



## **UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD**

### **RULES ON THE ASSESSMENT OF COMPETENCES AND CONDUCT OF BUSINESS, TECHNICAL AND VOCATIONAL EXAMINATIONS IN UGANDA, 2014**

**STATUTORY INSTRUMENTS**

**2014 No. ....**

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BUSINESS, TECHNICAL AND VOCATIONAL EXAMINATIONS IN UGANDA, 2014**

## **FOREWORD**

Uganda Business and Technical Examinations Board (UBTEB) is a National Examination body that is mandated to streamline, regulate, coordinate and conduct credible national examinations and award Diplomas and Certificates in the Business, Technical and Vocational/specialized education or training institutions in Uganda. The Board was established through the Ugandan Act of Parliament- the Business Technical Vocational Education and Training (BTJET) Act No. 12 of 2008 and operationalised its activities by a Statutory Instrument No. 9 of 2009.

UBTEB is committed to ensure quality assessment in order to determine whether the content and the objectives of learning have been mastered. The Board is mandated to perform the following functions:-

- i. Conduct business and technical examinations for specialized training institutions in Uganda;
- ii. Accredite theory and practical examination centers used for the conduct of examinations;
- iii. Make rules regulating the conduct of the examinations;
- iv. Establish and maintain a database of examination results in safe custody;
- v. Provide feedback to training institutions on examinations and;
- vi. Award certificates and diplomas to successful candidates in such examinations.

The Board has developed rules for the Assessment of Competencies and Conduct of Business, Technical and Vocational Examination in Uganda. The rules were worked on through a process that involved key stakeholders. They are aimed at implementing Competence Based Education and Training (CBET) curriculum.

These rules have made provisions on key areas that required to be regulated and such include Accreditation of Examination Centres, Examination Registration, Responsibilities of Examination Managers and Supervisors, Conduct and Supervision of UBTEB Examinations, Consideration of Candidates with Special Needs, Continuous Assessment, Rules for Assessment of Industrial Training, Rules on Malpractice, Offences and Penalties, Reporting and Hearing Procedures, Appeal Procedures and Rules for Examination Awards and Certification.

The Board would like to thank all those that contributed towards the making of these rules for the Assessment and Conduct of UBTEB examination. The Board appeals for strict adherence to these rules by all the concerned stakeholders.

**Professor Venansius Baryamureeba**  
**CHAIRPERSON OF THE BOARD**

## **APPROVAL**

This Organisational Functional Structure of the Uganda Business and Technical Examinations Board is issued with my approval in accordance with Regulation 22(b) of the Statutory Instruments, 2009 No. 9.

**Hon. Maj. (RTD) Alupo Jessica R. Epel (MP)**  
**MINISTER OF EDUCATION AND SPORTS**

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# STATUTORY INSTRUMENTS

2014 No. ....

## **RULES ON THE ASSESSEMENT OF COMPETENCES AND CONDUCT OF BUSINESS, TECHNICAL AND VOCATIONAL EXAMINATIONS IN UGANDA, 2014** *(Under Regulation 22 (a), (d), (e) and (h) of the Business, Technical, Vocational Education and Training (Establishment of the Uganda Business and Technical Examinations Board (UBTEB)) Regulations, 2009)*

IN EXERCISE of the powers conferred upon the Board by Regulation 22 (a),(d),(e) and (h) of the *Business, Technical, Vocational Education and Training (Establishment of the Uganda Business and Technical Examinations Board (UBTEB)) Regulations, 2009*, these Rules are made this 25<sup>th</sup> day of November 2014.

### **PART I- PRELIMINARY**

#### **1. Title.**

These Rules may be cited as “Rules on the assessment of competences and conduct of business, technical and vocational examinations in Uganda, 2014”

#### **2. Application.**

(a) These Rules shall apply to:-

- (i) All examinations of BTVET programs from the certificate to higher diploma;
- (ii) Continuous assessment of knowledge, skills, values and attitudes;
- (iii) Industrial Training /internship; and
- (iv) Any other assessment as the Board may determine with the approval of the Minister;

(b). All persons involved in the examinations processes shall be bound by these rules.

#### **3. Purpose**

The purpose of these Rules is to regulate the Business, Technical and Vocational Education and Training examination processes which includes; accreditation of examination centres, registration of candidates, item writing, moderation, assessment and administering of examinations, marking and certification of eligible candidates.

#### **4. Interpretation.**

In these Rules, unless the context otherwise requires-

“Attitude” refers to a disposition or tendency to respond positively or negatively towards a certain exercise or idea, object, person, and situation.



“Assessment period” means a semester or academic year as may be dictated by the nature of the task or project as indicated in the programme/course;

“Award” means recognition in form of diplomas and certificates to successful candidates for a particular course or programme;

“Board” means the Uganda Business and Technical Examinations Board and shall be used interchangeably with UBTEB;

“Candidate” means a person who is enrolled by the Board for the purpose of sitting for any of the Board’s examinations.

“Examination Centre” means an institution accredited by the Board to conduct assessment/examinations.

“Certificate” means a document awarded by the Board which is dully signed by the authorized officers showing the results obtained by a particular candidate in a particular vocational level, business and technical examinations sat by him/her.

“Circumstantial evidence” means evidence which is inferred from the circumstances of the case including but not limited to the candidate running away when approached by any authorized officer involved in examination process;

“Collusion” refers to a situation where a candidate(s) secretly agrees with any other person(s) to assist him/her in any form to answer all or part of examination question(s).

“Competencies” means observable and measurable skills acquired to do a job to an agreed standard of performance within a given range of contexts;

“Competence” means ability/skill of an individual to perform a given task to a specific standard under specific conditions.

“Continuous assessment” refers to the evaluation of a trainee on a continuous basis for a given period of time throughout a programme/course of study.

“Module” means course unit which is a self-contained part of a programme/course with separate aims, prerequisites and assessment;

“Diploma” means the a document awarded by the Board which is dully signed by the

authorized officers showing the results obtained by the particular candidate in a particular vocational level, business and technical examinations sat by him or her.

“Examination malpractice” means any act, default or practice which is in breach of these rules or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of the board examinations and the validity of the certificates awarded.

“External assistance” refers to a situation where an unauthorized person(s) helps a candidate(s) verbally or in writing to answer all or part of an examination question;

“Impersonation” refers to the act of a person passing himself or herself off as a person he or she is not and includes sitting for an examination in place of a registered candidate;

“Industrial Training” refers to work experience that is relevant to professional development prior to graduation gained through a service, manufacturing or agricultural industry including field attachment, apprenticeship or internship;

“Industrial Training officer/Coordinator” means an officer at the training institution in charge of industrial training and responsible for overseeing its implementation and success;

“Minister” means the Minister responsible for Education and Sports;

“Programme/Course” refers to a field or discipline in which a student enrolls in an institution of learning to acquire skills, knowledge and competencies to be applied in the world of work;

“Project” refers to a set of interrelated tasks to be executed over a given period of time in order to provide a service or a product.

“Skill” means an ability to perform a task or group of tasks to a specific level of competence or proficiency which often uses psychomotor functions;

“Smuggling” refers a situation where a candidate, in person or by agent, brings unauthorized material(s) into the examination room; including taking into the examination hall unauthorized text books, note books, and handkerchiefs with foreign hand written or typed information, and written notes on pieces of paper, palms, thighs, clip boards, handkerchiefs, clothes; and or taking therein recording apparatus, mobile phones or any other unauthorized electronic equipment;

“Standards” means a required or agreed level of quality or attainment;

“Substitution” refers to a situation where a candidate or some other person removes the work originally done by the candidate and replaces it with work done by the candidate or another person outside the examination room or any other areas outside the examination room;

“Task” means a piece of work assigned or done in line with the curriculum and can take the form of assignments, tests or class work, both theoretical and practical;

“World of Work” refers to a place where somebody puts to use the knowledge, skills and attitudes acquired formally or informally to provide service(s) or a product(s).

“Professional Council” refers to a body entrusted with maintaining control or over site of legitimate practice of the occupation, sets the bench mark standards for, and regulates the standards of entry into, particular profession(s) and is authorized to accredit, approve, or recognize specific programme leading to a relevant professional qualification(s) for which they may have a statutory or regulatory responsibility duly approved by government to register graduates;

“Assessment” refers to a process of gathering evidence and judging to decide whether an individual has obtained ability to perform a task to the stipulated assessment standards or not;

“Examination” refers to a formal test of a person’s knowledge of proficiency in a particular subject or skill to obtain a qualification;

“Assessment tool/manual” refers to an instrument that provides guidelines for carrying out assessment of students at the training institution;

“Certification” refers to a formal process of accrediting a candidate with a record of his/her achievement;

“Rules” refers to regulations and directives made and maintained by the Board;

“Authorized Officer” refers to a person who has been formerly empowered by the Board to perform or conduct its business on its behalf

“Technical and Vocational Education and Training” refers to those aspects of educational processes involving, the study of technologies and related sciences for the acquisition of knowledge, skills and attitudes required in the world of work.

## **PART II-ACCREDITATION OF EXAMINATION CENTRES**

### **5. *Examination centres.***

- (1) The UBTEB examinations shall be conducted at registered examination centres that have been inspected and accredited by the Board as suitable for the conduct of examinations.
- (2) An institution shall possess the following in order to be accredited for conducting UBTEB examinations:-
  - (a) A certificate of registration or a license of the institution by the Ministry of Education and Sports or proof that the institution is government aided or government founded;
  - (b) A letter of recommendation from the District or Municipal education officer;
  - (c) An appropriate strong room in which to keep examination materials forwarded to the institution before commencement of the examinations;
  - (d) An examination hall or large classrooms each of which can accommodate a minimum of thirty (30) candidates at one sitting;
  - (e) Functional workshops or laboratories relevant to the programmes offered;
  - (f) A functional aquaculture unit, fish processing unit and boat yard for the case of Fisheries Training Institutions;
  - (g) A functional garden and laboratory for agricultural institutions;
  - (h) A functional herbarium or nursery bed for forestry institutions;
  - (i) An ex-situ for wild life training institutions;
  - (j) A functional calibration network or baseline for lands management and survey institutions;
  - (k) A functional meteorological station for meteorological institutions;

- (l) Firefighting equipment placed in strategic places in case of fire outbreaks and fire escape routes;
- (m) Technical staff to manage the academic programmes to be examined;
- (n) Approved Curriculum by the National Curriculum Development Centre and or accreditation by National Council for Higher Education;
- (o) Sufficient furniture such as tables, desks, benches and chairs to be used in examination halls, workshops and laboratories;
- (p) An equipped typing pool for business institutions instructing secretarial and stenography courses;
- (q) An equipped radio studio and photo studio for journalism courses;
- (r) An equipped salon for cosmetology courses; and
- (s) All other minimum standards issued in respect of any other field from time to time by the Board with approval of the Minister.

**6. Procedure for accreditation.**

The procedure for accreditation as a UBTEB examination centre shall be as follows:

- (i) A training institution shall obtain an application form for accreditation and registration from the Board at a non-refundable fee determined by the Board. Filled copies of the application form shall be returned to the Board for further verification within a period of two weeks.
- (ii) The Board shall upon inspection and satisfaction that the training institution complies with the accreditation requirements, issue a Certificate of Accreditation as proof of status as an examination centre.
- (iii) The centre shall prepare a report on maintenance of the standards for accreditation which the Board shall review annually to ensure that the minimum standards are maintained.
- (iv) The Board reserves the right to suspend and/or withdraw an examination centre if it ceases to satisfy the accreditation requirements, regulations and ethical standards of an accredited examination centre.

### **PART III – EXAMINATION REGISTRATION**

#### **7. *Registration of candidates.***

- (1) The Board shall register a candidate for examinations with an entry requirement as stipulated in the curriculum/syllabi approved by the authorised government body.
- (2) A candidate shall be required by the Board to be registered in an assessment/examination center.
- (3) The Head of a center shall obtain registration forms from the Board and submit them to the Board within a period specified by the Board from time to time.
- (4) Late presentation of candidates by Head of center for examination registration to the Board shall attract a surcharge of 50% of the examination registration fee.
- (5) The Head of center shall ensure that all candidates fill in their examination registration forms properly for correct and accurate registration.
- (6) At the time of registration at the center, each candidate is responsible for ensuring that his/her bio data is correctly recorded as they would like them to appear on the transcript and certificate. A candidate should maintain previously recorded names on the academic and professional documents.
- (7) The candidate is responsible for ensuring that his/her Identification/registration Number is written correctly on the registration form.
- (8) In an event that a candidate has been discovered to have been presented and registered in a manner that contravenes these rules,
  - (i) The Board shall at any time deregister, withdraw and/or nullify the certificates and other academic documents issued by the Board.
  - (ii) The responsible examination center shall take responsibility of the offence and the Board shall have the right to suspend or withdraw the center for a period determined by the Board or take any other appropriate action.

#### **8. *Eligible candidates.***

A candidate shall be eligible for sitting his or her examinations if he or she is presented by a licensed, registered and accredited center, as a bonafide student who has studied continuously for a semester or a year or two years whichever is applicable and has fulfilled all academic and professional requirements.

#### **9. *Withdrawal of a candidate from examinations.***

- (1) The Head of center shall notify the Board of a case of withdrawal of a candidate at least 2 months before the beginning of the examination for purposes of deregistration.
- (2) In such cases, the Board shall not refund the examination fees neither shall it allow replacement of such a candidate with another one.

**10. Examination Registration Fees.**

- (1) The Head of center shall remit the Examination registration fees to the Board.
- (2) Evidence of payment of such fees shall be availed to the Board by the center, before or during the submission of registration forms.

**11. Sitting of Examinations by candidates.**

- (1) A candidate registered under a particular center shall be required to sit the examinations at that examination centre, except if cleared by the Executive Secretary.
- (2) In cases where the total number of candidates in all the programmes/courses at a given center does not exceed thirty, the candidates shall not be registered for UBTEB examinations but could be advised to register with another center on authorization by the Executive Secretary.

