



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

"SETTING PACE FOR QUALITY ASSESSMENT"

UBTEB/ES/537/2023

Thursday September 12, 2023

CIRCULAR No. 6 OF 2023

The Heads of Centers for;
Technical & Vocational Colleges/Institutions,
Biological & Physical Sciences Institutions, and
Business, Humanities & Cooperatives Colleges/Institutions.

RE: REGISTRATION OF CANDIDATES FOR NOVEMBER/DECEMBER 2023 ASSESSMENT/EXAMINATIONS

1.0 INTRODUCTION

Uganda Business and Technical Examinations Board is preparing to conduct Assessment/Examinations in the categories of Business, Co-operatives, Humanities Certificates & Diplomas; Technical & Vocational Diplomas; and Biological & Physical Sciences Diplomas and Certificates. This therefore, serves to inform all Assessment Centres offering programmes above categories to prepare to register trainees for assessment/examination that will be conducted between **1st December** and **22nd December 2023**.

2.0 Registration of Candidates

2.1 Registration Timelines

Normal Registration for the Assessment/Examinations will begin on **Monday, September 25th, 2023** and end on **Friday, 3rd November 2023**. **Late registration** will begin on **Monday, 6th November, 2023** and will end on **Friday, 10th November, 2023**. There will be a **SURCHARGE of 50%** of the normal fees, for late registration. Kindly advise all candidates on this charge to avoid inconveniences and costs that come along with late registration.

2.2 Category of Programmes for Registration to be assessed in Nov/Dec 2023

S/N	Category	Academic year
1.	Diploma Programmes for Technical / Vocational Colleges.	Technical and Vocational diploma i. Year I Semester I 2023/2024 ii. Year I Semester II 2022/2023 iii. Year II Semester I 2022/2023 USDP (Technical) – level 1

VISION: "A Center of Excellence for Competence Based Assessment, Examinations and Awards for a Skilled and Productive Workforce."

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2.	Physical Sciences	<p>Lands and Survey:</p> <ul style="list-style-type: none"> i. Year I Semester I 2023/2024, ii. Year I Semester II 2022/2023, iii. Year II Semester II 2021/2022 <p>Meteorology:</p> <ul style="list-style-type: none"> i. Year I Semester I 2023/2024, ii. Year I Semester II 2022/2023, iii. Year II Semester II 2021/2022
3	Biological Sciences Programmes	<p>Agriculture (Diploma)</p> <ul style="list-style-type: none"> i. Year I Semester I, ii. Year I Semester II, iii. Year II Semester I iv. Year II Semester II; <p>Agriculture (Certificate)</p> <ul style="list-style-type: none"> i. Year I Semester I ii. Year II Semester I <p>USDP Agriculture (Diploma)</p> <ul style="list-style-type: none"> i. Year I Semester I, ii. Year II Semester I; iii. Certificate Cluster III <p>Forestry (Diploma)</p> <ul style="list-style-type: none"> i. Year I Semester I, ii. Year I Semester II; <p>Forestry Certificate Year I Semester II)</p> <p>Wildlife</p> <ul style="list-style-type: none"> i. Year I Semester I ii. Year II Semester II <p>Food Science & Nutrition (Diploma)</p> <ul style="list-style-type: none"> i. Year I Semester I & ii. Year II Semester II; <p>Food Science & Nutrition Certificate</p> <ul style="list-style-type: none"> i. Year I Semester I, ii. Year I Semester II, iii. Year II Semester I & iv. Year II Semester II)

		<p><u>Fisheries (Diploma)</u></p> <p>i. Year I Semester I</p> <p>ii. Year II Semester II;</p> <p><u>Fisheries Certificate</u></p> <p>i. Year I Semester II</p> <p>ii. Year II Semester II</p>
4	Business, Cooperatives and Humanities Certificate Programmes	<p>i. Year I Semester I 2023/2024</p> <p>ii. Year I Semester II 2022/2023</p> <p>iii. Year II Semester I 2022/2023</p>

2.3 Registration Fees Structure

Registration Fees Rates (UGX) Per Category of Programmes				
Fees Category	Technical & Vocational Programmes	Business, Humanities & Cooperatives Programmes	Biological Sciences Programmes	Physical Sciences Programmes
Verification fees	5,000/=	5,000/=	5,000/=	5,000/=
Basic fees	9,000/=	9,000/=	9,000/=	9,000/=
Design/Research/Real Life Project/farm practice fees (Certificate and Diploma)	29,000/=	29,000/=	29,000/=	29,000/=
Real Life Project (Higher Diploma)	35,000/=	N/A	N/A	N/A
Fees Per Paper				
Diploma	10,000/=	13,500/=	10,000/=	10,000/=
Certificates	N/A	12,000/=	8,000/=	8,000/=
Higher Diploma	12,500/=	N/A	N/A	N/A
Other Fees				
Under Protest	30,000/= per paper regardless of the programme			
Late Registration Fees	50%	50%	50%	50%

Disclaimer: UBTEB shall not be responsible for ANY OTHER ADMINISTRATIVE CHARGES in respect to examinations, save for the ones listed in the table under 2.3 above. So proper guidance should be given to parents and candidates.

