



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

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All Principals of Training Institutions and
All Examination Managers

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD STANDARD OPERATING PROCEDURES DURING THE CONDUCT OF DEFERRED MAY/JUNE 2020 EXAMINATIONS SERIES

Background/Introduction

While COVID-19 continues to spread it is important that UBTEB takes action to prevent further transmission, reduce the impacts of the outbreak and support control measures. The protection of candidates and Examinations managers in educational facilities is particularly important. The purpose of this document is to provide clear and actionable guidance for safe conduct of the deferred May/June 2020 Examinations. In order to ensure safety of Examinations managers, candidates and all stakeholders involved in the conduct of the Examinations, the following SOPs must be followed in their strict form during the conduct of Examinations.

1. Examinations should be conducted in accordance to the Government of Uganda directives, Ministry of Health Covid-19 SOPs together with the Ministry of Education and sports guidelines in relation to the covid-19 pandemic. All directives must be implemented by the training institutions where examinations are to be conducted.
2. The instructions, guidelines and orders issued by the Government, Ministries of Health and Education concerning the opening of educational institutions and safety and health guidelines should be adhered to by the Examinations centers/institutions.
3. All candidates should possess Identification cards; No candidate should be allowed into the Examinations room without a facemask.
4. Fresh masks and gloves must be used by the Examinations officials after verification is done by Heads of centers and chief reconnoiters.
5. Adequate hand washing stations with water and soap should be made available to avoid congestion at entrances and exits, and near lunchrooms and toilets, Examinations rooms, staff/observer room etc., and should be replenished regularly.

6. All washrooms must be cleaned and disinfected. Soap and water must be available and replenished with adequate water supply.
7. Candidates' sitting area must be sanitized (desk, chair and any equipment) after every session.
8. Heads of institutions should enforce regular hand washing with safe water and soap, alcohol rub/hand sanitizer and, at a minimum, daily disinfection and cleaning of school surfaces. All door handles, staircase railing, and all surfaces must be disinfected.
9. All trash bins must be cleaned and emptied regularly and ensure trash is removed daily and disposed of safely.
10. Cleanliness and hygienic conditions as per the health and safety advisories of the concerned government departments are to be maintained at all places.
11. Proper signage, symbols, posters etc. should be displayed at the appropriate place to maintain social distancing.
12. Examinations managers should ensure that there is no overcrowding at the entrance and exit of the Examinations rooms.
13. Reconnoiters and chief reconnoiters should monitor the entry and exit of Examinations halls/rooms, there should be proper markings with at least 2 meter distance where candidates stand while waiting
14. Exit after an Examination must be permitted one by one only.
15. All examinations managers during the conduct of examinations must continuously wear facemasks at all times and put on proper hand gloves.
16. Candidates having symptoms of fever, cough and flu should sit in separate examinations rooms.
17. Keeping in view the social physical distancing, institutions should prepare adequate examinations halls/rooms capacity to meet the proper seating arrangement for examinations. Minimum distance between candidates should be 2 meters. Sample seating plan is annexed.

Sample sitting plan

Column 1	Column 2	Column 3
Candidate's Roll number	Candidate's Roll number	Candidate's Roll number
1	4	7
Empty	Empty	Empty
2	5	8
Empty	Empty	Empty
3	6	9

18. Increase air flow and ventilation where climate allows open windows and doors.
19. Sick candidates, Examinations managers and other staff should not come to the Examination center.



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EXECUTIVE SECRETARY