- (3) The Board may allow a candidate to sit examinations ‘UNDERPROTEST’ if there is benefit of doubt on the registration status but if discovered that he/she had not fulfilled the registration requirements, he/she would be asked to pay 100 % surcharge before results can be released. A Student sitting examinations under protest must be cleared by the Head of Center in writing.

The script of a candidate who has sat the paper under protest should be clearly marked “Under protest” and enclosed with the rest of the scripts in the same envelope.

Under exceptionally special circumstances like cases of accidents affecting a candidate or natural calamities that may cut off the candidate to access a center where he or she is registered but could access another center, the Executive Secretary shall be the only to authorize.

If there is “Transfer” or “Under Protest” cases, the scripts should be clearly marked “Transfer” or “Under Protest”. They should then be placed in the same envelope as all other scripts. Write the index numbers of such candidates at the back of the envelope and indicate “Transfer” or “Under Protest”, followed by the index number of the affected case.

**12. Examination time tables.**

- (1) Examination shall be conducted twice a year in the months of May/June and November/December or at any time as shall be determined by the Board.

- (2) The Board shall provide the examination timetables to the Head of center within a reasonable time before the start of the examinations.
- (3) A Head of center shall be responsible for availing the timetables to each candidate in a timely manner.

***13. Alteration or cancellation of examinations.***

- (1) The Board may determine that it is necessary to change the date, time or conditions of the administration of the examination or cancel the administration of the examination to protect the safety of the candidates or the integrity of the Board.
- (2) Alterations or cancellation may also be made if the examination is hindered by any cause that could not be reasonably prevented by the Board including natural disasters such as fire, floods, earthquake, storms, outbreak of disease, or by acts of military insecurity, political or government authority.
- (3) If any such event occurs, candidates shall be notified as soon as possible.

**PART IV- RESPONSIBILITIES OF EXAMINATION MANAGERS AND SUPERVISORS**

1. The Executive Secretary shall, on behalf of the Board, appoint examination managers and supervisors.
2. Each of the persons appointed, is appointed in their individual capacity and is personally accountable to the Board and **MUST** declare any case of conflict of interest where it arises before assuming responsibilities.
3. The examination managers and supervisors shall participate in the administration of UBTEB examinations and ensure that examinations are conducted in accordance with the rules laid down in order to guarantee valid and reliable results and maintain credibility of the system.

**14. Appointment and roles of examination managers and supervisors.**

1. The examination managers and supervisors are categorized under the following-
  - a) UBTEB Secretariat
  - b) Overseers;
  - c) Chief reconnoiters;
  - d) Reconnoiters
  - e) Area Coordinators;
  - f) Heads of examination centers;
  - g) Examination Centre supervisors;
  - h) Examination supervisors;



- i) Police officers in charge of storage stations;
- j) Item writers and setters;
- k) Moderators;
- l) Examiners.

2. Other than the UBTEB Secretariat staff who are assigned to execute certain examinations roles, the above mentioned persons may be appointed from among the following-

- (a) Directorate of Education Standards (DES);
- (b) Staff from Directorate of Industrial Training (DIT);
- (c) Staff from National Curriculum Development Centre (NCDC);
- (d) Staff from National Council for Higher Education (NCHE)
- (e) Other staff from Ministry of Education and Sports (MoES)
- (f) Staff from universities and training institutions selected by the Board;
- (g) Members from other examination Boards;
- (h) Individuals from the related world of work; and
- (i) Any other persons the Board considers relevant for the work.

**15. *The role of UBTEB Secretariat***

- (1) The UBTEB Secretariat shall be responsible for the overall management and administration of examinations/assessment throughout the country.
- (2) The roles of the Secretariat shall include:-
  - (a) Timely preparation, printing, packing, delivering and collecting of examination materials as required;
  - (b) Plan and prepare for marking, score, grade, produce examination results and provide feedback to stakeholders on the examination process, in a timely manner;
  - (c) Appoint persons to participate at various levels in the management, supervision and monitoring of examinations;

- (d) Attend to queries from the persons deployed for the purpose of conducting the examinations;
- (e) Monitor and evaluate the examination processes;
- (f) Coordinate and oversee the entire examination process.
- (g) Issue transcripts and certificates to successful candidates and;
- (h) Provide relevant facilitation to the appointed examination managers and supervisors in accordance with the Board's guidelines.

**16. *Appointment and role of Overseer***

- (1) The Board shall appoint, in his or her personal capacity, an Overseer to participate in the conduct of examinations and he or she shall be accountable to the Board;
- (2) An overseer shall be a senior and experienced person in the field of education and relevant world of work with high integrity, good judgment and capable of taking good decisions on matters regarding conduct of examinations.
- (3) The overseer shall be responsible for:-
  - (a) Overall supervision and monitoring during the conduct and administration of examinations in specified areas;
  - (b) Confirming the presence of other examinations managers and supervisors and that they are performing their roles;
  - (c) Confirming that both theory and practical examinations are being conducted according to laid down rules;
  - (d) Writing an analytical report on the conduct of examinations and submitting it to the Board; and
  - (e) Perform any other roles as the Board shall deem necessary.

**17. *Appointment and role of Reconnoiter***

- (1) The Board shall appoint, in his or her personal capacity, a Reconnoiter to monitor the conduct of examinations and such a Reconnoiter shall be:-
  - (a) An experienced person with integrity and capable of taking relevant decisions on matters regarding conduct of examinations; and
  - (b) A practicing professional such as registered professional teachers/instructors or lecturers in technical, vocational, business or other relevant fields of training; engineers, accountants, Lawyers, or any other person of integrity as determined by the Board.
- (2) The Reconnoiter shall be responsible for:-

- (a) Carrying out surveillance and ensure maximum security of the examinations during the period of examination administration at a given center;
- (b) Causing the arrest of any person involved in malpractices or any acts that might threaten the security and safety of examinations at any level of the examination process;
- (c) Witnessing the packing of the examination answer scripts and the sealing of the UBTEB return envelopes at the Examination hall/Room
- (d) Visiting examination centres during the course of the examination;
- (e) Monitoring the overall conduct of the examination with particular emphasis on the following:-
  - (i) Deployment of examinations supervisors;
  - (ii) Performance of examinations supervisors;
  - (iii) Sitting arrangements;
  - (iv) Compliance with examination rules by the center;
  - (v) Malpractices and irregularities;
  - (vi) Inspection of facilities related to conduct of examinations including laboratories, workshops, state of examination hall and capacity to confirm adequacy as related to examination requirements;
  - (vii) Compile evidence of examination malpractice including signed statements exhibits on any case of malpractice or irregularities detected;
  - (viii) Writing an analytical report following guidelines provided by the Board on the whole examination process to UBTEB which report will help to monitor and evaluate the whole examination process. The report shall be submitted within one week after the sitting of the examinations;
  - (ix) Witnessing the delivery of examination materials at the Police station;
  - (x) Verify the authenticity of the candidates sitting for every examination session with the albums and registers; and
  - (xi) Any other duties that may be assigned by the Board from time to time.

**18. Appointment and role of Chief Reconnoiter**

- (1) The Board shall appoint, in his or her personal capacity, a Chief Reconnoiter to monitor the conduct of examinations and such a Chief reconnoiter shall be:-
  - (a) A senior and an experienced person with integrity and capable of taking relevant decisions on matters regarding conduct of examinations; and
  - (b) A practicing professional such as registered teachers/tutors, engineers, accountants, Lawyers, or any other person of integrity determined by the Board.

*2. In addition to the above roles of the reconnoiter, a Chief Reconnoiter shall be responsible for the following:-*

- (a) Undertake the overall supervision, deployment and coordination of the reconnoiters within a given area;
- (b) Witnessing the return of answer scripts envelop, opening, locking and keeping custody of the keys for the containers, bags or boxes where the examination materials are kept;
- (c) Witnessing the delivery of examination materials at the Police station;
- (d) Carrying examination registration albums and registers from UBTEB secretariat and distribute them to the respective reconnoiters at the Police Stations; and
- (e) Any other duties as shall be assigned by the Board.

**19. Appointment and role of Area Coordinator.**

- (1) The Board shall appoint an Area Coordinator as a field officer during the examination period on the recommendation of the immediate supervisor and such a person shall be.
  - (a) The head of center; or
  - (b) A senior professional teachers/instructors or lecturers in technical, vocational, business or other relevant fields of training;
  - (c) Any other persons that the Board considers suitable to serve in that capacity.
- (4) The Area coordinator shall be responsible for the following:-
  - (a) Checking that at the time of issuing the examination materials to the heads of centers, every envelope is intact and where the envelop is tempered with, he/she shall report to the Executive Secretary immediately;
  - (b) Receiving answer scripts envelopes from the heads of centres at the police stations and locking up the containers, bags or boxes once the scripts have been received in the presence of the Chief reconnoiter;

- (c) In consultation with the Executive Secretary, terminating the services of a Examination Centre Supervisor who is not performing his or her duties according to these Rules;
- (d) Causing the arrest of any person found impersonating, aiding candidates or committing any acts that disrupt the smooth conduct of examinations.
- (e) Compiling evidence including signed statements exhibits on any case of malpractice or irregularities detected;
- (f) Coordinating examination matters between heads of examination centres, Center Supervisors and UBTEB secretariat. All examination queries shall be forwarded to the Executive Secretary.
- (g) Selecting and drawing up lists of examination supervisors and Examination Centre Supervisors for each center in their areas of operation, keeping a record of their registration numbers and Uganda Teachers Service (UTS) numbers for submission to the Board;
- (h) Ensuring that Examination Center Supervisors and examination supervisors are rotated at least once during the examination period. Where center have large distances apart, the coordinator shall seek guidance from the Executive Secretary;
- (i) Ensuring that the ratios of (1:30) of examination supervisors to candidates are maintained including the Examination Center Supervisor;
- (j) Addressing heads of centers, examination supervisors and examination center supervisors on their duties and the Boards' general rules and regulations concerning conduct of examinations;
- (k) Visiting and checking on the examination centers to monitor the conduct of examinations and thereafter prepare an analytical report on the whole examination process to UBTEB; and
- (l) Any other role or duty assigned to him or her from time to time by the Board.

**20. *Appointment and role of Head of Examination Center.***

- (1) The Board shall appoint a Head of an Examination center, who shall be an existing Head of School or Institution. This role shall not be delegated unless in special circumstances and the Executive Secretary shall be informed.
- (2) The Head of an examination center shall be held accountable for proper conduct of examinations in as far as the following duties are concerned:-
  - (a) All registered candidates with the Board are presented for UBTEB Examinations;
  - (b) He/she shall brief the candidates on the rules and regulations on the day of briefing as

indicated on the time table;

- (c) All registered candidates shall be issued with serialized examination cards bearing the Candidate's most recent photograph, Registration Number, Center Name and Number, Name of the Candidate and Programme/Course.
- (d) Maintaining the security of examinations and examination materials at his or her centre,
- (e) That facilities and other requirements necessary for conducting exams are available and that they meet the required minimum standards of the Board;
- (f) That all preliminary preparations for examinations are carried out in good time including collection of examination materials, timetables, answer booklets, cutting lists and advance information from the UBTEB Secretariat;
- (g) That examination halls are adequately prepared, conducive for conducting examinations and that each candidate is provided with a desk/table and chair. The distance allowed between one candidate and the next candidate shall be not less than 1.2 meters;
- (h) That all diagrams and other writings are covered or removed from the walls of the examination room before the start of examinations and that a clock is made available in the examination room;
- (i) That a writing surface is provided in the examination room on which start and end time of the examination are written for each paper;
- (j) That examination supervisors and examination centre supervisors from his or her centre are nominated and their names forwarded to the area coordinator;
- (k) Candidates are briefed and cautioned on the examination regulations;
- (l) That he or she witnesses the checking of candidates, starting and ending of examinations in his or her centre;
- (m) That he or she monitors the performance of examination center supervisors and examination supervisors;
- (n) He or she effectively monitors the entire examinations process;
- (o) That a report on the conduct of the examinations in his or her center is prepared for submission to UBTEB secretariat within two weeks after the end of the examinations; and
- (p) Provide lockable desks/tables or boxes to Examination Center Supervisor for purposes of keeping examination materials during and after examinations of the day.

*3. The Head of the Examination Center shall adhere to the rules of special needs candidates in respect to the following by ensuring that:-*

- (a) The nature of the special needs candidates is brought to the attention of the Executive

Secretary during or before the registration exercise;

- (b) An acknowledgement letter from the Executive Secretary regarding the service provision for candidates with special educational needs is obtained;
- (c) Arrangements for candidates with special educational needs such as appropriate seating arrangement, slates for blind and tape recorders for those recommended by the Board are made;
- (d) That the support staff for special needs candidates carry with them introduction letters from the Board. In case of doubt, the head of center or institution shall contact the Board secretariat;
- (e) That the Examination center supervisor and examination supervisor shall give an extra time, a maximum of thirty (30) minutes to special needs candidate(s);
  - (5) The head of examination center who fails to provide facilities and facilitation for special needs candidates commits an offence; and
  - (6) Any other role or duty assigned to him or her from time to time by the Board.

