL CONTINUOUS ASSESSMENT (Course work, Industrial Training & Project) MARKS SHALL BE SUBMITTED ONLINE THROUGH THE INSTITUTIONAL LOGIN PORTAL.*

2) *PLEASE FIRST READ THIS GUIDE UP TO THE END BEFORE YOU ATTEMPT TO EXECUTE THE TASK.*

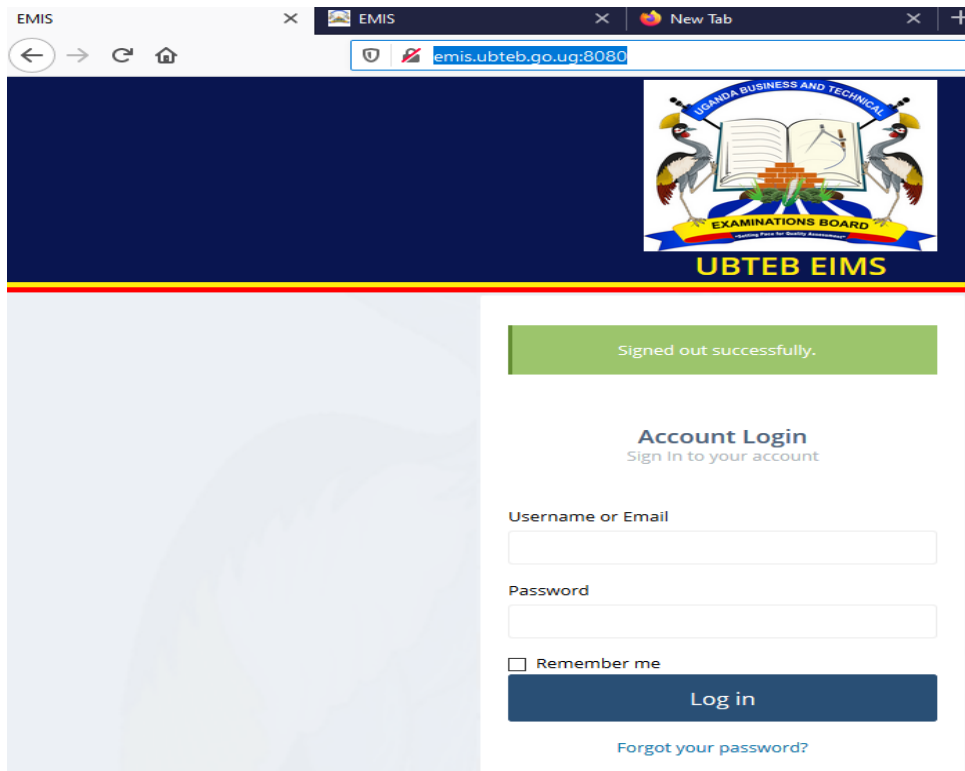
3) *Preparatory requirements (WHAT YOU WILL NEED AT HAND)*

- a. *Ensure ALL your students appear on the **Final Register** for the respective examinations and the **paper codes** which they will sit are shown. (The system will reject any candidate who is not shown on the register for the right class, semester and papers)*
- b. *Ensure you have gathered final & approved marks from all departments.*