2.4 Online Registration

- (a) The Head of Center or his/ her authorized officer will capture details of all new (fresh) candidates on to the UBTEB online registration system. They will log in to the system using the center's username and password on the website, <https://eims.ubteb.go.ug/web/login>
- (b) The Photo size must be 371 Pixels Horizontal and 466 Pixels Vertical with Aspect ratio maintained, saved as JPEG file type.
- (c) All "retakers" of 2011 to 2016 whose details are not yet migrated to the new system shall register using hard copy entry forms obtainable at UBTEB.
- (d) The Head of Center or his/ her authorized officer should remember to enroll all students for the modules/ papers/ subjects they expect to sit in the Nov/Dec 2023 series.
- (e) After enrolling the candidates, the institution's authorized Officer will print the list of all enrolled candidates and display them on student's noticeboard for viewing and confirmation of all registration details (Names, Modules, Date of Birth, Nationality, etc).
- (f) Once a student has confirmed his/ her details to be correct, the center head shall issue him/ her with the system generated invoice to pay for registration fees on school pay platform using Airtel or MTN mobile money.

Note: The continuing candidates in all the categories shall maintain their registration numbers.

3.0. Payment for registration

Assessment Centres are no longer permitted to make bulk payments of registration fees directly to UBTEB's Bank account as has been previously done except for unpaid balances which can be deposited to UBTEB by **Bank Draft or EFT** to UBTEB General Collections A/C. No: **9030005776596** Stanbic Bank Metro branch. **All payments will be done per candidate using the School Pay platform.** Please follow the system user manuals and videos shared on the Website, Principals' and Registrars' WhatsApp fora.

4.0. Continuous assessment

4.1 Coursework.

Institutions shall conduct continuous assessment of candidates and submit course work marks as per the curricula or syllabuses for the respective programmes. The coursework results shall be submitted online through the centre portal on UBTEB system. All Coursework results shall be uploaded immediately after the end of conduct of semester examinations.

Please follow the system User Manuals and videos shared on the Website, Principals' and Registrars' WhatsApp fora.



4.2 Real life Project Inspection and Assessment

The inspection of real-life projects and course verification for all categories in this series shall commence on Monday October 16, 2023) for all programmes. The Real-life project marks shall be submitted online through the centre portal on UBTEB system.

Real life project presentations/assessment will start on Monday November 27, 2023 for Technical/Vocational diploma programmes.

4.3 Industrial Training

The Industrial Training is expected to begin immediately after end of examinations for all institutions whose trainees who will be going for industrial training during the recess as per the respective curricula. Institutions are expected to submit placement lists to ubtebindustrialtraining@gmail.com by the end of the Examination series, in any case not less than two weeks prior to the commencement of industrial training exercise to enable the Board carry out monitoring exercise.

The Industrial Training Placement lists and results shall be submitted using the submission forms provided in the UBTEB Industrial Training guidelines. Marks for Industrial Training must be submitted immediately after the exercise but in any case, **not later than two weeks after end of the Industrial Training.**

Note:

- (a) The Board shall at any time of the semester/academic year visit the institutions to verify the administration and management of continuous assessment for credibility, validity and reliability.
- (b) The candidates' marks should ONLY be recorded on the system downloaded mark-sheets
- (c) All continuous assessment results shall be computed and submitted at 100%.

5.0 Exhibition

All exhibitions shall be conducted from **Monday December 18, 2023 to Friday December 23, 2023** for programmes that have such assessment.

6.0 Conduct of examinations

These Nov/Dec, 2023 examination series shall commence with a briefing from **Friday 1st to 22nd December 2023.**

7.0 Registration of candidates with special needs

All institutions with candidates with special needs should endeavor to register them online indicating the nature of disability and attach medical forms as evidence. Submit the Name and contact person in charge of special needs in the institution. For guidance on registration of special needs students download guidelines from website <https://ubteb.go.ug/registration>.

8.0 General Guidelines.

- (a) All Assessment Centres presenting candidates for registration must have a total candidature of **at least 30**.
- (b) After late registration, **NO MORE REGISTRATION** of candidates shall be accepted.
- (c) All Institutions presenting candidates for programmes assessed by UBTEB must be implementing curricula developed by National Curriculum Development Centre (NCDC), accredited by National Council for Higher Education (NCHE) and/ or Examination syllabi provided by UBTEB.
- (d) All institutions should attach a copy of the Candidates' academic result slips or Certificates and national ID or Birth certificate. This is only applicable to candidates registering for the first time. If a candidate sat for UBTEB examinations and has not yet been issued with a transcript, the Head of Centre shall attach a copy of the final year results slip issued by UBTEB as proof of entry qualifications requirements for another level of study.
- (e) Candidates' passport size photos should be coloured on a white background with registration numbers embedded on them.
- (f) No Candidate shall be allowed to transfer from one examination Centre to another at any time.
- (g) Candidates who had dead years should first sit the papers in the respective years before proceeding.
- (h) Under protest cases shall only be applicable to a candidate who registered with UBTEB but his/ her Name has been omitted on the final register or if a candidate wrongly registered for a paper.
- (i) Heads of Centres are reminded not to send candidates or parents to UBTEB Secretariat for registration regardless of the circumstances.

Thank you.



Onesmus Oyesigye (CPA)

EXECUTIVE SECRETARY

Cc: Permanent Secretary MoES

Cc: Commissioner - BTVET

Cc: Chairperson – UBTEB