**21. *Appointment and role of Examinations Center Supervisor.***

- (1) The Board shall appoint an Examinations Center Supervisor, in his or her own personal capacity, during the conduct of UBTEB examinations on recommendation of the Area Coordinator;
- (2) The Examination Center Supervisor shall be selected based on the following criteria-
  - (a) A registered teacher, instructor or lecturer with integrity and experience in conduct of examinations; and should NOT be an employee of the center where examinations are being conducted unless cleared by the Executive Secretary in writing;
  - (b) He or she must be recommended in writing by the head of institution.
- (3) The Examination Center Supervisors shall be responsible for-
  - (a) Organizing the supervision program for each day in liaison with the head of examination center;
  - (b) Checking and ensuring proper preparation of examination rooms and that the candidates present are thoroughly checked as they enter the examination room or hall;
  - (c) Receiving envelopes containing question papers from the head of center in the presence of one or two examinations supervisors or the Area Coordinator;
  - (d) Ensuring that examinations start and end in accordance with the scheduled time;

- (e) Ensuring that unauthorized persons do not enter examination rooms.
- (f) Ensuring that each candidates registers on the attendance form at every examination session;
- (g) Ensuring that sitting plans for each examination are drawn by the examinations supervisors in triplicate.
- (h) Ensuring that the original copy of the sitting plan is enclosed within the UBTEB script return envelopes, the duplicate copy retained at the center and the triplicate copy submitted to the Secretariat by the examinations area coordinator;
- (i) Writing reports on the general conduct of each examination session;
- (j) Ensuring that a card bearing the candidate's name and registration number is affixed on the desk/table but should be changed in subsequent examination sessions so that a candidate does not use the same desk/table. In any case, a desk/table shall not be shared by candidates;
- (k) Start and stop times are displayed to candidates appropriately;
- (l) A Candidate does not enter the examination room with a communication device, computing devices and storage media, such as mobile phones, MP3 players, and programmable calculators or communicates to other persons during the examination progress;
- (m) Ensuring that no examination material is taken out of the examination room during or after the examination except that which belongs to the candidate;
- (n) Supervision schedules are filled and sent to the Area Coordinator for submission to the Board;
- (o) The script envelope is sealed in the presence of the candidates' representatives and head of center in the examination room who should affirm that they witnessed the sealing by signing on the UBTEB scripts return envelopes;
- (p) Answer scripts are counted to confirm that they tally with the number of candidates registered on the attendance form during that particular examination and physically present;
- (q) Candidates are physically counted besides registration;



- (r) Arrangements for candidates with special educational needs, which shall include among others, appropriate sitting arrangement, slates for blind and tape recorders for those recommended by the Board are made. This should be done in collaboration with the Head of Center;
- (s) Attend the candidates' briefing on the day indicated on the examination time table;
- (t) The Examination Center Supervisor packs the scripts of special needs candidates and labels them clearly indicating "*Scripts for the special needs candidates*" and the number of scripts enclosed shall also be indicated; and
- (u) Any other roles assigned to him or her from time to time by the Board.

**22. *Appointment and role of an Examination supervisor***

- (1) The Board shall appoint an Examination Supervisor during the conduct of National Examinations on recommendation of the Area Coordinator.
- (2) An examination supervisor shall be selected based on the following criteria:-
  - (a) A registered teacher or instructor or lecturer with integrity and experience in the conduct of examinations; and shall NOT be an employee of the center where examinations are being conducted unless cleared by the Executive Secretary in writing;
  - (b) He or she must be recommended in writing by the head of institution; and
  - (c) He or she must not be an examination supervisor of the paper he or she teaches.
- (3) The roles of the examination supervisor shall be to ensure that:-
  - (a) The examination room is conducive for use with the appropriate sitting arrangement of 1.2meters from each candidate and a wall clock for timing and that the environment is quiet;
  - (b) The start and end time is written on the writing surface before commencement of the examination;
  - (c) Candidates are counted and there is enough stationary in the examination room including scripts or cards;
  - (d) There are no posters, models, diagrams and other writings visible on the walls of the examination room or desks/tables and chairs before the start of examinations;
  - (e) All candidates appearing for the examination are decently dressed;

- (f) Candidates are checked thoroughly when they are entering the examination room and ensuring that unauthorized items or materials including bags, books, notes, pieces of paper, programmable calculators and cell phones are not smuggled into the examination room;
- (g) UBTEB examinations answer booklets, question papers and other examination materials are distributed to candidates and that they are placed on the desks/tables;
- (h) Care shall be taken to ensure that only one answer booklet is issued to a candidate at a time;
- (i) Careful watch is kept over the candidates and that there is no communication and collusion between or among candidates;
- (j) Unauthorized persons do not enter the examination room;
- (k) The process of the examination is monitored and candidates are reminded of time at intervals namely; first; half way, second; three quarter way, third; 10 minutes to the end of the paper;
- (l) Candidate's requests are addressed including need of extra writing paper or other examination material;
- (m) The time duration specified on the question paper is adhered to. No extra time other than the allocated time shall be given to candidates;
- (n) No examination materials shall be taken out of the examination room before the end of the examination except when left over question papers are required to solve a shortage problem at another center;
- (o) At the end of the examination no candidate shall take out of the examination room used or unused answer booklets or graph papers;
- (p) Candidates are reminded of correct numbering of questions and examination numbers, both inside and outside the cover including fastening of answer booklets used in their right order;
- (q) Sitting plans are drawn up in triplicate for every examination supervised. Sitting plan shall be made during the progress of the examination and handed over to the Examination Center Supervisor indicating the examination room entrance or exit, other openings on the room and candidates' Registration numbers;
- (r) An attendance register of candidates sitting at every examination session is compiled in triplicate. The original register shall be sealed in the UBTEB return envelope containing the answer scripts. A duplicate shall be kept at the center and

the triplicate forwarded by the Reconnoiters to the Executive Secretary;

- (s) The scripts are packed in the UBTEB return envelopes witnessed by the candidate's representatives, head of examination center, examination center supervisor and reconnoiter while in the room where the examination has been conducted;
- (t) An analytical report indicating the number of candidates who sat the examinations, the process of examinations and any other information useful to the examinations Board is prepared and presented to the Board;
- (u) Attend the candidates' briefing on the day indicated on the examination time table; and
- (v) Any other roles assigned to him or her from time to time by the Board.

**23. *Role of the Police in Examination Management.***

- (1) The Board shall liaise with the Office of the Inspector General of Police to ensure availability of Police Officers during the entire examination process. Police Officers shall undertake the following responsibilities:
  - (a) Provide security at designated Item Writing, Printing, Delivery, Collection, Marking Centers and any other selected location;
  - (b) Keep safe custody of the UBTEB Examination storage facilities at the Police Stations and specifically do the following;
    - i. Receiving and storing the boxes and bags containing examination materials at the station;
    - ii. Ensuring that no person opens the boxes or bags before the date and time of the examination;
    - iii. Allowing the Area Coordinator and Chief Reconnoiter to open the bags on the day and specified time of the examination and witness issuing of the examination materials in accordance with the specified time on the timetable;
    - iv. Allowing the Chief Reconnoiter and Area Coordinator to open the storage facility to receive and keep the returned UBTEB examination materials;
    - v. Witnessing the issuing and receiving of UBTEB examination materials to and from the Examination Centers; and
    - vi. Assisting managers and supervisors of examinations with the police transport and communication system where necessary.

**24. *Appointment and role of an Item Writer.***

- (1) The Board shall appoint and train Item writers to develop test items for both theory and practical examinations;
- (2) An Item Writer shall be selected based on the following criteria:-
  - (a) Have proof of competences in developing competence based examination;
  - (b) Be recommended by the Head of Center;
  - (c) Should not be a Head of Center;
  - (d) Should not be a student preparing for UBTEB examinations at any level;
  - (e) Have relevant qualifications and at least three (3) years of experience in teaching and practicing in the world of work;
  - (f) Be a registered teacher, instructor, lecturer or tutor, and any other practicing professionals including but not limited to accountants, agriculturalists, technologists and engineers.
- (3) The roles of an Item Writer shall include:-
  - (a) Developing items for both theoretical and practical examinations in relation to the domains according to Bloom's taxonomy; level of assessment; and the requirements of the curriculum;
  - (b) Ensuring that the developed items are **NOT** disclosed at any one time;
  - (c) Participating in the coordination of items during item development; and
  - (d) Any other duties as may be assigned by the Board from time to time.

**25. *Appointment and role of a Moderator***

- (1) The Board shall appoint and train a moderator. A moderator shall be a person senior in item development for both theory and practical test items.
- (2) A moderator shall be selected based on the following criteria:
  - (a) Proven competences in the test item development and moderation;
  - (b) Have relevant qualifications or experience of at least five (5) years which should include at least three (3) years of teaching or practicing in the world of work and two (2) years of test item development of the examination he or she is to moderate;
  - (c) Be a registered teacher or instructor or lecturer or tutor, and any other practicing professionals including but not limited to accountants, agriculturalists, technologists and engineers;

(d) Should not moderate test items in which he/she has taken part in developing:

(3) The roles of a moderator shall include-

(a) Checking the test items to ensure that;

(i) They do not have both grammatical and spellings errors;

(ii) They have been developed to the expected standards and levels;

(iii) They adequately cover the syllabus;

(iv) The responses match with the test item

(b) Ensuring that the developed test items are **NOT** disclosed at any one time; and

(c) Any other duties as may be assigned by the Board from time to time.

**26. *Appointment and roles of an Examiner.***

(1) The Board shall appoint an Examiner to mark both practical and theory examinations.

(2) An examiner shall be a person trained and qualified in any of the areas examinable by the Board and such a person must be a registered and practicing teacher. Any other practicing professional shall be appointed by the Board under exceptional circumstances.

(3) An examiner shall be selected based on the following criteria:-

(a) Proof of competences in the examination he or she is to mark; or

(b) Should not be a Head of Center;

(c) Should be recommended by the Head of Center;

(d) Have relevant qualifications or experience of the examination he or she is to examine;

(e) Should be appointed per marking session;

(f) Should not be appointed to mark practical tests in an Examination Center where he or she teaches except if cleared to do so by the Executive Secretary;

(g) Be of integrity, honest, vigilant and concerned about the proper conduct of examinations.

(7) There shall be established by the Board, levels of examiners depending on seniority.

The chief examiner will supervise the senior examiner and senior examiner will supervise the examiner.

(8) An Examiner is responsible for-

- (a) Ensuring that examination information is **NOT** disclosed at any one time;
- (b) Marking examinations as may be assigned by the Board;
- (c) Participating in preparations for marking examinations before the marking exercise;
- (d) Ensuring that the centre is well prepared for practical examinations in terms of laboratories, workshops, materials, equipment and space before the examination as indicated by the advance information from the Board;
- (e) Receiving examiner's envelope containing a marking guide and other guidelines from the center supervisor and ensuring that the envelope is intact before opening;
- (f) Starting the practical examinations on time as indicated on the time table and that all candidates registered for that specific paper are present and examined;
- (g) Compiling candidates' marks immediately and recording them on the relevant marks sheets provided by the Board. Where there are more than one Examiner, they will converge in one room and compute total marks for all the candidates and shall ensure that all accompanying forms have been filled, signed and sealed in the UBTEB return envelopes by the Examination Center Supervisor;
- (h) Writing a general report on the examination marked;
- (i) Observing quality, safety and security standards during the marking exercise;  
and
- (j) Performing any other duties as may be assigned by the Board.

## **PART V- CONDUCT AND SUPERVISION OF UBTEB EXAMINATIONS**

### **27. *Preparation of examinations centre.***

- (1) All examination centers shall be accredited by the Board.
- (2) An examination room and surrounding areas shall be checked to ensure that unauthorized materials are not kept therein.
- (3) All candidates presented for any examination shall be registered with the Board

through the examination center and shall be issued with serialized examination cards bearing the Candidate's most recent photograph, Registration Number, Center Name and Number, Name of the Candidate and Programme/Course. A candidate shall not be allowed to sit an examination without an examination card issued by the Examination Center.

- (4) A large hall or room or workshop or laboratory and other specialized rooms relevant to the programmes with lockable doors and windows, sufficient lighting and ventilation shall be prepared for examinations as specified in the accreditation guidelines.
- (5) A wall clock(s) visible by all candidates shall be provided in the examination hall or room.
- (6) All teaching material hanging on walls shall be removed or covered prior to the examination.
- (7) A writing surface shall be provided in the examination room on which time of starting and ending of the examination are written for each paper.
- (8) Each candidate provided with a desk/table and chair, the distance allowed between one candidate and the next candidate shall be appropriate but not less than 1.2 meters for theory examinations and as instructed by the advance confidential information for practical examinations.

**28. *Starting the examination.***

- (1) A candidate shall be advised to ease him or herself before entering the examination room.
- (2) A candidate shall not be allowed to leave the Examination Room before the end of the examination. If a pressing need arises, a candidate shall be escorted by the examination supervisor and monitored outside the examination room. A candidate who temporarily leaves an examination room shall be checked before leaving and on returning into the examination room.
- (3) The time for starting the examinations shall be as indicated on the timetable. All morning examinations shall start at 9:00 am and afternoon examinations shall start at 2:00 pm. Any changes in time, shall be authorized by the Executive Secretary.
- (4) Examination supervisors shall check the identification of candidates thirty (30) minutes before starting the examination to ensure that unauthorized materials are not smuggled into the examination room.
- (5) Examination supervisors shall ensure that candidates are seated at least fifteen (15) minutes before the start of the examination.

- (6) The examination card shall be placed or affixed on the candidate's desk/table for easy identification.
- (7) The Reconnoiter, Examination Center Supervisor, Head of center, Examination supervisors and the candidate's representatives shall examine the envelope containing the question papers to ascertain that it has not been tampered with before it is cut open. In case the envelope is tampered with, the Reconnoiter shall notify the Executive Secretary using hotlines provided at the time of the examination and a report on the matter shall be submitted to the Executive Secretary.
- (8) Question Papers shall be counted by the Examination Center Supervisor and Examination Supervisor to ascertain that the number of papers enclosed in the envelope correspond to that indicated on top of the envelope and that the code of the paper enclosed is the same as that reflected on the timetable before distributing them to candidates. In case of any anomalies, the Examination Center Supervisor shall notify the Reconnoiter who shall immediately contact the Executive Secretary to advise on the appropriate action.
- (9) A report on any anomalies shall be reflected in the general examination report prepared by the Reconnoiter for submission to the Executive Secretary within two (2) weeks after the end of the examinations.
- (10) Answer booklets and question papers shall be issued to the candidates by the examination supervisors.
- (11) Care shall be taken to ensure that only one answer booklet is issued to a candidate at a time.
- (12) Extra papers shall not be issued for rough work and all work shall be done in the answer booklet provided.
- (13) In case there are left over question papers, the papers shall be counted and locked up inside the exam room by the centre supervisor before the start of the examination and later handed over to the head of centre.
- (14) Strict silence shall be observed in and around the examination room or hall during the examination session.
- (15) In all cases, a bell shall be used to start the examination to ensure that all candidates begin the examination at the same time.
- (16) Extra time shall not, except with authorization by the Executive Secretary, be allotted to any candidate.
- (17) A candidate who arrives thirty (30) minutes after the start of the examination shall not be allowed to sit the examination.