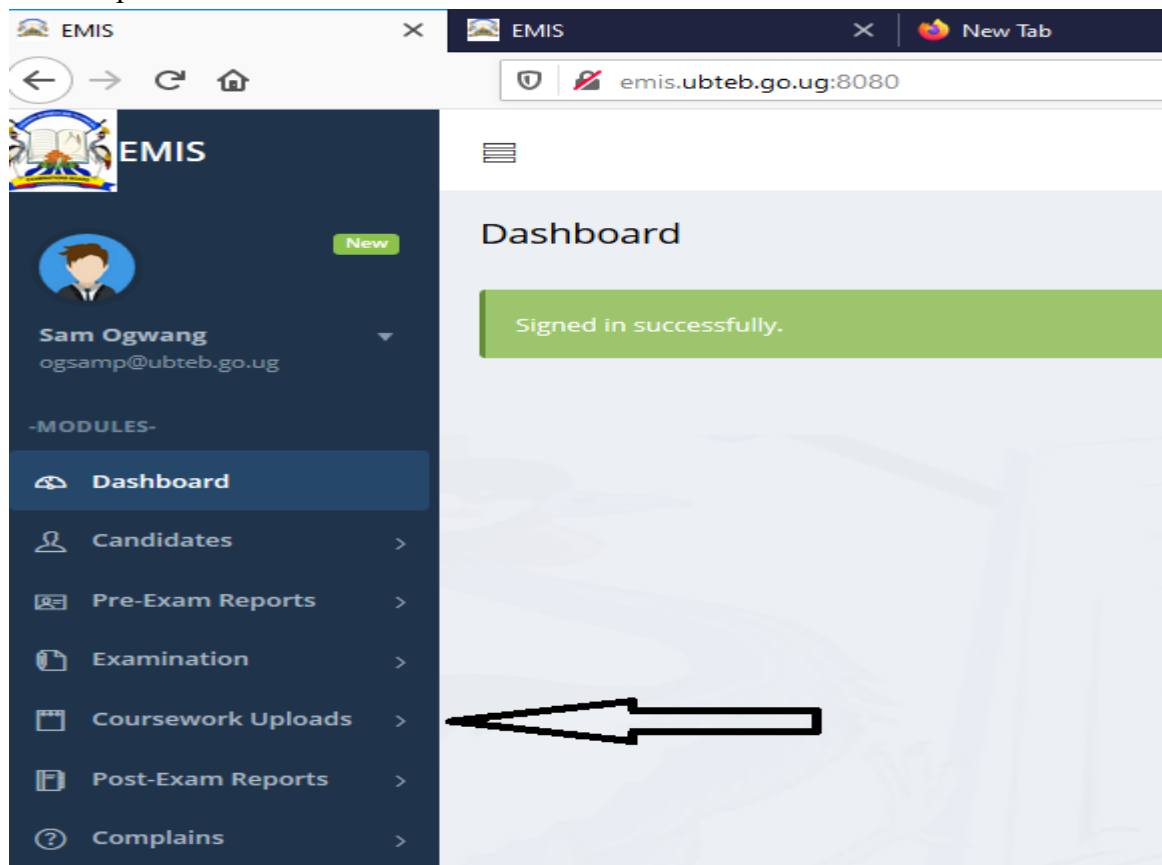
4) *For retake candidates who first registered manually from 2011 to 2016 and have their registration number which looks like, UB.../2011/....., UB.../2012/....., UB.../2013/....., UB.../2014/....., UB.../2015/... or UB.../2016/....., their Coursework marks shall be submitted to UBTEB secretariat through the email: ubtebreg@gmail.com. Please observe the date line on the registration circular.*

