



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

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CIRCULAR No. 1 OF 2025

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

RE: REGISTRATION OF CANDIDATES FOR MAY/JUNE 2025 ASSESSMENT/EXAMINATIONS

1.0 INTRODUCTION

Uganda Business and Technical Examinations Board is preparing to conduct Assessment/Examinations in all programmes of Business, Co-operatives, Humanities, Biological and Physical Sciences for both Diplomas and Certificates and Technical & Vocational Diplomas. This therefore, serves to inform all Assessment Centres offering programmes in the mentioned categories to prepare to register trainees for assessment/examination of May/June 2025 that will be conducted between **2nd May and 6th June 2025**.

The Board took over the assessment of **Accounting Technicians' Diploma (ATD)** programme from Institute of Certified Public Accountants (ICPAU) since last year 2024 and is set to register candidates in the May/June 2025 series. Therefore, all institutions accredited for assessment of business diploma are free to register candidates for this programme at their respective centres.

2.0 Registration of candidates

2.1 Registration timelines

Normal Registration for the Assessment/Examinations will begin on **Monday, February 18, 2025** and end on **Friday April 04, 2025**. **Late registration** will begin on **Monday April 7, 2025** and will end on **Friday April 11, 2025**. There will be a **SURCHARGE of 50%** of the normal fees, for late registration.

2.2 Category of Programmes for Registration to be assessed in May/June 2025

| S/N | Category | Academic Year and Semester |
|-----|---|--|
| 1. | Diploma Programmes for Technical and Vocational Colleges. | a) Year I Semester II b) Year II Semester II, Technical Short Courses |
| 2. | Physical Sciences (Lands & Survey and Meteorology) | a) Year I Semester II b) Year II Semester II |

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Setting Pace for Quality Assessment

| S/N | Category | Academic Year and Semester |
|-----|--------------------------------|---|
| 3. | Biological Sciences Programmes | <p><u>Agriculture (Diploma)</u> a) Year I Semester II, b) Year II Semester II</p> <p><u>Agriculture CSER, CEOA(Certificate)</u> c) Year I Semester I d) Year I Semester II e) Year II Semester II</p> <p><u>USDP Agriculture (Diploma)</u> f) Year I Semester II g) Year II Semester II</p> <p><u>USDP Agriculture (Certificate)</u> Cluster II</p> <p><u>Forestry (Diploma)</u> h) Year I Semester II i) Year II Semester II</p> <p><u>Forestry Certificate</u> j) Year I Semester I k) Year II Semester I</p> <p><u>Wildlife Diploma</u> l) Year I Semester II m) Year II Semester II</p> <p><u>Wildlife Certificate</u> n) Year I Semester I o) Year II Semester I p) Year II Semester II</p> <p><u>Food Science & Nutrition (Diploma)</u> q) Year I Semester II r) Year II Semester II</p> <p><u>Food Science & Nutrition Certificate</u> s) Year I Semester I t) Year I Semester II u) Year II Semester I v) Year II Semester II</p> <p><u>Fisheries (Diploma)</u> w) Year I Semester II x) Year II Semester II</p> <p><u>Fisheries Certificate</u> y) Year I Semester I z) Year II Semester I</p> |



| S/N | Category | Academic Year and Semester |
|-----|---|--|
| 4. | Business, Cooperatives, Humanities & ATD Diploma and Certificate Programmes | a) Year I Semester I (March) b) Year I Semester II c) Year II Semester I d) Year II Semester II |

Registration Fees Structure

| Registration Fees Rates (UGX) Per Category of Programmes | | | | |
|--|--|--|---------------------|-------------------|
| Fees Category | Technical & Vocational | Business, Humanities, Cooperatives & ATD | Biological Sciences | Physical Sciences |
| 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 fees | <i>There will be No under protest fees, BUT candidate who will enter examination room and sit without being fully enrolled and paid up all fees will be charged late registration fees(50% of Normal registration fees) and an extra administrative surcharge of 100% of Normal registration fees as he/she would violated the set registration guidelines..</i> | | | |
| 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.

2.3 Online Registration

- 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>
- The Head of Center or his/ her authorized officer must ensure to upload all required supporting scanned copy of original documents onto the candidates record on the system. These include Colored Passport Size Photograph, Birth Certificate (NOT Notification from Sub counties), Entry academic qualification documents, National Identification card,

- (c) The Photo size must be 371 Pixels Horizontal and 466 Pixels Vertical with Aspect ratio maintained, saved as JPEG file type.
- (d) After capturing all details of the candidates on the system, the head of center or his/ her authorized officer should **remember to enroll** all candidates for the modules/papers they expect to sit in the May/June 2025 series.
- (e) Enrolling automatically bills a candidate the appropriate registration fees he/ she is expected to pay for that series.
- (f) 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.
- (g) 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.).
- (h) Once a candidate has confirmed his/ her details to be correct, the Head of Center shall issue him/ her with the system generated invoice to pay for registration fees on school pay platform using Airtel or MTN mobile money.
- (i) ***Centers are advised NOT to de-enroll candidates who will NOT have paid their fees by the time of collecting examinations materials.***
- (j) ***UBTEB accounts office will authorize issuing of examination materials to centers for the total number of candidates who are enrolled and have paid up all their examination registration fees.***