- (18) The instructions stated on the question paper shall not be read or explained to the candidates by anybody.

**29. *Supervision while examination is in progress.***

- (1) At least two examination supervisors shall be assigned to supervise at least thirty (30) candidates for both practical and theory examinations.
- (2) Examination supervisors shall strictly lookout for any signs of malpractice including communication among candidates, copying from smuggled notes or chits, sending questions outside the examination room, leaving the examination room before the end of the examination, making noise in or around the examination room.
- (3) The examination area shall be out of bounds to students who are not sitting the examination, staff and other unauthorized persons. The area shall be clearly demarcated and marked '**SILENCE, EXAMINATION IN PROGRESS**'.
- (4) In case of any error made in the question paper, **NO** correction shall be made unless a corrigendum has been submitted by the Executive Secretary. The erratum shall be read to all candidates or appropriately brought to the attention of candidates. However, the Examination Center Supervisor shall write a report about any error detected.
- (5) Where a candidate is in need of extra writing paper, the examination supervisor shall ensure that the previous one issued has been fully used up.
- (6) The examination supervisors shall continuously monitor the process of the examination and remind candidates of time at intervals: first; half way, second; three quarter way, third; 10 minutes to the end of the examination period. Candidates shall be reminded to check whether their examination numbers are written properly on all their answer booklets in the last five (5) minutes.

**30. *Ending the examination session.***

- (1) At the end time of the examination session, candidates shall be directed by the examination supervisors to "**STOP WRITING, STAND UP AND SILENTLY STAY WHERE YOU ARE UNTIL INSTRUCTED OTHERWISE**".
- (2) Examination supervisors shall collect the answer scripts in order of the

candidates' registration numbers. Any unused or spoilt answer booklets or examination materials shall also be collected and securely kept by the Examination Center Supervisor in the lockable desk/table or boxes within the examination room.

- (3) Examination supervisors shall ensure that question papers are not taken out of the examination room before the end of the examination and that used or unused answer booklets are not taken out of the examination room at the end of the examination session.
- (4) The Examination Center Supervisor shall arrange in order and count the answer scripts to ensure that they correspond **with the number of candidates who sat and signed the attendance register before enclosing them in the return envelope** and he or she shall write on the back of the envelope the total number of scripts enclosed, Programme/Course, paper name and Center Number.
- (5) The Examination Center Supervisor shall ask the representatives of the candidates to sign on the sealed envelope in the presence of the other examination supervisors, head of centre or reconnoiter. In case more than one room is used, one candidate from each of the other rooms shall witness the sealing of the scripts and therefore sign on the sealed envelopes.
- (6) The Examination Center Supervisor shall fill in all the information as stated on the script return envelopes before handing them over to the head of examination center. The head of center shall witness the sealing of the envelope by signing on the return envelope while still in the examination room. The Head of Center shall acknowledge receipt of the Return Envelope(s) containing the answer scripts.
- (7) The candidates shall leave the examination room after witnessing the sealing, and the sealed return envelopes shall be handed over to the Area Coordinator at the police station for safe custody.
- (8) The Coordinator, Head of Examination Center and Centre Supervisor shall prepare daily reports to be used in preparation of the final reports at the end of the examination period. A reporting format shall be issued by the Executive Secretary.

**31. Rules relating to the Head of Center and Examination supervisors.**

The following rules shall apply to the Head of Center, Examination Center supervisor and Examination Supervisors:-

- (1) The examination room(s) shall remain locked when not in use.
- (2) Candidates shall be informed that an erratum/corrigendum from the Board may be brought to their attention.
- (3) Where there is a discrepancy between the duration indicated on the timetable and the question paper, the correct duration for a given paper shall be the one indicated on the question paper.
- (4) The envelope containing the question papers shall only be opened by the Examination Center Supervisor in the examination room in the presence of the Head of Center, candidates' representatives, examination supervisors or reconnoiter.
- (5) Candidates shall fill the attendance forms in triplicate to ensure correctness of data entered, the original copy of which shall be sent to the Board at the end of the examination period, a copy enclosed with candidates' answer scripts and the third copy kept by the Head of Examination Center.
- (6) Candidates shall only be allowed to sit for papers they have registered for. A candidate shall only be allowed to sit for a paper they have not registered for if the Head of Center provides proof that the candidate registered for the paper in question.
- (7) Meals shall not be served and consumed in the examination room before, during and after an examination session.

**32. Preparing for practical Examinations.**

The following rules shall apply to preparations for practical Technical and Vocational, Biological and Physical Sciences and Business Education Examinations.

- 1) The Board shall invite the Head of Center to collect the cutting/material list within a period of two (2) weeks to the examinations depending on the nature of the paper/subject.
- 2) The Area Coordinator and Head of Examination Center shall in the case of practical examinations ensure that the Examination Center Supervisor receives the question papers thirty (30) minutes before the examination starts.
- 3) Details of the time break shall be given on the rubric of each paper.

- 4) The candidates' work and question papers shall be left at the work stations in the examination rooms or workshop during a break.
- 5) External Examiners shall be at the examination center throughout the examination session to mark all the processes and product(s) demonstrated by candidates.
- 6) Staff members, workshop or laboratory attendants or technicians and helpers of an examination center accessing the examination room shall not communicate with candidates unless authorized by the examiner.
- 7) Where examinations are to be taken in shifts, candidates who have completed examinations shall not interact with those candidates who are yet to sit their examinations. Those waiting shall be confined in a separate room.
- 8) Candidates and any other authorized persons accessing the practical examination area shall put on safety gear and observe the requisite safety precautions.
- 9) For candidates taking shorthand and keyboard skills examinations, in addition to the above, the following rules shall apply;
  - (a). **Shorthand**
    - i. The warm up passage is not part of the examination and its time shall not be deducted from the total time allocated for that examination.
    - ii. The technician and Examination Center Supervisor shall ensure that the tape recorder or compact disc (CD) player or any audio/mp3 playing devices and loud speaker is in good working condition and are already assembled in the examination room and tested before candidates assemble.
    - iii. A person shall not attempt to test the tapes/CDS as they are checked before being packed from the Secretariat.
    - iv. Printed instructions accompanying the shorthand CD shall be read to candidates by the examinations supervisors before playback of the shorthand CD.
    - v. The CD shall be played **ONCE** and shall continue to run nonstop from start to the end.
    - vi. The CD shall after the examination session become the property of the center.
  - (b) **Keyboard skills**
    - i. The time for warm up is not part of the examination and shall not be deducted from the time allocated for the examination.

- ii. The time allowed for each question shall be indicated in the rubric.
- iii. The keyboard skills scripts shall be collected at the end of each specified time and shall be given back to candidates for compilation into one answer script.
- iv. All carbon papers used in typing by candidates during the examination shall be returned to the Board.

**33. *General Instructions to candidates.***

- (1) Candidates throughout the Country shall be subjected to the same Examination conditions.
- (2) A Candidate shall observe the following rules-
  - (a) Carry a valid identity card, examination card and all the drawing instruments required for the examination such as pens, pencils and rubbers;
  - (b) With exception of workshop/laboratory tools and equipment, sharing of drawing instruments and other examination materials such as codes of practice is not acceptable;
  - (c) Carrying of materials such as calculator covers, covers of drawing instruments, rough papers, chits or notes into the examination room shall not be allowed. All examination material shall be provided inside the examination room;
  - (d) Candidates shall thoroughly check themselves and present themselves for checking to make sure that unwanted materials are not carried into the examination room;
  - (e) Candidates shall ease themselves before entering the examination room because once inside the examination room, a candidate may not be allowed to get out until the end of the examination session;
  - (f) Candidates must be in the know of their registration/identification number before, during and after the examination period;
  - (g) Candidates shall move to the examination venue at least thirty (30) minutes before the start of the examination session to avoid being late;
  - (h) Any candidate who arrives thirty (30) minutes after the start of the examination shall not be allowed to sit for the examination;
  - (i) Candidates shall be checked thoroughly by the examination supervisors before entering the examination room. The female candidate shall be checked by female supervisors while the male candidates shall be checked by the male supervisors;

- (j) Once inside the examination room, candidates are required to look for a desk bearing their registration numbers, sit down and wait in silence for further instructions;
- (k) When the Examination Center Supervisor brings the envelope containing the question papers into the examination room, the candidates' representatives shall inspect the envelope to establish whether it is sealed properly and/or not tampered with. Thereafter the representatives of the candidates shall sign at the back of the envelope in the spaces provided as a confirmation that the envelope was intact. The Examination Center Supervisor shall then open the envelope, and give the examination supervisors question papers for distribution;
- (l) The Examination supervisors shall open the Question Paper envelope and confirm the content with the timetable and ensure that the quantity packed is enough for all registered candidates before distributing to the candidates. He/she shall place answer booklets and question papers on each candidate's desk/table before the start of the examination;
- (m) Candidates shall not open the paper or start until instructed to do so;
- (n) Upon instruction to start, each candidate shall check whether the correct question paper has been distributed as indicated on the timetable. In case it is a wrong paper, candidates shall raise their hands and report to the examination supervisor immediately. The wrong paper shall be withdrawn from the candidates and the appropriate action taken;
- (o) Candidates shall read the instructions on the answer booklet and the question paper carefully and follow those instructions when answering questions;
- (p) Candidates shall write correct names, registration numbers, paper name and number/code on all pages of the answer booklets before starting to answer the questions. This shall also apply to all official extra sheets and papers used;
- (q) Any answer booklet or sheet without the details in paragraph (p) shall not be considered during marking;
- (r) Results shall not be issued for papers a candidate has not registered for. Candidates shall only sit for papers they registered for.
- (s) Candidates shall ensure that their handwriting is clear and readable because poor and unreadable handwriting shall lead to loss of marks. Candidates should endeavor to be consistent with their handwriting;
- (t) Answers shall only be written in blue or black ink. Candidates shall use either a blue or black pen consistently but not both in the same paper. Pencils may be used for illustrations and diagrams;

- (u) When the examination time ends, candidates shall be instructed to **“STOP WRITING, STAND UP AND SILENTLY STAY WHERE YOU ARE UNTIL INSTRUCTED OTHERWISE”**;
- (v) Failure to obey the instructions in paragraph (u) may lead to disqualification from the examination;
- (w) Candidates shall remain standing as the examination supervisors collect the answer scripts and unused materials;
- (x) After all the scripts have been collected, candidates shall sit down and observe as the examination supervisors check the registration numbers, arrange the scripts and pack them into envelopes. The representatives of the candidates shall be asked to sign on the sealed envelopes as a confirmation that the sealing has been witnessed;
- (y) After witnessing this last stage, candidates can then leave the examination room or hall;
- (z) Candidates shall not enter the examination room with a communication device, computing devices and storage media, such as mobile phones, MP3 players and programmable calculators;
- (aa) Extra clothing such as jackets and sweaters shall not be allowed in the examination room.

## **PART VI- CONSIDERATION OF CANDIDATES WITH SPECIAL NEEDS**

### **34. Rules for Special needs candidates**

(1) The Board shall give special consideration to Candidates with special educational needs during examinations. Such candidates shall present documented evidence from qualified practicing medical practitioner at the time of registration for examinations.

(2) The common categories of candidates with special educational needs shall include:

(a) Blind.

This is a candidate that does not have sight and uses Braille for his or her communication during the examinations.

(b) Low vision.

(i) This is a candidate with a partial sight that does not enable him or her to read ordinary print with ease.

(ii) Such a candidate normally uses large print or large font during examinations.

(c) Deaf.

(i) This is a candidate that does not hear or has no speech.

(ii) He or she usually requires the service of a sign language interpreter during examinations.

(d) Hard of hearing.

(i) This is a candidate who is partially deaf.

(ii) Such a candidate may or may not require services of a sign language interpreter during examinations.

(e) Dyslexic.

(i) A dyslexic candidate is a candidate with an inherited condition that makes it extremely difficult for them to read, write and spell in any language they know.

(ii) The difficulty in reading and writing cannot be explained by low intelligence, poor eyesight, poor hearing, inadequate education opportunities or any other problem.

(iii) A dyslexic candidate normally requires the services of a support personnel- transcriber, reader, or tape recording assistant.

(f) Physically handicapped.

(i) This is a candidate with severe physical impairment that may not enable him or her to cope well during examinations especially during practicals or writing.

(ii) A physically handicapped candidate may have no limbs, move on wheel chairs, or may not have fingers.

(iii) Such a candidate may need services of support personnel depending on the severity of the handicap.

(g) Mental or learning disabilities.

(i) This is a candidate with an IQ below average that is below 75 and is referred to as a person with sub normal intelligence.

(ii) Such a candidate generally displays sub-average intellectual functioning existing concurrently with deficits in adaptive behavior.

(iii) A candidate with such mental or learning disability usually requires the services of support personnel such as transcriber, reader or tape



recording assistant.

(h) Other categories of candidates with special educational needs include but are not limited to the epileptic, asthmatic, slow learners, those with temporary illnesses and accident cases with broken limbs.

(i) For all the above categories with documented proof, they shall be allowed extra time.

*(3) the Board shall instruct the Examination Center Supervisor to pack the answer scripts of special needs candidates and label them clearly indicating “Scripts for the special needs candidates” and the number of scripts enclosed shall also be indicated.*

*(4) the Board shall inform Area Coordinators, Examination Center Supervisors and examination supervisors of the existence of the special needs candidate(s) including the presence and services of the special needs support personnel;*

*(5) the Board shall make arrangements to appoint special needs support personnel to serve at the examination center where there is a candidates with special educational needs. Such Staff and their roles shall include but not limited to the following;*

(a) Reader

The reader shall take readings or shall write for a special needs candidate during his or her examinations.

(b) Transcriber.

The transcriber shall write for a special needs candidate.