5) **PROCEDURE:**

1. Log into your center portal through the UBTEB system as usual on <http://emis.ubteb.go.ug:8080/>

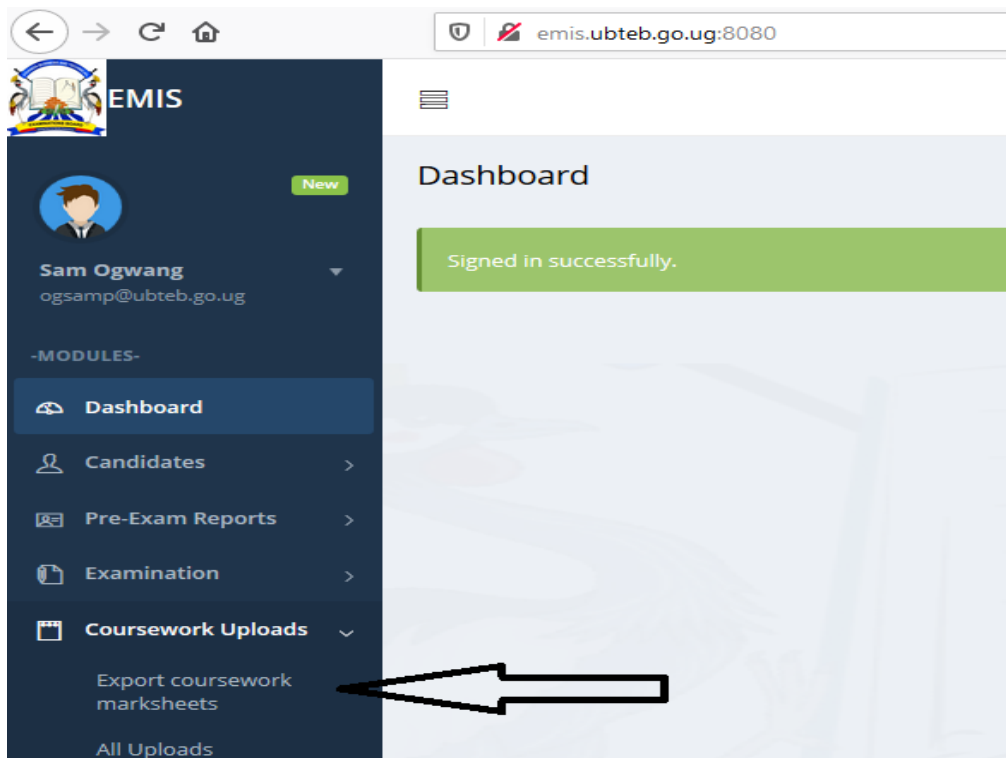


2. Locate the menu **Coursework Uploads** on the left pane of the window and **click on it** to expand down.

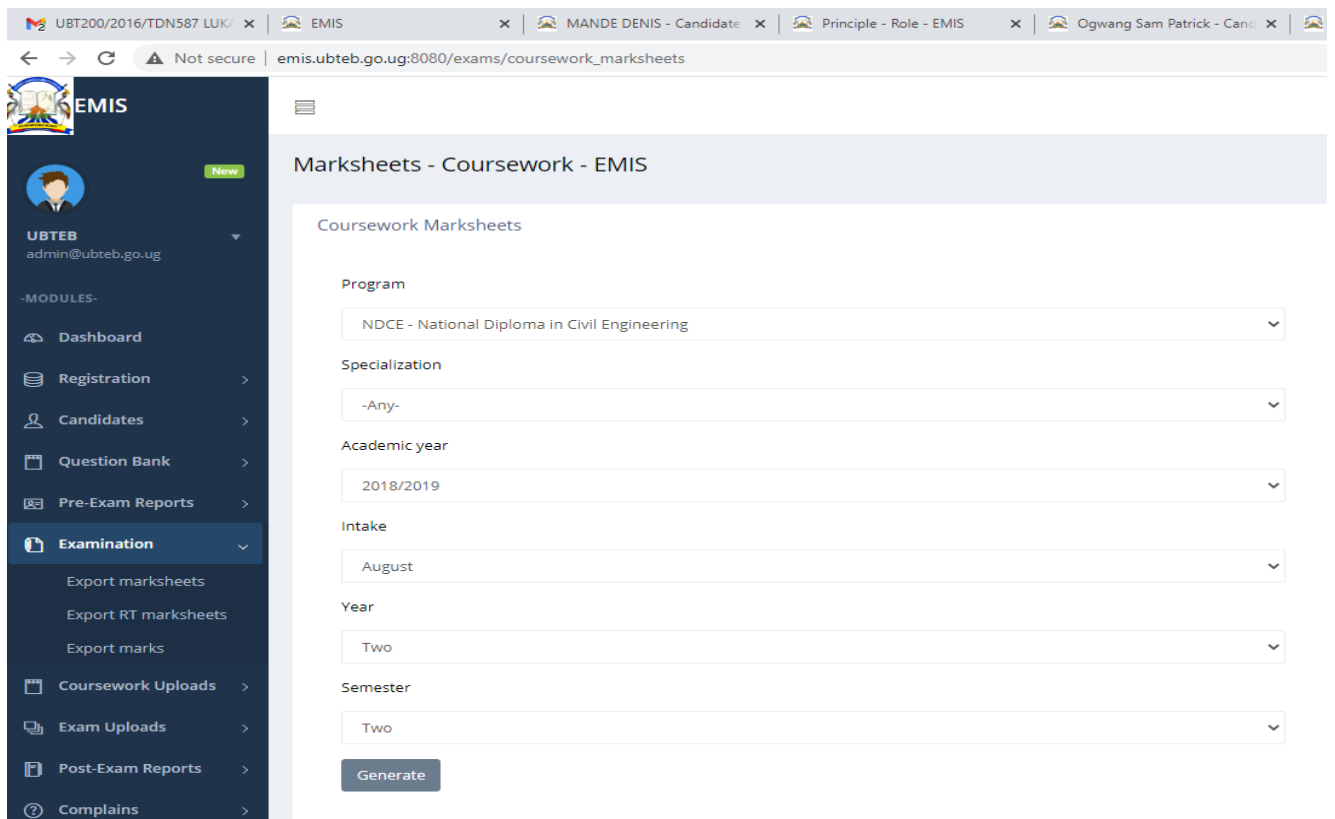


3. To down load Mark Sheet,

Click on **Export Coursework marks Sheet** from the drop down list



A new form window will open to be filled as shown below



- ✓ Choose the program
- ✓ Choose Academic Year when the candidates first entered,
- ✓ Choose intake (*If first time to sit for UBTEB exams is **May/June**, select **March** and if it is **Nov/ December**, choose **August** intake*)
- ✓ Choose Year
- ✓ Semester (*Even if the program follows term system.*)

4. Click on **Generate** and wait for an excel mark sheet file to download.

Observe your computer screen for the process and locate where your file will be downloaded and stored. In most cases, it will be in **Downloads** or **Documents** folder on your computer.

The downloaded mark sheet should show the names of all registered candidates with their registration number and expected papers/ modules codes.