Note:

- i. *The continuing candidates in all the categories shall maintain their registration numbers.*
- ii. *Any candidate who will enter and sit for UBTEB examinations without being fully enrolled and paid up all examination fees will attract a surcharge in addition to payment of late registration fee at the time of processing such results.*
- iii. *Candidates who will present falsified documents to centers for upload onto UBTEB system as proof of prior qualification or identity will have committed a criminal offense. The Board will disqualify such a candidate immediately it is discovered that it’s a fraud. In cases where the Board will have already issued **Transcripts and Certificate to such a candidate, the document will be cancelled and the qualification withdrawn.***
- iv. *Correction of wrongly captured and or uploaded candidate’s details/ documents on the system after registration is completed will attract a fees to be communicated by the Board.*
- v. *Head of centers are reminded of their responsibility to check and verify trainee’s entry qualifications at the time of admission.*

2.4 Registration of candidates with special needs

All institutions with candidates with special needs should endeavor to register them online indicating the nature of disability. For guidance on registration of special needs candidates should download guidelines from website <https://ubteb.go.ug/registration>.

2.5 Payment of Examination Registration Fees

Assessment Centres are no longer permitted to make bulk payments of registration fees directly to UBTEB’s Bank account.



Head of centers / authorized center officers shall enroll candidates for the papers/ subjects/ modules they will sit and thereafter, avail to each enrolled candidate his/ her respective payment Code to make payment.

Each candidate is expected to pay for UBTEB examinations registration fees using his/ her Payment Code on School Pay through Mobile money services of their choice.

Continuing candidates shall continue to use their old payment codes and new candidates will get new payment codes upon enrollment onto the UBTEB system by the center.

Please follow the system user guide here; <https://ubteb.go.ug/faq>

3.0. Continuous Assessment

3.1 Coursework.

Institutions shall conduct continuous assessment of candidates and submit course work marks as per the curricula or syllabuses for the respective programmes. The marks shall be submitted online through the centre portal on UBTEB system. **All marks shall be uploaded two weeks before the conduct of theory examinations.**

Please follow the system user manuals and videos shared on the Website, Principal and Registrars' WhatsApp fora.

The Board will lock coursework submission portal after the 2nd of May 2025 and any late submission of continuous assessment marks will be authorized on the system after payment of a surcharge by the center.

Centers will NOT be able to generate candidate's examination card before successful upload of candidate's continuous assessment marks.

Any marks upload in the Tested and or Pending state must be rectified by the center before the commencement of examinations.

3.2 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 March 31, 2025** 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, April 28, 2025** for Technical and Vocational diploma programmes.

3.3 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 later than two weeks after 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 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%.

4.0 Exhibition

All exhibitions shall be conducted as it shall be indicated in the final timetable for programmes that have such assessment.

5.0 Conduct of examinations

These examination series shall commence with a briefing on **Friday May 2, 2025 and will end on the 6th of June 2025.**

6.0 New Guidelines for licensing and/or Registration of Institutions/Assessment Centres by the Ministry of Education and Sports.

On 27th March 2023, the Permanent Secretary of the Ministry of Education and Sports issued Circular No. ME/TVETO&M 01/23, setting out standards and procedures for the licensing and registration of all TVET Private Institutions/Providers. Following this, the TVET Operations & Management Department of the Ministry launched an inspection exercise, resulting in the issuance of registration certificates to numerous providers. These certificates indicate the programmes/courses for which they are accredited to provide training and assessment by the Board and in this regard, the ES UBTEB issued Circular 5 of 2024 with specific guidance.

In light of the aforementioned, the Board wishes to inform all current Private TVET Providers with existing Assessment/Examination Centres, as well as prospective private TVET providers as follows:

- i. **Adherence to Ministry Guidelines:** For the 2025 academic year, all institutions are expected to comply with the Ministry's guidelines. Institutions must present themselves for inspection and registration with the Ministry in accordance with the new guidelines.
- ii. **Programmes for Assessment:** No new programmes will be considered for assessment whether in Public or Private TVET providers unless this is officially okayed by the Ministry. Assessment Centres should only present candidates for accredited programmes.
- iii. **Re-inspection Requirement:** All private TVET providers must ensure that they contact the Ministry to arrange for re-inspection by the TVET Operations & Management (TVETOM) Department. It is highly recommended that this process be completed before presenting trainees for registration and assessment. **Otherwise, the Non-compliant will be denied registration.**

7.0 General Guidelines

- (a) All Assessment Centres presenting candidates for registration must have a total candidature of **at least 30.**
- (b) 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), (ICPAU) and/ or Examination syllabi provided by UBTEB.

- (c) 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.
- (d) Candidates' passport size photos should be coloured on a white background with registration numbers embedded on them.
- (e) No Candidate shall be allowed to transfer from one examination Centre to another at any time.
- (f) Candidates who had dead years should first sit the papers in the respective years before proceeding.
- (g) Heads of Centres are reminded not to send candidates or parents to UBTEB for registration regardless of the circumstances.

Thank you.



Onesmus Oyesigye (CPA)

EXECUTIVE SECRETARY

Cc: Permanent Secretary, MoES

Cc: Commissioner, TVET – O & M

Cc: Chairperson, UBTEB