(c) Tape Recording Assistant.

The tape recording assistant shall carry out the recordings of the responses of a special needs candidate.

(d) Amanuensis

The amanuensis shall provide physical support to special needs candidates during examinations.

(e) Sign language interpreter

The sign language interpreter shall interpret sign language to deaf candidates during examinations.

## **PART XII- RULES FOR CONTINUOUS ASSESSMENT**

### ***35. Continuous Assessment.***

1. Students shall be assigned tasks or projects at the training institution and shall be continuously assessed by their lecturers, instructors or teachers and marks shall be awarded at each stage of the project or task.
2. The Board shall in accordance with the principles of the world of work ensure the candidates are equipped with the necessary knowledge, skills and attitudes during the course of study. Training at institutional level shall therefore be competence based.
3. The assessment of competence shall take the participant's knowledge, skills and attitudes into account but requires actual performance of the task as the primary source of evidence.
  - (4) Training institutions shall allocate adequate resources to cater for continuous assessment.
  - (5) A candidate shall pass the course work for each paper at least with a minimum mark of 50%.

### ***36. Objectives of continuous assessment.***

THE OBJECTIVES OF CONTINUOUS ASSESSMENT SHALL INCLUDE:-

- (a) To enable Lecturers, Instructors or Teachers to assess the extent to which Learners can apply acquired knowledge to real life projects;
- (b) To facilitate feedback to the student at the various stages of experience thus helps build self-confidence;
- (c) To facilitates the development of critical skills and abilities in case of practical assessment emphasized by the subject and enhance the validity of the examination on which candidate's performance is reported;
- (d) To expose the student to the professional practices within the world of work environment before he or she is fully employed.

### ***37. Skills development and training.***

- (1) UBTEB shall supplement skills development and training by conducting assessment/examinations that focus on applied knowledge, practical skills and attitudes.
- (2) UBTEB shall achieve skills development and training through:-
  - (a) Continuous assessment using manuals and guidelines provided for theoretical and practical skills training at all levels;

- (b) Continuous assessment of practical skills training shall be guided by the assessment tool/manual which shall be completed and well documented before a candidate sits for final examinations. The institutions shall acquire the assessment tool/manual from the Board at a cost determined by the Board from time to time.

**38. Projects.**

- (1) A Project shall constitute a number of tasks and be assigned to students by Lecturers, Instructors or Teachers based on the curriculum/programme of study or needs of the community at the beginning of the training period or course.
- (2) The assigned tasks shall be within easy reach of the student such as the training institution and its environment.
- (3) Students shall be assigned tasks or projects within or outside the training institution which may be conducted individually or in groups under close supervision by the Lecturer, Instructor or Teacher. Each student shall be required to provide an individual report.
- (4) The tasks or project shall be completed within a period specified in the Curriculum.
- (5) The Board will make efforts to train Lecturers, Instructors, or Teachers and ensure that they are equipped with the necessary skills to conduct the continuous assessment.

**39. Assessment criteria.**

- (1) The assessment criteria shall be as follows:-
  - (a) Practical training will constitute a percentage of the marks for all courses. The percentages will depend on the module;
  - (b) There will be marks for continuous assessment of skills, knowledge and attitudes on each module;
  - (c) Projects and tasks to be undertaken by a candidate shall be communicated to the institutions by UBTEB at the beginning of the study program.
- (2) Continuous assessment shall be an integral part of training and its purpose shall be to

assess specific knowledge, skills and attitudes that are associated with theory and put into practice.

- (3) The Head of Examination center shall be responsible for the management of continuous assessment in his or her institution. While performing this duty, the head of examination center shall be accountable to the Board.

**40. Rules for continuous assessment.**

*(1) A task to a students shall utilize aspects of knowledge, skills and attitudes acquired during training. For continuous assessment;*

- (a) The Teacher, Lecturer or Instructor shall, with the guidance of the Head of Center, assess the practicability of the training by awarding marks.
- (b) The continuous assessment shall focus on attendance, work performance, initiative or innovations, practical models, time management, discipline, safety, quality, cost management and practical skills as determined by teacher.
- (c) The purpose of assessment is to establish competences acquired by trainees on the basis of performance.
- (d) The student shall be continuously assessed by the Teacher as he/she works on the task or project assigned within a specified period.
- (e) At each stage, the level of competence of the student shall be established. The required outputs are spelt out in appendix 1 which is the Continuous Assessment Form of these rules.

**41. Continuous Assessment Monitoring.**

Monitoring of continuous assessment shall be done by the Board to ensure compliance with the guidelines and provide timely feedback to the institutions.

**42. Failure to undertake continuous assessment.**

- (1) It is mandatory for all students to undertake continuous assessment before sitting for UBTEB final examinations.
- (2) A student who fails to undertake this assessment shall not qualify for the award of a UBTEB certificate.

**43. *Marking of tasks or projects and submission of results to UBTEB.***

1. The institution shall ensure that students are guided successfully through their tasks or projects and award marks at the end of each assessment period.
2. The Board shall provide the assessment guide to the Institutions which shall be used during the supervision and marking exercise.
3. The total mark for task/project shall be entered in the project mark sheet provided by Board.
4. Original copies dully signed and stamped by the Head of Center shall be submitted to UBTEB Secretariat while the photocopies shall remain at the institution.
5. An institution shall be required to submit continuous assessment results not later than one week before the beginning of examination period. Late submission of these results is totally unacceptable and once considered by the Board they shall attract a surcharge of **50%** of Registration fee per candidate per programme payable by the institution to the Board.
6. The accumulated marks obtained from the tasks or projects assigned to students will contribute 100% as a separate paper in the final results in a given program/course at the end of a given assessment period.
7. The responsibility of making sure that all candidates possess continuous assessment res on the candidate him/herself and the Head of Center.

**44. *General considerations for the design and research projects.***

- (1) Design and Research Projects shall be undertaken by diploma students as specified in the curriculum of the respective program/course.
- (2) The candidates shall prepare a proposal which shall follow the following format:-
  - (a) Introduction/Background of the proposal or research study;
  - (b) Statement of the problem;
  - (c) Purpose of the project or research/General objective;
  - (d) Specific objectives of research/project
  - (e) Scope of the project or research
  - (f) Significance or justification of the research/project
  - (g) Literature review

- (h) Methodology
- (i) References;

4. The candidate shall submit a project or research report and the format as indicated in Appendix 2 shall apply.
5. Marking of research reports/projects shall be done at the time of marking answer scripts and shall follow the marking guidelines format as provided as indicated by Appendix 3.

### **PART XIII- RULES FOR ASSESSMENT OF INDUSTRIAL TRAINING**

#### **45. *Purpose of Industrial Training.***

- (1) The purpose of Industrial Training is to enable Teachers, Instructors or Lecturers assess formally educational attainments, intelligence, aptitude, personality and character of their learners developed during the training period.
- (2) It also facilitates integration of knowledge and skills acquired from the School. It creates linkages between the industry and training institutions.

#### **46. *Objectives of Industrial Training.***

The objectives of Industrial Training shall include the following:-

- (a) To expose the trainee to the environment in the world of work;
- (b) To equip students with practical and hands-on skills needed in the world of work;
- (c) To enable students interface and get exposure to the dynamics of applying theoretical knowledge to real industrial routine operations;
- (d) To create linkage for future job reference and placement of students by industry;
- (e) To create linkage between the world of work and institutions;
- (f) To identify gaps in the curriculum which will lead to its improvement; and
- (g) To boost and improve students' competencies so as to keep abreast with the changing demands of world of work and technological advancement.

#### **47. SCOPE OF INDUSTRIAL TRAINING.**

- (1) Industrial training shall be carried out alongside routine academic programmes or at the end of each academic year for a period not less than six (6) weeks and not exceeding twelve (12) weeks.

#### **48. *Assessment in Industrial Training.***

- (1) Industrial Training shall constitute a complete module of the training.
- (2) Assessment in Industrial Training shall portray:-
  - (a) The progress of the learners;

- (b) The appropriateness of the curriculum and the effectiveness of the methodology used in assessment;
- (c) Giving all the relevant evidence in view of its appropriate weight and particularly adhering to the set professional standards.

**49. PARTIES INVOLVED IN INDUSTRIAL TRAINING.**

THE FOLLOWING PERSONS SHALL BE RESPONSIBLE FOR INDUSTRIAL TRAINING

- (a) UBTEB Secretariat;
- (b) Head of Centers;
- (c) Industrial Training officer/Coordinator;
- (d) Field Supervisor in the world of work;
- (e) Supervisor from Training Institutions; and
- (f) Student.

**50. ROLES OF INDUSTRIAL TRAINING STAKEHOLDERS.**

(1) UBTEB Secretariat

The roles of the Secretariat shall include:-

- (a) Issuing Industrial Training guidelines to all training institutions;
- (b) Monitoring the implementation of the Industrial Training; and
- (c) Ensuring that Industrial Training marks have been received from the institutions and captured.

(2) Heads of Centers

(a) The Head of Center shall be the Head of Institution that is presenting candidates for UBTEB Examinations.

(b) The roles of Heads of Centers shall include:-

- i. Coordinating with the responsible office to ensure timely execution of the Industrial Training processes and activities;
- ii. Submitting the Industrial Training placement lists to the Secretariat
- iii. Preparing of Industrial Training performance reports to the Board;
- iv. Submitting of Industrial Training marks to the Board.

(3) Industrial Training officers/Coordinator

The roles of the Industrial Training officers shall include:-

- (a) Sensitization and guidance of students before, during and after Industrial Training;
- (b) Placement of students for Industrial Training;

- (c) Establishing linkages and relationships with the stakeholders in the world of work;
- (d) Maintaining database of all industries for job references and placements;
- (e) Overseeing supervision of students;
- (f) Coordinating the marking of Industrial Training reports through Heads of departments;
- (g) Preparing of Industrial Training work plans for the institutions in liaison with Heads of institutions and UBTEB.

(4) Field Supervisors in the world of work

The roles of field supervisors shall include:-

- (a) Receiving and orient the trainees about the company policies, tools and general operations;
- (b) Assigning tasks to the trainees from the training institutions;
- (c) Providing trainees with identification tags;
- (d) Assessing, guide, monitor and supervise the tasks assigned to the trainees on a daily or weekly basis;
- (e) Recommending students after the Industrial Training for job offers or otherwise;
- (f) Inspecting and cross-checking log books on a daily basis;
- (g) Guiding the trainees in the preparation of the final Industrial Training reports; the report should bear both the signatures of the field supervisor and institution's supervisor.

(5) Students

The roles of students shall include: -

- (a) Adhering to all safety precautions and professional code of conduct at the place of training;
- (b) Reporting for training on daily basis or as arranged with the field supervisor;
- (c) Keeping a record of all tasks undertaken in the log book



- (d) Preparing and submitting weekly reports to the field supervisor for assessment;
  - (e) Participating in the organization's events and activities.
- (6) Academic Supervisor.
- The roles of the supervisor from the training institution shall include:-
- (a) Guiding students on report writing;
  - (b) Providing feedback to the institutions through progressive reports and recommendations;
  - (c) Participating in the assessment of Industrial Training and marking of reports;
  - (d) Moderating the work of field supervisors;
  - (e) Visiting students while in industries or field

**51. INDUSTRIAL TRAINING SCHEDULE.**

The training institutions in consultation with the world of work shall organize Industrial Training for students during each academic year as provided for by the calendar issued by Ministry of Education and Sports from time to time to enable them gain more hands-on skills.

**52. PLACEMENT OF STUDENTS.**

- (1) Placement of students for Industrial Training shall be the responsibility of the institution or center presenting candidates to UBTEB. Students shall also ensure that they secure placement through their training institution.
- (2) The institutions shall liaise with the relevant industry to acquire Industrial Training opportunities for the students.
- (3) The lists of students' placement shall be displayed on students' notice Boards in advance.
- (4) Institutions shall put in place an inventory of potential industries for students' placement.
- (5) The Head of Center shall ensure that students are oriented on Industrial Training guidelines before they report for Industrial Training and special emphasis shall be put on

the following:-

- (a) The use of log books;
  - (b) Importance of Industrial Training exercise;
  - (c) Adherence to professional code of conduct.
- (6) Introductory letters shall be issued to students before they proceed for Industrial Training.
- (7) A copy of the lists of students' placement shall be forwarded to the UBTEB Secretariat immediately.
- (8) The Secretariat shall at its own discretion visit students during Industrial Training.

**53. ASSESSMENT OF INDUSTRIAL TRAINING.**

- (1) The overall assessment of Industrial Training is a mandate of Board.
- (2) The format of assessment forms or Industrial training guidelines for students, field supervisors and supervisors from the institutions shall be as provided by the Board.
- (3) Assessment of students shall be conducted during normal working hours and at the place of training.
- (4) Students will be required to prepare daily and weekly reports.
- (5) Where there is a conflict of interest, another supervisor shall be assigned to do the assessment.
- (6) Marks for assessment shall be categorized as follows for Uganda Colleges of Commerce and Cooperative Colleges:-

- (a) Assessment by Field Supervisor 15%
- (b) Assessment by Institution's Supervisor 25%
- (c) Field attachment report 60%

While for the Technical Institutions and other Specialized Institutions the assessment shall be as follows:-

- (a) Assessment by Field Supervisor 60%
- (b) Assessment by Institution's Supervisor 25%
- (c) Field attachment report 15%

- (9) The assessment by the Field Supervisor shall be guided by the Industrial Training Assessment form as appendix 4 indicates.
- (10) The assessment by the Institution's/Academic Supervisor shall be as detailed in the Industrial Training Assessment form as appendix 5 shows.
- (11) The Board shall monitor the Industrial Training exercise and verify the industrial training assessment reports.
- (12) A student who has not completed Industrial Training shall not be considered as having fulfilled all the requirements for the award of a UBTEB certificate.
- (11) Students shall be supervised at least twice during the training period by the Institution's/Academic Supervisor.
- (12) The institution shall submit the Industrial Training results to the Board within a period of two (2) weeks after the official opening of the semester/term.