S/N	REGISTRATION NO.	SURNAME	OTHER NAMES	PROGRAM CODE	DTEM211 MARKS (Out of 100)	DTME216 MARKS (Out of 100)	DTME217 MARKS (Out of 100)	DTCE211 MARKS (Out of 100)	DTCE212 MARKS (Out of 100)
1	UBTV0001/2018/D/T/A/001	Ogwang	Sam Patrick	NDCE					
2	UBTV0001/2018/D/T/A/002	Oyoo	Peter Alip	NDCE					
3	UBTV0001/2018/D/T/A/003	Adieku	Raphael	NDCE					
4	UBTV0001/2018/D/T/A/004	Hamira	Ibrahim	NDCE					
5	UBTV0001/2018/D/T/A/005	Mabuuka	Phillip	NDCE					
6	UBTV0001/2018/D/T/A/006	Opolot	Lawrence	NDCE					
7	UBTV0001/2018/D/T/A/007	Mugeni	Benard	NDCE					
8	UBTV0001/2018/D/T/A/008	Wanyama	Christine CCP Mbale	NDCE					
9	UBTV0001/2018/D/T/A/009	Kalongo	Anita	NDCE					
10	UBTV0001/2018/D/T/A/010	Twinamatsiko	Cecilia	NDCE					
11	UBTV0001/2018/D/T/A/011	Acellam	Guy	NDCE					

Explanations for subjects

- DTEM211 | Engineering Mathematics III
- DTME216 | Basics of Oil and Gas Systems
- DTME217 | Fabrication and Welding Technology
- DTCE211 | Road Construction and Plant
- DTCE212 | Strength of Materials
- DTCE213 | Engineering Surveying II
- DTCE214 | Real Life Project III
- DTAR211 | Computer Aided Design

- On your computer, Enter the coursework marks of each candidate for a specific paper under appropriate column at 100% as (See example of filled mark sheet below)

S/N	REGISTRATION NO.	SURNAME	OTHER NAMES	PROGRAM CODE	DTCH221 MARKS (Out of 100)	DTCH222 MARKS (Out of 100)	DTWE221 MARKS (Out of 100)
147	UBTV0001/2018/D/T/A/001	Ogwang	Sam Patrick	NDCE	96	68	a58
148	UBTV0001/2018/D/T/A/002	Oyoo	Peter Alip	NDCE	91	5	95
149	UBTV0001/2018/D/T/A/003	Adieku	Raphael	NDCE	28	86	75
150	UBTV0001/2018/D/T/A/004	Hamira	Ibrahim	NDCE	67	62	62
151	UBTV0001/2018/D/T/A/005	Mabuuka	Phillip	NDCE		54	54
152	UBTV0001/2018/D/T/A/006	Opolot	Lawrence	NDCE	68	57	57
153	UBTV0001/2018/D/T/A/007	Mugeni	Benard	NDCE	84	84	84
154	UBTV0001/2018/D/T/A/008	Wanyama	Christine CCP Mbale	NDCE	91	91	91
155	UBTV0001/2018/D/T/A/009	Kalongo	Anita	NDCE	28	28	28
156	UBTV0001/2018/D/T/A/010	Twinamatsiko	Cecilia	NDCE	67	67	67
157	UBTV0001/2018/D/T/A/011	Acellam	Guy	NDCE	68	68	68

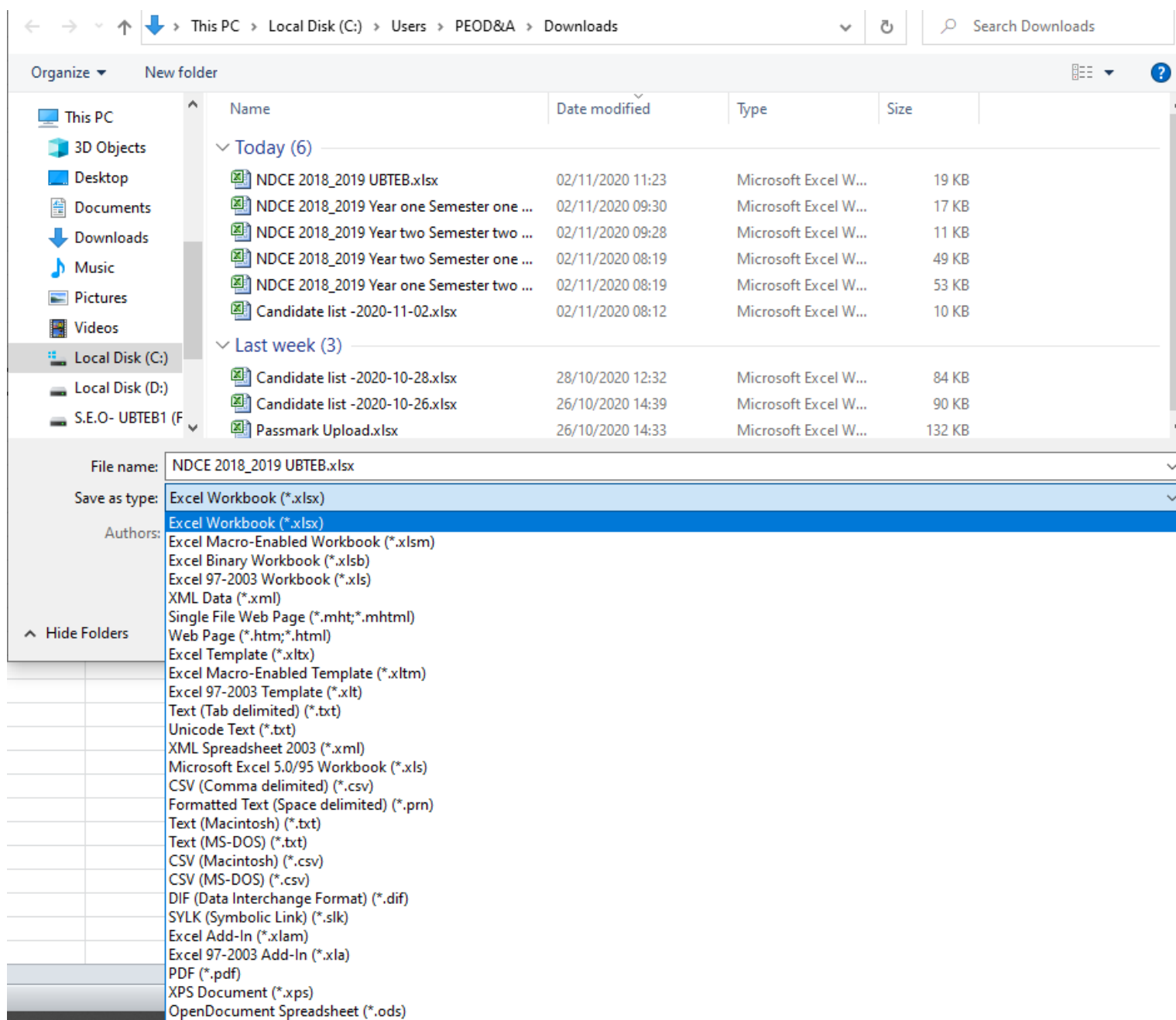
Remove these rows/record and all its contents after finishing

Empty spaces = Will be rejected plus all on the list
Spaces between figures First digit on left
Text plus number= Treated as Zero (0)

- There should be **no blank space**, **no space between figures**, or **no mixture of text with figures**
- Remember to remove (delete) the last rows containing list of paper codes and names at the end of the sheet
- The marks to be uploaded **MUST** be on the **first sheet** of the work book.
- After entering all marks, save your file in a known location on the computer. Save the file as Type, Excel Workbook (* .xlsx) as shown and highlighted below.

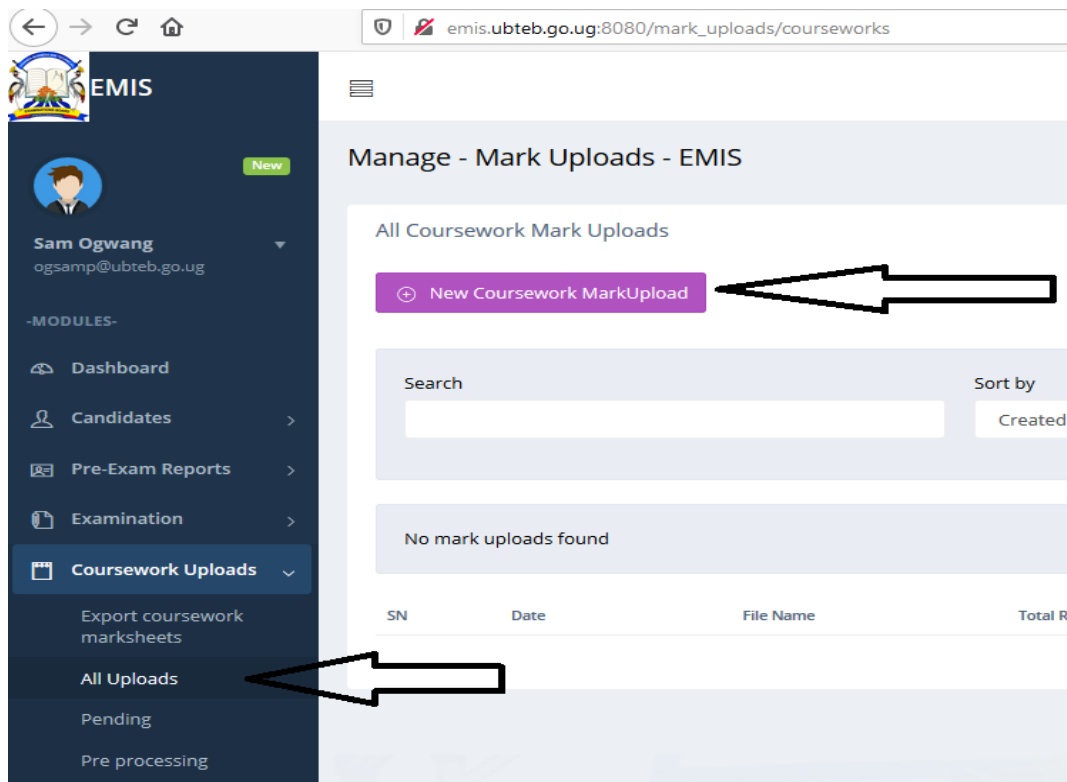
NOTE:

- i. **Only Candidates who are registered for that Term/ Semester will appear on the list on the marks sheet.**
- ii. **Do not include the registration number and or name of any other candidate who was not downloaded with the marksheet**

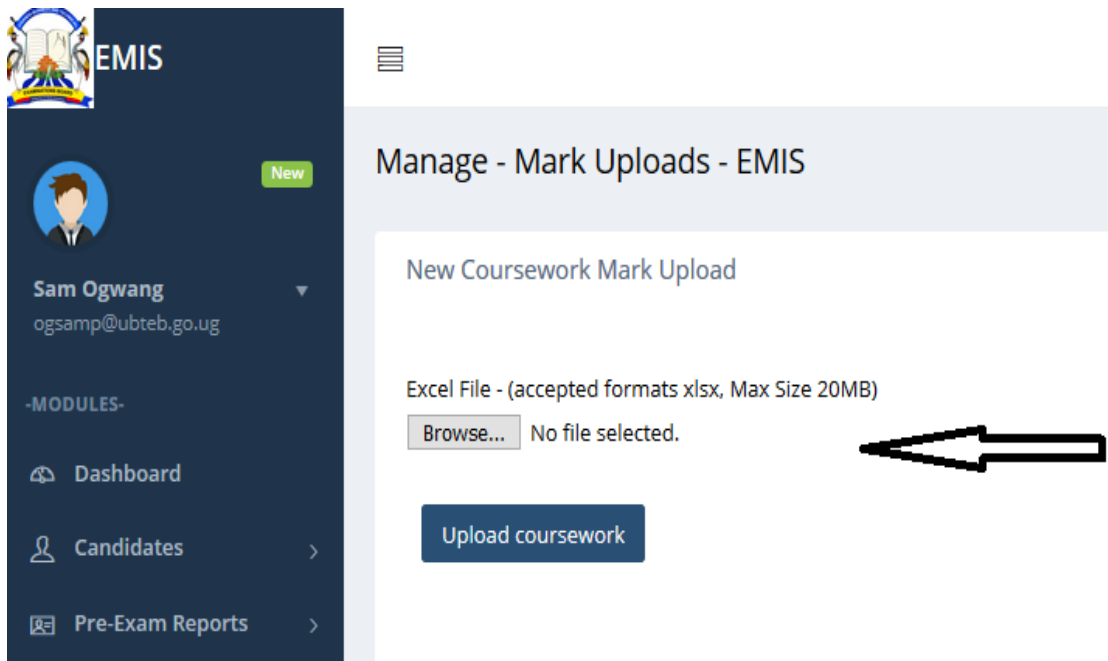


10. To Upload MarkSheet,

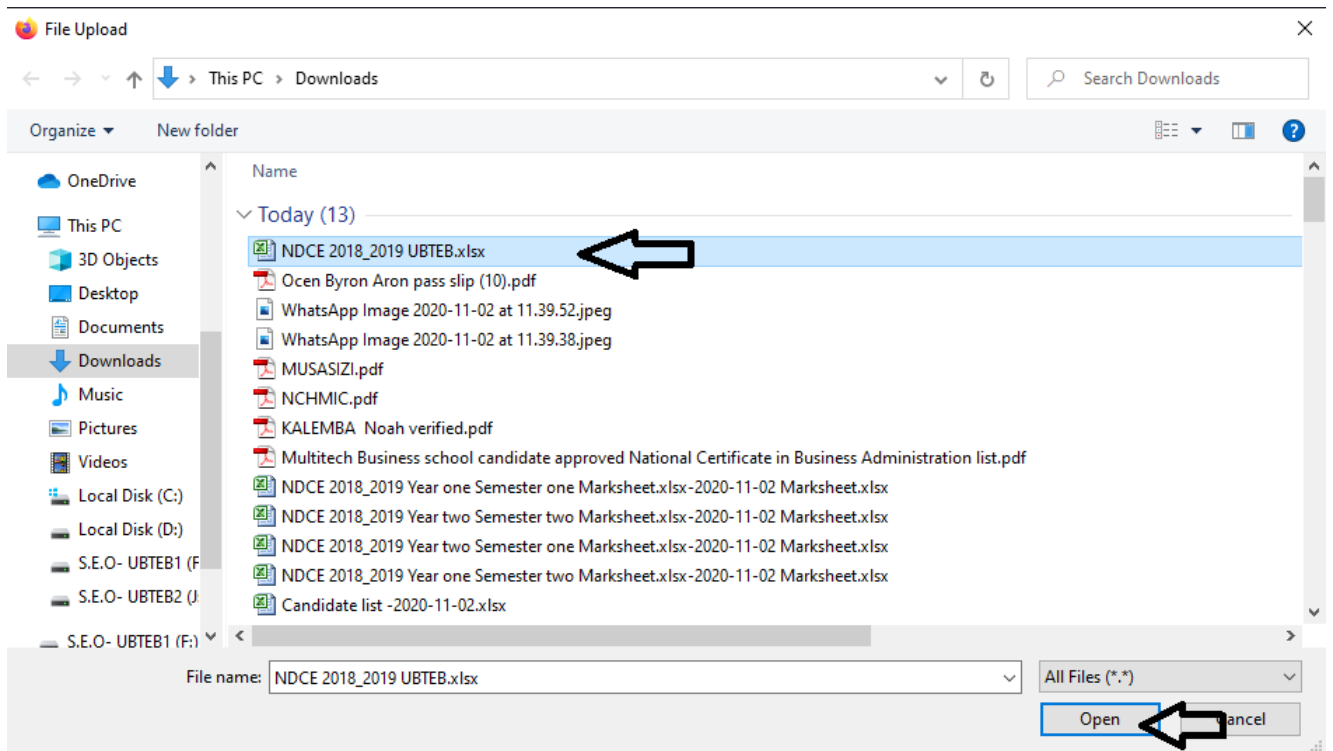