**54. INDUSTRIAL TRAINING REPORT FORMAT.**

The typed Industrial Training report shall follow the format as indicated in appendix 6 and the marking guide in appendix 7.

**55. LOG BOOK FORMAT.**

- (1) A student shall be required to record their daily activities in the industrial Training Log Book.
- (2) Such a log book shall follow the format detailing the following information among others:-
  - (a) Week number, day and date;
  - (b) Activities;
  - (c) Lessons learnt;
  - (d) Challenges faced;
  - (e) Recommendations.
- (3) At the end of the week, an evaluation shall be made by both the trainee and field supervisor, copies of which shall be inserted as appendices into the Industrial Training report.

**56. MARKING OF INDUSTRIAL TRAINING REPORTS.**

- (1) The Industrial Training officer shall, on receipt of the Industrial Training reports, liaise with heads of departments to mark the reports and compile results.

(2) Any student who fails to score the pass mark will be required to repeat Industrial Training.

**57. SUBMISSION OF INDUSTRIAL TRAINING RESULTS TO THE BOARD.**

The results of Industrial Training shall be duly signed and Stamped by the Head of Center and forwarded to the Board by 15<sup>th</sup> of March of every year for the January-February Industrial Training Session and by 22<sup>nd</sup> of September or three weeks after the beginning of the semester/term for the June-August Industrial Training session.

**PART XII- MARKING OF UBTEB EXAMINATIONS**

- (1) The Board shall organize the marking of Examinations in designated places.
- (2) The key participants in marking of examinations shall include:- Secretariat staff, Examiners, Checkers, Security officers, Support staff, Host and any other person as may be determined by the Board and shall be governed by the Examinations Marking Guidelines.
- (3) All persons at the marking Center shall:-
  - (a) Declare conflict of interest upon receipt of the invitation Letter.
  - (b) Swear and observe the oath of secrecy through the marking exercise and thereafter.
  - (c) Keep time and stay at the marking center until the end of the exercise.
- (4) Remarking and Appeals
  - (a) Remarking of scripts may be undertaken by the Board on written requests by a candidate through a Head of Center and upon payment of a fee determined by the Board;
  - (b) The Board shall undertake remarking only after convincing reasons have been given by the candidate who is aggrieved;
  - (c) The Board reserves the right to reject any request for remarking if in its own discretion a strong case has not been established;
  - (d) All complaints related to remarking shall be presented within thirty (30) days after the date of release of results.
  - (e) A candidate who is aggrieved by the decision of the Board on examination conduct or results may appeal to the Board for reconsideration within thirty (30) days after the date of release of results;

- (f) The decision of the Board shall be final.

## **PART VII- RULES ON MALPRACTICE, OFFENCES AND PENALTIES**

### **58. *Criminal acts.***

(1) In accordance with regulation 21(1) of the UBTEB Regulations, 2009, the following acts are criminal-

Any person who-

- (a) Knowingly or negligently reveals the contents of any examination material to unauthorised persons, whether a candidate or not;
- (b) With intent to fail or pass a candidate, alters the work, data, or information or scores of a candidate;
- (c) Wilfully and maliciously damages examination material;
- (d) With intent to impersonate, presents or attempts to present himself or herself in the place of an enrolled candidate;
- (e) With intent to gain employment or admission, presents a forged certificate or diploma purported to have been issued by the Board;
- (f) Sells, issues, produces, buys, borrows, lends or steals certificates or diplomas issued by the Board with intent to impersonate;
- (g) Withholds any information which is prejudicial or likely to be prejudicial to the proper functioning of the Board;

commits an offence and is liable, on conviction, to a fine not exceeding fifty (50) currency points or a term of imprisonment not exceeding two years or both such fine and imprisonment.

(2) The Board may suspend or withdrawal an examination centre that fails to maintain the requirements, regulations and ethical standards of an accredited examination centre.

### **59. *Malpractices, Offences and Penalties***

(1) A candidate or any other person commits an offence of examination malpractice when he or she:-

- (a) Sits or attempts to sit an examination without valid documentation;
- (b) Enters the examination hall or room later than thirty minutes after the examination has commenced;
- (c) Leaves the examination hall or room earlier than half an hour after the examination has commenced except in emergencies with the express permission of the Examinations supervisor;

- (d) Carries out a conversation or any other form of communication with another candidate once the examination has commenced;
- (e) Indulges in any disruptive conduct including shouting, assault of another candidate, using abusive or threatening language, destruction of school property or the property of another student or candidate;
- (f) Takes out of the examination room or hall used or unused answer booklets;
- (g) Neglects, omits or in any other way fails to follow lawful instructions or orders issued by the Examinations Supervisor or any other authorized person to participate in the examination process;
- (h) Physically assaults or insults an Examination Supervisor or any other official involved in the conduct of the examination;
- (i) Writes on prohibited examination materials including the examination cards and question papers;
- (j) Refuses or resists lawful orders of supervisory staff including where the candidate attempts to disobey the examination supervisors or supervisor's instructions during examination, such as being asked to surrender any material or move out of the examination room;
- (k) Gains entry into an examination hall by force;
- (l) Escapes from the hall and later on throws in answered-pieces to fellow candidates for them to copy;
- (m) Smuggles or brings unauthorized material into the examination room; including taking into the examination hall authorized text books, note books, and handkerchiefs with foreign hand written or typed information, and written notes on pieces of paper and on palms, thighs, desks, clip boards, handkerchiefs, clothes; and or taking therein recording apparatus, mobile phones or any other unauthorized electronic equipment;
- (n) Copies from any other candidate or any other source;
- (o) Involves oneself in plagiarism by passing off words or ideas of someone else as his or her own without proper acknowledgement or crediting the original source;
- (p) Aids or abets another candidate or student to copy from a script/ book of another person;

- (q) Exchanges answers with another candidate/student in or outside the examination room;
- (r) Collaborates with another candidate or student in the examination room to use telephone discussions and share material including calculators and other electronic equipment;
- (s) Imports into the examination hall or room, in person or by agent, a pre-prepared answer script or booklet;
- (t) Substitutes an answer script or booklet prepared outside the examination room or hall for the one already submitted to the examinations supervisor or examiner;
- (u) Substitutes an answer script or booklet at any designated area where an examination activity is taking place with an intention of advantaging or disadvantaging a candidate over another;
- (v) Falsifies or alters marks awarded on an examination answer script, device or any other material where marks are recorded;
- (w) Impersonates another student or candidate;
- (x) Procures or induces another person to sit for him or her or secures external assistance.
- (y) Fraudulently receives examination papers or questions which have been illegally procured or made available;
- (z) Fraudulently accesses or attempts to access examination questions before the examination is due;
- (aa) Pays or induces another person to illegally procure or make available examination question papers or marks;
- (bb) Carries offensive weapons like a gun, pistol, grenade, etc into an examination room;
- (cc) Interferes with the conduct of investigations into the hearing of the malpractice by destroying evidence relating to the alleged irregularity, uttering false documents, attempting to bribe a member and or harassing witnesses or any other person in relation to subject of the hearing by making constant telephone calls and visits among others;
- (dd) Destroys evidence of alleged malpractice by swallowing, chewing, eating or through any other means;

(ee) Does any other related act contrary to these Rules.

- (2) A candidate or any other person, who commits any of the offences in paragraphs (a) to (ee) above, shall on conviction, be liable to:-
- (i) A caution
  - (ii) caution and cancellation of results of the relevant examination paper, or
  - (iii) cancellation of all examination results; or
  - (iv) cancellation of the entire examinations and recommendation for dismissal from the training institution; or
  - (v) prosecution in a court of law.
- (3) Any candidate found guilty of cheating in examinations on second conviction shall have their entire results cancelled and shall be recommended for dismissal from the training institution and shall not sit for any other UBTEB examinations.
- (4) If a conviction is secured following prosecution in a court of law, the Board shall forward the matter to other relevant authorities for further action.

**60. *Malpractices offences and penalty applicable to examination managers, supervisors and any other person.***

- (1) A person involved in the examination process, who commits any of the following acts commits an offence of examination malpractice:-
- (a) Assisting candidates in any form on any matter related to cheating and leakage of examinations;
  - (b) Selectively disseminating information on examination;
  - (c) Releasing of examination questions prior to the date and time scheduled for a particular examination;
  - (d) Failure to keep examination materials securely;
  - (e) Careless or irresponsible conduct in the execution of his or her duties so as to encourage the students or candidates to engage in examination malpractices. For avoidance of doubt, negligent invigilation includes:-
    - (i) Reading materials such as newspapers and books in the examination room, which would distract the examinations supervisor from his or her duties;



- (ii) Abandoning the examination venues without making proper arrangements for an acceptable alternative of an examination supervisor;
- (iii) Reporting late for supervision;
- (iv) Refusing to supervise an examination following an appointment;
- (v) Failing to report a case of examination malpractice promptly; and
- (vi) Lack of vigilance in executing the duties of examination supervision including failing to actively monitor the examination room and the candidates as well as failing to secure the signature of every candidate in a particular examination as proof and right of attendance;
- (f) Failing to account for the candidates' answer scripts received by him or her;
- (g) Transferring his or her responsibility as a supervisor to an unauthorized person;
- (h) Substituting an answer script prepared outside for the one used during the examination period;
- (i) Deliberately opening of the wrong question paper packet at the examination centre;
- (j) Allowing impersonation;
- (k) Helping the candidates to use unfair means in any form and by any one in or outside the examination centre;
- (l) Favoring candidates who have been reported cheating by their colleagues;
- (m) Leaking of question papers to participants;
- (n) Awarding marks without actual marking;
- (o) Awarding marks to a candidate who has not sat for any test, or examination or done any assignment;
- (p) Conniving with candidates to cheat an examination;
- (q) Doing any other related act contrary to these Rules.

- (2) Any person who commits any of the above offences shall on conviction be liable to:—
- (a) A reprimand (written warning);
  - (b) Withdrawal from examination related activities;
  - (c) Recommendation to the relevant authorities for suspension;
  - (d) Recommendation to the relevant authorities for termination/dismissal;
  - (e) Prosecution in a court of law.

**61. *Malpractice offences and penalties applicable to an examination center***

- (1) An examination center which neglects or breaches its mandate as given under these rules commits an examination offence.
- (2) The Board may at its discretion apply any of the following penalties against an examination center where evidence of malpractice is detected:—
- (a) Formal reprimand recorded;
  - (b) The cohort of candidates concerned in the center may be disqualified or all involved candidates recorded as failed;
  - (c) Center registration may be withdrawn, suspended or cancelled;
  - (d) Ban on involvement with the administration of examination for a certain period of time;
  - (e) Punish the head of center in line with these rules including making a recommendation for their suspension, demotion or dismissal;
  - (f) Make a public declaration of the names of institutions or candidates involved in malpractice;
  - (g) Inform the police or any other relevant authorities for further action
  - (h) Prosecution in courts of law.

**PART VII- REPORTING AND HEARING PROCEDURES**

**62. *Action by examination managers and supervisors.***

Where an Examination Supervisor or any person deployed by the Board at an examination center suspects a candidate for breaching these rules, he or she shall:—

- (1) Apprehend the candidate suspected of engaging in examination malpractice immediately;
- (2) Confiscate any unauthorized material in the possession of the candidate, stop the candidate from continuing with that particular examination;
- (3) Allow the candidate make a written statement and sign it.
- (4) Request the candidate to append his or her signature on the material in order not to deny knowledge and responsibility;
- (5) Make a formal note of the time when the alleged malpractice was discovered;
- (6) wherever possible an examinations supervisor shall invite another examination supervisor to act as witness to the suspected malpractice, and then countersign the note to confirm the incident;
- (7) evidence from all parties concerned including the Principal, overall monitor, coordinator, examinations supervisor and examiners shall also be gathered and information included in the investigation report;
- (8) Allow the candidate in question to continue with the examination;
- (9) Report the matter to police for further action; and
- (10) Prepare a written report on the alleged incident and send it with any confiscated materials to the Board.

**63. Procedure for hearing of cases of examination malpractice.**

(1) In the handling of examinations malpractices, the Board shall take into account the following principles:-

- (a) Fair hearing and equal treatment of all affected candidates;
- (b) The opportunity to enter a plea of guilty or not guilty;
- (c) Right of candidates to appear and defend themselves;
- (d) Consistency in punishment;
- (e) Staff/supervisor not to sit in judgement of their own cause.

(2) The following rules shall apply to hearing of cases of examination malpractice and the word “Supervisor” used herein shall mean any authorised person involved in the examinations process.

**(a) Pre-hearing procedure**

- (i) An Examination Supervisor or any other person who alleges that a candidate was involved in a malpractice shall make a formal written report to the Executive Secretary;

- (ii) Any materials allegedly found on the student or candidate should be given to the Executive Secretary for safe custody unless the same are held by Police;
- (iii) The Executive Secretary shall inform the student or candidate in writing through the Head of Center of the allegation;
- (iv) A candidate shall be allowed to make a formal defence to the allegation in writing addressed to the Executive Secretary;
- (v) A candidate shall then be invited in writing to appear before the Board to defend himself or herself even when they fail to send their defence mentioned above;
- (vi) A candidate shall be given reasonable notice of at least seven (7) days of appearing before the Board to enable him or her time to prepare his or her defence;
- (vii) A candidate who fails to appear after being effectively summoned three times shall be recommended for indefinite suspension from sitting UBTEB examinations.