- ✓ **Log onto your institutional portal on UBTEB system as usual.**
- ✓ **Locate the menu Coursework Uploads on the left pane of the window and click on it to expand down.**
- ✓ **Click on All Uploads, a new window will pop up as shown below**



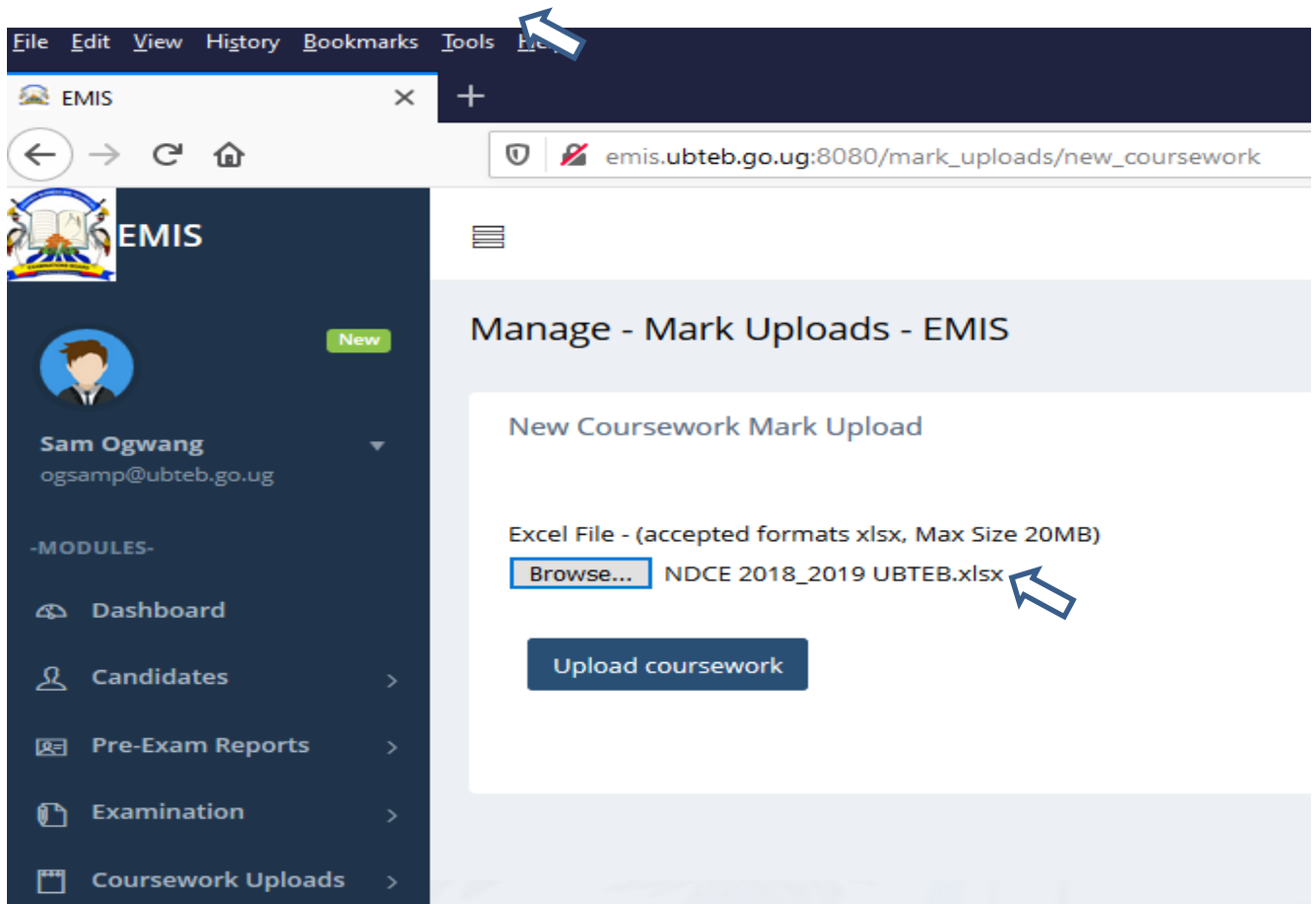
- ✓ Click on the Purple tab **New Coursework mark Upload**
- ✓ A new window will pop up as shown below