**(b) Hearing procedure**

- (i) A candidate shall appear in person before the Board and identify him or herself as the subject of the proceedings;
- (ii) A candidate shall be informed of the allegations against him or her and the rule that he or she is alleged to have breached as well the possible punishments;
- (iii) A candidate shall formally take oath and respond to such allegations on oath;
- (iv) When a candidate responds in the affirmative, a plea of guilty shall be recorded;
- (v) Following a guilty plea, the member of staff or examinations supervisor reporting the malpractice shall present the facts constituting the malpractice to the Board in the presence of the candidate;
- (vi) Where the candidate is alleged to have been found with unauthorised materials, the materials shall be brought before the Board and the member of staff making the report shall state formally in the presence of the candidate whether they are the materials he or she is alleged to have found in the possession of the candidate;
- (vii) The candidate shall be given an opportunity to respond to allegations of fact. He or she may disagree with them and he or she has a right to cross-examine the person presenting the report;
- (viii) Where the candidate **pleads Guilty** he or she shall be allowed to plead mitigating factors, which the Board shall take into account in prescribing punishment;
- (ix) The Board shall then deliberate in the absence of the candidate and the member of staff or examinations supervisor making the report;

- (x) A decision shall be made with regard to the punishment and the Board shall provide reasons for the decision;
- (xi) In determining the appropriate punishment, the Board shall take into account the mitigating factors like remorse on the part of the candidate, truthfulness, lack of substantial benefit from the malpractice, candidate being first offender and plea of guilty thereby not wasting the Board's time. The aggravating factors include substantial benefit from the malpractice, general misconduct, frivolous denials, and second conviction among others.
- (xii) Following a plea of **Not guilty** by the candidate, the member of staff making the report shall present the facts to the Board with the guidance of the prosecutor in the presence of the candidate and the candidate shall have a right to cross-examination;
- (xiii) The candidate shall be given an opportunity to respond to allegations of fact and he or she may disagree with the facts and he or she has a right to cross-examine the person making the report;
- (xiv) The Board may call witnesses whose presence is considered crucial for the just and fair disposal of the case;
- (xv) The candidate shall present his or her defence to the Board in the presence of the member of staff who made the report who also has a right of cross-examination;
- (xvi) The candidate may call witnesses to substantiate his or her defence;
- (xvii) The candidate alleged to have been involved in an examination malpractice shall not be registered for the subsequent semester until such a time that the case has been disposed of;
- (xviii) The Board may admit oral and material evidence, which may be direct or circumstantial;
- (xix) The Board may not admit hearsay evidence unless there is independent evidence that leads to its credibility;
- (xx) After the close of the evidence and before a decision is made, the candidate shall be given an opportunity to present to the Board mitigating factors which the Board shall consider and make a decision in that regard;
- (xxi) The candidate shall be officially informed of such decision and availed a copy of the decision through the Head of Center;

- (xxii) The candidate shall be informed of his or her right of appeal and the procedure to be followed.

## **PART VIII- APPEAL PROCEDURES**

### **64. *Right of appeal.***

- (1) A candidate who is aggrieved by the decision of the Board may appeal to the Board for reconsideration.
- (2) An appeal by a candidate shall be by petition stating the facts and grounds of appeal.
- (3) The Board may confirm, modify or reverse its decision and its decision shall be final.

### **65. *Procedure of appeal.***

- (1) A candidate who is dissatisfied with the decision of the Board may appeal to the Board within fourteen (14) days from the date of receipt of the letter communicating the decision.
- (2) A candidate who pleaded guilty to an offence before the Board shall have a right of appeal only with respect to the penalty.
- (3) The Board shall hear the appeal expeditiously.
- (4) A candidate appealing shall be notified in writing of the date when the appeal will be heard and shall be given an opportunity to appear before the Board and be heard.
- (5) On cause being shown, the Board shall have power to allow a candidate to present additional evidence before it.
- (6) Where additional witnesses are called, the witnesses shall be subject to cross-examination by the Board.
- (7) The Board may also adduce additional evidence, which may be responded to by the candidate.
- (8) The Board shall then deliberate in the absence of the candidate and may confirm, vary or set aside the decision.

## **PART XIII- RULES FOR EXAMINATION AWARDS AND CERTIFICATION**

### **66. *Awards meeting.***

- (1) The Board shall convene awards meetings to discuss the Senior Examiner's reports and make recommendations to the relevant Board Committee the grades to be awarded for each paper. The Awards Meeting shall follow a criteria provided under the Board's guidelines on Awards.
- (2) The Senior Examiner's reports shall follow the format provided by the Board.
- (3) The Board shall prepare preliminary statistical data for effective facilitation of the Awards Meeting.
- (4) The Awards Meeting shall be composed of Senior Examiners, Secretariat Staff and other key stake holders as defined in the Awards guidelines.

### **67. *Grading and conditions for passing.***

- (1) The Board shall award grades based on the examination syllabi developed by the Board and guided by the curriculum for each programme/course.
- (2) In grading the Board shall apply the grading system for both Diploma and Certificate programmes based on the syllabi.
- (3) A candidate shall be required to attain a Pass mark determined by the Board in all the modules of the examination at the end of each semester/year.
- (4) The Board may consider awarding Certificate or Diploma to a candidate who has passed a certain minimum number of modules considered core for given competencies in the world of work. The Board shall then allow such Candidates to pass through 'Conceded Pass' (CP) arrangements. This will be for a candidate who will not have attained GP of 2.0 and above even after three (3) attempts of retaking a module, but has achieved a CGPA of 2.0 and have attained competencies in some modules to enable him/her gain employment in the world of work or proceed to a different career path in education and training. A "Conceded Pass" will be a pass granted for a course in which a final year candidate is not able to obtain a pass mark in the course assessment despite retaking a paper three times. The Board shall during the time of consideration of

examination results, identify and grant students eligible for Conceded Passes. A

Candidate will be eligible for a conceded pass under the following conditions:-

- i).The Conceded Passes are granted at the discretion of Board and Candidates are not automatically entitled to the Conceded Passes and may not request them.
- ii) The pass is conceded on the basis that the Candidate's overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course.
- iii) A candidate's final mark in a Course is in the range of 40 – 49% inclusive and the Cumulative Grade Point Average (CGPA) for the student will be at least 2.0.
- iv) A Candidate has attempted the paper, at least three times. The better of the grades earned will be used for awarding a Conceded pass.
- v) Whether the course is required for professional accreditation; or it is necessary for a Candidate to demonstrate professionalism
- vi) The number of conceded passes for a Candidate will be restricted to only two courses.
- vii) In case a Candidate who does not qualify for conceded pass as stipulated above the existing provision in the semester regulations will guide as the case may be.
- viii) A granted Conceded Pass will be recorded on the Candidates academic Transcript by indicating the true percentage /grade achieved, and "CP" as the grading code.

**68. Progression.**

(1) Progression of a candidate shall be classified as normal, or probationary.

**(a) Normal progression**

The Board shall provide for normal progression where a candidate passes each module undertaken with a minimum grade point (GP) of 2.0 or equivalent mark for certain specified categories of programs.

**(b) Probationary progression.**

The Board shall provide for probationary progress for a candidate who does not attain a GP of 2.0 in any module but has CGPA of 2.0 or more or a candidate who was absent for a given module. Such a candidate shall be allowed to proceed to the next year but offer such modules or papers when next offered;

**(c) Repeating a semester/year**

A candidate who has not attained 2.0 GPs in more than half of the modules of the respective semester/year, he/she shall be made to repeat that semester/year of study and shall not be allowed to progress to the next semester.



**(d) Retaking a module**

- (1) The Board shall allow a candidate to retake any module of the programme/course when it is next offered in the following circumstances:-
  - (a) Where a candidate did not obtain a GP of 2.0 in any of the modules;
  - (b) Where a candidate was absent from an examination of any module;
  - (c) Where a candidate would like to improve the previous grade so long as he/she registers and makes payment for that particular module.
- (2) A candidate shall be allowed to retake a module not more than three (3) times.

**69. Processing and Release of Examinations results.**

- (1) The Board shall ensure that the examination results for all programmes are prepared and made available for timely release to the Public.
- (2) The final examination results for end of programme/course shall be released by the Minister.
- (3) The promotional/ end of semester examination results shall be released internally by the Board.
- (4) *The Board shall, with the prior approval of the Minister, delay, nullify, or withhold the examination results for a reasonable cause.*
- (5) *After the results have been processed and released, the Board shall keep marked answer scripts and related materials in safe custody. It will be the responsibility of the Candidates and Head of Center to make sure that all queries regarding results are brought to the attention of the Board immediately after release of results. The examination scripts and related materials shall be disposed and or destroyed following the "Disposal of examination answer scripts and related Materials' Guidelines Policy" three years after a student has complete the mandated maximum numbers of years as spelt out by the respective curriculum.*

**70. EXAMINATIONS AWARDS AND CERTIFICATION.**

- (1) The Board shall award Certificates and Diplomas to successful candidates.
- (2) The Certificates and Diplomas awarded shall be in a form approved by the Board and shall bear the signature of the Chairperson and the Executive Secretary

of the Board.

- (3) The Board shall forward the list of successful candidates to relevant professional councils for registration, where applicable.
- (4) The Board shall provide a statement of results to candidates on request at the end of an academic year to enable those candidates who fail to continue with studies to access gainful employment in the world of work.
- (5) The Board shall on request allow a candidate who dropped out of school and is desirous of undertaking the remaining modules to sit and complete the programmes as long as such a candidate is within the stipulated period of five (5) years.
- (6) The Board shall, at the end of the programme/course issue academic transcripts and certificates to candidates who shall have successfully completed a certificate or diploma programme/course of study.
- (7) The Academic Transcripts issued under these rules shall be signed by the Executive Secretary.

**71. Verification and certification of Academic Transcript and Certificates**

- (1) The Board shall on request and upon production of a Police report and presentation of a valid identification, verify the results of a candidate in the event of loss or destruction of the above academic documents. Valid identification shall include a Passport, School Identity Card, Driving Permit, or National Identity Card.
- (2) The Board shall upon request, certify the above academic documents on presentation of original documents and valid identification.
- (3) Requests made under (1) and (2) shall be accepted upon payment of a fee determined by the Board.

**72. Posthumous awards.**

- (1) Any award listed may be conferred posthumously and accepted on the candidate's behalf by an authenticated next of kin.
- (2) The normal condition for award of certificate or diploma qualifications shall have been satisfied or, if varied, the variation shall be approved by the Board.

- (3) The award referred to in (1) above shall not be used by any person or organization for the purpose of gaining employment or shall not be presented to any institution of learning for the purpose of academic progression, but for recognition and safe custody of the candidate's academic achievement.

## APPENDICES.

### *Appendix 1- Continuous Assessment Form*

Focus Area	Desired Outputs
1. Equipment/apparatus, Tools, Materials and specimen	Identification and selection of relevant tools, equipment and materials. Demonstrate correct use of equipment according to manufacturer's directions. Identify proper functioning of tools, equipment or apparatus Calibration and configuration of the equipment or apparatus
2. Observe Health And Safety A) Check for danger	Identify hazards, threats and risks. Implement practices to prevent or minimize risk. Maintain cleanliness of workplace. Observe health and safety regulations. Demonstrate the use of first aid facilities.
B) Self-Protection issues	Demonstrate proper use of protective gear such as: Head gear, safety boots, eye, ear and nose protection, overall, gloves and reflector jackets.
C) Reading skills as related to the working environment	Understand and interpret symbols or signs used at workplaces. Read workplace safety pamphlets or procedure manuals. Read machine operation manuals and guidelines. Read labels and directions for handling equipment, tools and chemicals.
3. Understand Work Procedures	Time keeping and time management. Professional ethics during training. Adherence to job procedures and work instructions. Willingness to learn Self confidence
4. Essential Practical Skills	Ability to read, record, process, interprets, translate drawings or data and produce real life projects or products. Setting out of projects or tasks. Creativity and innovation Develop and effectively use management tools such as budgets and plans

## ***Appendix 2: Research Report Format***

The Research Format should as much as possible follow the prescribed format as follow;

### **Preliminary pages which include;**

**i) Cover page/Title page:** This will contain the following:

- a. Topic/ title which should preferably not be more than 22 words. The title should be precise and be able to contain key variables in terms of Dependent and independent variables;
- b. Contain the author's (student) details; Names and Registration Number;
- c. Purpose (generic statement: “ eg A Research Report Submitted in partial fulfillment of the requirements for the award of the Diploma in Civil Engineering of UBTEB );
- d. Should indicate month and year of submission;
- e. All the information on the title page should be in upper case and centered;
- f. The cover/title page should not be numbered

### **ii) Declaration;**

There should be a statement by a student declaring that the report is hers/his original work not submitted anywhere else for similar awards. This should include the student's name, signature and date;

### **iii) Approval to submit;**

There should be a forwarding statement by the student. His/her name, signature and date and details of the supervisors should be indicated.

### **iv) Acknowledgement;**

Statement recognizing the contribution of other people towards the report writing process. This should be limited to maximum half a page.

**v) Dedication** (this should be purely optional to the students);

**vi) Table of Contents;**

**vii) List of Tables;**

**viii) List of Figures/List of Charts;**

**ix) List of acronyms/abbreviations** and should be arranged alphabetically;

**x) Abstract;**

Note: Preliminaries should be numbered in lower Roman numerals and it is preferred that all pagination is bottom centered.

## **Chapters**

### **CHAPTER ONE: INTRODUCTION**

**NOTE:** The chapter title should be centered and page numbering throughout the text should be Arabic numerals and bottom center. The key parts in chapter one includes:

- 1.1 Introduction
- 1.2 Background to the Study
- 1.3 Problem Statement
- 1.4 Purpose OR General Objective of the Study
- 1.5 Specific Objectives (these should be numbered using lower Roman numerals. They should not be less than two and preferably not more than three).
- 1.6 Research Questions
- 1.7 Scope of the Study
  - i. Geographical Scope
  - ii. Content Scope
  - iii. Time/ Period Scope
- 1.8 Significance of the Study; The significance refers to the relevance of the study in terms of academic contribution and practical use that might be made of the findings to the organization / sector in which the researcher is based and to the public at large. The researcher must tell the reader the reason(s) why and how s/he thinks the findings might change policies, theory or practice. In short he/she should indicate who will benefit from the study and how they will benefit.

### **CHAPTER TWO: LITERATURE REVIEW**

Literature review should generally be organized based on themes according to objectives or research questions and objective by objective. Consideration must be taken on both the dependent and independent variables. The key parts could include:

- 2.1 Introduction
- 2.2 Theoretical literature
- 2.3 Empirical Literature
- 2.4 Summary/Conclusion of the Literature review (Identifies the literature gap that the

researcher wishes to tackle).