- ✓ **Click on Browse** and locate where you saved the coursework marks sheet on your computer as shown below



- ✓ Select the file and click on **Open** as shown above. (**Double clicking on the file name does the same action**)
- ✓ A new window will appear like the one shown below indicating your **coursework file name**



- ✓ Click **Upload coursework**
- ✓ Your window will resume back to where you began the upload process (See **picture below**)

- ✓ Monitor the progress of your upload on the **status** column (**Pending, Pre-processing, In progress, Rejected or completed**)

The screenshot shows the 'All Coursework Mark Uploads' interface. It includes a sidebar with navigation options like 'Dashboard', 'Candidates', 'Pre-Exam Reports', 'Examination', 'Coursework Uploads', 'Export coursework marksheets', 'All Uploads', 'Pending', 'Pre-processing', 'Rejected', 'Accepted', 'Completed', 'Failed', 'Post-Exam Reports', and 'Complains'. The main area displays a table of uploads with the following data:

SN	Date	File Name	Total Rows	Last Row	Status	System Feedback	Comment	User
1	2020-11-12 07:02:22 UTC - 1 minute ago	[Coursework Uploads]NDCE_Y252.xlsx	3	3	Completed	Coursework marks capture completed for candidate UBTV0001/2018/D/7/A/001. Regrading... Upload completed		ogsamp@ubteb.go.ug
2	2020-11-12 06:52:48 UTC - 10 minutes ago	[Coursework Uploads]NDCE_Y252.xlsx	3	3	Completed	Coursework marks capture completed for candidate UBTV0001/2018/D/7/A/001. Regrading... Upload completed		ogsamp@ubteb.go.ug
3	2020-11-12 06:32:31 UTC - 31 minutes ago	[Coursework Uploads]NDCE_Y252.xlsx	3	3	Rejected	Candidate UBTV0001/2018/D/7/A/001, has empty mark/s field. for DTWE221 - Building Services! Checking completed		ogsamp@ubteb.go.ug
4	2020-11-02 12:30:13 UTC - 10 days ago	[Coursework Uploads]NDCE_Y252.xlsx	13	13	Completed	Coursework marks capture completed for candidate UBTV0001/2018/D/7/A/011. Regrading... Upload completed		ogsamp@ubteb.go.ug
5	2020-11-02 11:12:44 UTC - 10 days ago	[Coursework Uploads]NDCE_2018_2019_UBTEB.xlsx	13	13	Completed	Coursework marks capture completed for candidate UBTV0001/2018/D/7/A/011. Regrading... Upload completed		ogsamp@ubteb.go.ug

- ✓ If the status reads complete, repeat the process of upload for another program or - modules.
- ✓ Otherwise, check the reason for failure on the **System feedback** column.

You are advised to capture the marks for all modules at once in one file and upload at once.

If you encounter any challenge during the process, please call 0779922658 / 0773140384 for technical guidance.

ONLY CALL WHEN YOU ARE WORKING ON YOUR COMPUTER WHICH IS CONNECTED TO THE INTERNET AT THAT VERY MOMENT

CALLS COMING IN AFTER 22:00 Hours WILL NOT BE ANSWERED.

THANK YOU FOR LISTENING

UBTEB

“Setting Pace for Quality Assessment”