### **CHAPTER THREE: METHODOLOGY**

- 3.1. Introduction
- 3.2. Research design
- 3.3. Study Population
- 3.4. Sample size determination and Selection procedures
- 3.5. Data type and sources
- 3.6. Data collection methods – e.g. Interview, Observation, Focus Group Discussion (FGDs)
- 3.7. Data collection instruments - e.g. questionnaire, interview guide, FGD guide, interview checklist
- 3.8. Data Collection Procedures and Ethical Issues in Research
- 3.9. Limitations of the Study: These must be brought cautiously not to doubt the findings.  
Suggestions can be given on how other research can avoid such limitations
- 3.10. Data Processing and analysis

### **CHAPTER FOUR: PRESENTATION, ANALYSIS AND DISCUSSION OF FINDINGS**

- 4.1 Introduction
- 4.2 Response rate
- 4.3 Background characteristics of respondents
- 4.4 Empirical results/findings: This should be presented and analyzed objective by objective or Research Question by Research Question

### **CHAPTER FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS**

- 5.1 Introduction
- 5.2 Summary of Findings
- 5.3 Conclusions
- 5.4 Recommendations
- 5.5 Areas for future research

**References** (The list should be developed using a uniform style and APA-American Psychological Association Style is recommendation eg the surname first followed by initial and year of publication, title etc and names should follow alphabetical order)

**Appendices** (e.g. research instruments, work plan, budget, maps).

**Appendix 3: Research Report Marking Guide**

Name of a student:.....Reg. No:.....Program:  
 .....

Academic year: .....

Title of Research:.....

Name of Supervisor: .....External Examiner: .....

S/N	CONTENT	MAXIMUM MARK	SCORE
	<b>PRELIMINARIES: Are these logically flowing</b>	<b>5</b>	
	<b>INTRODUCTION</b>		
1	Title/topic Is the title of the research appropriate?	1	
3	Background to the Study: Does the background correctly contextualize the problem situation?	4	
4	Problem Statement: Is the problem of the study stated accurately?	5	
5	Objectives: Are the research objectives appropriate? Do they possess the SMART characteristic	3	
6	Research Questions: Are the research questions appropriate?	2	
7	Scope: Is the scope clearly defined & will it ensure that the objectives will be met?	1	
8	Significance: Has the candidate fully understood the significance and does it show how useful the study will be for instance to policy makers?	1	
	<b>Sub- Total(maximum marks available = 15) marks awarded</b>	<b>15</b>	
	<b>LITERATURE REVIEW</b>		
9	Do references reflect that the student read extensively & are they up-to-date ?	2	
10	Are Journals Articles, Published books, Conference/Seminar Papers, Research Reports etc reflected? Did the student make use of existing research work?	4	
12	Has the student Reviewed literature on the dependent variable?	3	



13	Has the student Reviewed literature on the independent variable? Is there a link between the dependent and independent variable?	6	
15	Has the student made attempts to summarize the review and justified need for study by identifying gaps?	3	
	<b>Sub-total (maximum marks available = 20) Marks awarded</b>	<b>18</b>	
	<b>METHODOLOGY</b>		
16	Is the methodology appropriate & does it address objectives	2	
17	Is the research design appropriate?	2	
18	Is the sampling method & determination of sample size appropriate?	3	
19	Is the area of study & Population appropriate?	4	
22	Are the methods and instruments to be used in data collection clearly stated & appropriate?	4	
23	Are the methods of data presentation & analysis logically stated? Are the methods of analysis appropriate?	5	
	<b>Sub- total (maximum marks available =20)</b>	<b>20</b>	
	<b>PRESENTATION AND ANALYSIS OF FINDINGS</b>		
24	Was the response rate adequate?	3	
25	Are the background characteristics of respondents clearly presented and analyzed?	5	
26	Has the student logically presented, analyzed and discussed the findings based on the objectives of the study?	12	
	<b>Sub- total: (maximum marks available =20)</b>	<b>20</b>	
	<b>SUMMARY, CONCLUSIONS &amp; RECOMMENDATIONS</b>		
27	Was the summary of findings presented according to the empirical results?	2	
28	Has the made the conclusion according to the results?	3	

29	Are the recommendations appropriate & do they originate from the study findings?	5	
30	Were the limitations appropriate & does the student identify areas for further research to overcome some of these limitations	5	
	<b>Sub- total (maximum marks available = 15) marks awarded</b>	<b>15</b>	
	<b>Sub- total (maximum marks available =05)</b>	<b>05</b>	
	General organization of the study. Did the students use correct layout/headings and is the Report written in an acceptable language and correct grammar?	5	
	<b>Sub- total (maximum marks available =05)</b>	<b>05</b>	
	<b>TOTAL (MARKS AVAILABLE = 100) FINAL MARK</b>		

**Appendix 4: Industrial Training Assessment Form for Field Supervisor**

Name of Institution..... ..... Industrial Training Assessment Form		GRADES				Score	Area of Improvement
		Very Good	Good	Fair	Weak		
	<b>Area of Assessment</b>	<b>Marks</b>	<b>&gt;=80%</b>	<b>(70 - 79)%</b>	<b>(60 - 69)%</b>	<b>&lt;=49%</b>	
<b>A</b>	<b>Attendance (% age of days and times within the days present)</b>	<b>7</b>					
<b>B</b>	<b>Work Performance</b>	<b>12</b>					
	1. Co-operation with other staff	3					
	2. General ability to use various equipment, machines or plant in the industry	3					
	3. Flexibility-willingness to learn from various sections in industry	3					
	4. Job planning	3					
<b>C</b>	<b>Initiative or Innovations</b>	<b>8</b>					
	1. Problem-solving	4					
	2. New ideas on improvement for efficiency of performance or operations	4					
<b>D</b>	<b>Time Management</b>	<b>6</b>					
	1. Reporting on time	2					
	2. Leaving at specified break-off or stoppage time	2					
	3. Meeting deadlines on assignments given by supervisors or instructors	2					
<b>E</b>	<b>Discipline and Safety</b>	<b>10</b>					
	1. Use of right equipment for right job	2					
	2. Obeying instructions given and carrying them out	2					
	3. Proper handling of equipment and or materials	2					
	4. Ability to practice safety measures in the workplace	2					

	5. Knowledge of first aid procedures in case of accident	2						
<b>F</b>	<b>Practical Skills</b>	<b>15</b>						
	1. Ability to put into practice training instructions from instructors or supervisors	3						
	2. Ability to relate theoretical knowledge with practical applications	3						
	3. Proper use of manuals and interpretation of drawings	3						
	4. Ability to carry out trouble shooting on equipment, (put right mistake in work or finishing)	3						
	5. Ability to service and repair equipment (clean and maintain tools and workplace)	3						
<b>G</b>	<b>General Remarks (other assessment at discretion of examiner)</b>	<b>2</b>						

Grades for each area of assessment may be marked out of 100 and the score reduced to give a maximum corresponding to the marks indicated in the table.

*Appendix 5: Industrial Training Assessment Form for Academic Supervisor*

Name of Institution..... <b>Industrial Training Assessment Form</b>			Grades				Score	Area of Improvement
			Very Good	Good	Fair	Weak		
	Area of Assessment	Marks	>=80 %	(70-79) %	(60-69) %	<=49 %		
<b>A</b>	<b>Attendance (Was the learner at his work place?)</b>	<b>2</b>						
<b>B</b>	<b>Understanding of tasks</b>	<b>21</b>						
	1. Did the learner provide weekly summary of work performed?	2						
	2. How did the learner describe the tasks performed?	3						
	3. How was the learner able to explain why tasks were being done in a particular way?	3						
	4. How did the learner explain problems experienced when carrying out the work and how they were solved?	3						
	5. How did the learner describe the new knowledge and skills gained?	3						
	6. How did the learner explain the knowledge and skills acquired at college that enabled him to perform?	3						
	7. How did the learner explain his relationship with his core workers and supervisors and how he plans to improve or maintain it?	2						
	8. How did the learner relate the industrial training tasks to his training as a technician or Drawing Assistant?	2						
<b>C</b>	<b>General Remarks (Other assessment at discretion of examiner)</b>	<b>2</b>						

Grades for each area of assessment may be marked out of 100 and the score reduced to give a maximum corresponding to the marks indicated in the table.

## ***Appendix 6: Industrial Training Report Format.***

The Industrial Training Field Report format shall be as follows;

### **Preliminary pages**

#### **i. Cover page**

- a. Name of the College
- b. Name of the department in the college
- c. Place of industrial training
- d. Name of student and registration number
- e. Submission statement
- f. Month and year of submission

#### **ii. Declaration**

There should be a statement by a student declaring that the report is hers/his. This should include the student's name, signature and date.

#### **iii. Approval**

There should be a forwarding statement by the Academic supervisor. His/her name, signature, date, Field supervisor name, signature and date

#### **iv. Dedication**

There may be a statement dedicating the report to a person (s) of one's choice and this is optional to the students

#### **v. Acknowledgement**

Statement recognizing the contribution of other people towards the internship training. This should be limited to half a page

#### **vi. Table of contents**

To show the contents of the report

#### **vii. List of figures/charts**

All figures/charts in the report should be well labeled and could be numbered according to chapters where they occur e.g figure 3.1 to refer to figure 1 in chapter three or consistently number from figure 1 to the last. The pages where the figures occur should clearly be indicated.

#### **viii. List of tables**

All tables in the report should be well labeled and could be numbered according to chapters where they occur e.g table 3.1 to refer to table 1 in chapter three or consistently number from table one to the last. The pages where the tables occur should clearly be indicated.

#### **ix. List of acronyms/ abbreviations**

Acronyms used should be given in alphabetical order with their full meaning

## **x. Executive summary/ Abstract**

To include statement of most practical work carried out, challenges encountered  
Conclusion

Note: The preliminary pages should always be numbered in Roman numerals, bottom- centered.

## **Chapters**

### **CHAPTER ONE: INTRODUCTION**

#### 1.0 Introduction

#### 1.1 Objectives of industrial training

#### 1.2 Location and description of place of field attachment

#### 1.3 Mission, vision and goals of the organization of attachment

#### 1.4 Field organizational structure

#### 1.5 Tasks carried out by the organization of attachment e.g, if District Local Government describes its role in society.

### **CHAPTER TWO: DISCUSSION OF FIELD ACTIVITIES**

#### 2.0 Introduction

#### 2.1 Description of work carried out by the department/ organization

#### 2.2 Duties and responsibilities assigned to the trainee or internee and how they were carried out

#### 2.3 Stating new knowledge and skills gained by the trainee or internee

#### 2.4 Work relationship between departments of the organization attached to

#### 2.5 Challenges experienced or encountered by the trainee/ internee and how they were handled.

NB: Different areas of specialization like those under the programmes of ‘Uganda Diploma in Hotel and Institutional Catering or Certificate in Hotel and Institutional Catering’ could still customize their reporting to this general format.

### **CHAPTER THREE: CONCLUSION AND RECOMMENDATION**

#### 3.0 Introduction

#### 3.1 Conclusion

#### 3.2 Recommendations for industrial training improvements usually derived from challenges experienced.

## **APPENDICES**

These may include design standards and guidelines used during industrial training for instance;

- a. Industrial training log book of daily activities
- b. College letter of placement request
- c. Acceptance letter from field attachments
- d. Recommendation letter from the field attachment
- e. Drawings and photographs of the field attachment

**Appendix 7: Industrial Training Field Report Marking Guide**

Students Name: .....Reg. No:.....Program:  
 ..... Supervisor's Name:  
 .....Organization:.....

Examiner's Name:..... Sign: .....

No	Contents	Maximum Score
1	<b>Cover Page:</b> i) Name of institution ii) Name of Department iii) Name of learner and year of study iv) Place of Industrial Training v) Period of Industrial Training e.g. July- September 1510 vi) Academic and Field Supervisor's signatures	0.5 marks
2	<b>Acknowledgements</b> i) Acknowledge all assistance during field training ii) Acknowledge assistance during report writing	0.5 marks
3	<b>Executive summary or abstract</b> i) To include statement of the most practical work carried out ii) Challenges iii) Conclusions	1 mark
4	<b>Table of contents</b> To show the content of the report and page numbers where they first occur	0.5 marks
5	<b>List of figures</b> i) All figures in the report must have a number and a caption ii) Figures must be numbered according to the chapters where they occur for example; Figure 4.1, to refer to first Figure in chapter 4 iii) The pages where the figures occur must be shown in the list of figures	0.5 marks
6	<b>List of tables</b> i) All tables in the report must have a number and a header ii) Tables must be numbered according to the chapters where they occur for example; Table 2.1, to refer to first table in Chapter 2 iii) The pages where the tables occur must be shown in the list	0.5 marks



	of tables	
7	<b>List of acronyms or abbreviations</b> Acronyms used should be given in alphabetical order with their full meaning shown	0.5 marks
8	<b>Introduction</b> i) Location and description of place of field attachment ii) Objectives of field attachment iii) Structure, organisation iv) Tasks carried out by the place attached to e.g. if District Local Government describe its role in society	1.5 Marks
9	<b>Main body of the report</b> i) Description of work carried out ii) Duties and responsibilities assigned and how they were carried out iii) New knowledge and skills gained iv) Relationship with other staff and supervisor v) Problems experienced and how they were handled	6.5 marks
10	<b>Conclusions</b> A brief summary of knowledge gained as outlined in the objectives	1mark
11	<b>Recommendations</b> i) For improving Industrial Training, usually derived from problems experienced ii) For improvement of work output at the place of work (this is included if allowed by the field supervisor)	0.5 marks
12	<b>References</b> i) Design standards and guidelines used during training ii) Books and internet material iii) Harvard style of referencing must be used for example Kyalikisa R (1510), "Effect of window net on the reduction of Malaria," Journal Health Construction , Vol 17, Pg 123-127	1 mark
13	<b>Appendices</b> i) Drawings ii) Photographs, etc	0.5 marks
	<b>TOTAL</b>	<b>15 Marks</b>