UGANDA VOCATIONAL AND TECHNICAL ASSESSMENT BOARD (UVTAB)

Quality Assessment for Employable Skills

For any correspondence on this subject please quote Ref. No: **UVTAB-QMS-OES-066-2025**

April 17th, 2025

CIRCULAR No. 01 OF 2025

The Heads of Assessment Centres for;

Vocational Training Institutes,

Skills Development Centres,

REGISTRATION FOR NATIONAL CERTIFICATES AND UGANDA COMMUNITY POLYTECHNIC CERTIFICATE AUGUST 2025 MODULAR ASSESSMENT

1.0. Introduction

The Uganda Vocational and Technical Assessment Board (UVTAB) is preparing to conduct assessments in the July–August 2025 series. This therefore serves to inform all Technical Vocational Education and Training (TVET) providers offering programmes in the categories below to register candidates for an assessment that will be conducted from **8th to 22nd August 2025**. The assessments will be conducted in the following categories:

i.   Year 1 and Year 2 National Certificate Modular Programmes.

ii. Year 1, Year 2 and Year 3 UCPC Modular Programmes.

1.1   Registration Schedules

i)   Normal registration will begin on Monday, May 5th, 2025, and will end on Friday, June 27th, 2025, while late registration will be allowed with **a surcharge** from Monday, 30th June, 2025, and will end on Friday, July 4th, 2025. This is to comply with the provisions of the **TVET Act 2025 79 (2)**

" For purposes of subsection (1) (b) and (d), the TVET Assessment Board shall, in thirty days before the date for commencement of the national assessment, display the register of the trainees registered for assessment and certification at the TVET provider's notice board, at which the candidates are registered, or such a place and manner deemed convenient for the trainees."

ii) Candidates will be charged an extra 50% of the normal fees for late registration. Deadlines must be fully observed, as registration will not be accepted beyond the late registration deadline, as it disrupts the preparation process for the assessment.

iii) All institutions with candidates with special needs should endeavor to register them online, indicating the nature of the disability. For guidance on registering special needs candidates, download the guidelines from the website https://uvtab.go.ug/registration.

1.2 Registration Fees Structure

The registration fees for these assessments are as shown in the tables below:

Fees Category	UCPC Programmes	National Certificate Programmes
Administration fees	14,000	14,000
Fees Per Module		
Certificates	35,000	41,000
Other General Fees		
Under Protest (Per Paper)	30,000	30,000
Late Registration surcharge	50%	50%

1.3 Payment of Registration Fees

Assessment centres are no longer permitted to make bulk payments of registration fees directly to UVTAB's bank account as has been previously done, except for unpaid balances, which can be deposited to UVTAB by bank draft or EFT to **UVTAB General Collections A/C No.: 9030005776596, Stanbic Bank Metro Branch.**
All payments will be made per candidate using the School Pay platform.

Please follow the system user manuals and videos shared on the website and the Principal and Registrars' WhatsApp fora. PAYMENT WILL ONLY BE THROUGH THE SCHOOL PAY SYSTEM.

1.4 Online Registration

i.   The Head of the Centre or his/her authorized officer will capture details of all new (fresh) candidates on the UVTAB online registration system. They will log in to the system using the centre's username and password on the website. https://eims.uvtab.go.ug/web/login

ii. New candidates can also enter their details into the system for approval by their respective Heads of Centres through the portal at https://eims.uvtab.go.ug/candidate/form

iii. The photo size must be 371 pixels horizontal and 466 pixels vertical with the aspect ratio maintained, saved as a JPEG file type.

iv. The Head of the Centre or his/her authorized officer should remember to enrol all trainees for the modules/papers they expect to sit in the July–August 2025 series.

v.   After enrolling the candidates, the institution's authorized officer will print the list of all enrolled candidates and display it on the student's notice board for the candidates to view and confirm all registration details (names, modules, date of birth, nationality, etc.).

vi) **Once a candidate has confirmed his/her details to be correct, the Head of Centre shall issue him/her with the system-generated invoice and payment code to pay for registration fees on the School Pay platform using Airtel or MTN mobile money.**

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

1.5 Continuous Assessment

Institutions shall conduct continuous assessments, i.e., coursework and real-life projects, and submit marks as per the curricula or syllabuses for the respective programs. The continuous assessment results shall be submitted online through the central portal on the UVTAB system.

The deadline for submitting **Coursework** and **Real-life Project results** is **9th August 2025.**

Please follow the system user manuals and videos shared on the website, Principal and Registrars' WhatsApp forums, and YouTube at:

https://www.youtube.com/playlist?app=desktop&list=PLrMBZXTpUJLwWBmAID7AgliXgfKE5Vj98

Note: The Board shall, at any time of the academic year, visit the institutions to verify the execution of continuous assessment for authenticity, credibility, validity, and reliability.

1.6 Conduct of assessment

This assessment series shall commence with a briefing of candidates on 8ᵗʰ August 2025.

1.7 General Guidelines

i. The registration summary forms can be downloaded from the UVTAB website.

ii. All institutions presenting candidates for programmes assessed by UVTAB must be implementing curricula previously developed by the National Curriculum Development Centre (NCDC), academic programmes previously accredited by the National Council for Higher Education (NCHE), and/or assessment syllabi provided by the Board.

iii. All assessment Centres presenting candidates for registration must have a total candidature of at least 30.

iv. All institutions should attach a copy of the candidates' academic result slips or certificates, and national ID or birth certificates. This is only applicable to candidates registering for the first time. If a candidate sat, for instance, for the UBTEB assessment and has not yet been issued a transcript, the Head of Centre shall attach a copy of the final year results slip issued by the Board as proof of entry qualifications requirements for another level of study.

v. Candidates' passport-size photos should be coloured on a white background with registration numbers embedded on them.

vi. No candidate shall be allowed to transfer from one assessment centre to another at any time without the express permission of the Executive Secretary for any special circumstances.

vii. Candidates who had dead years should first sit the papers in the respective years before proceeding.

viii. Under protest cases shall only apply to a candidate who registered with UVTAB, but his/her name has been omitted on the final register or if a candidate wrongly registered for a paper.

ix. Heads of Centres are reminded not to send candidates or parents to UVTAB for registration, regardless of the circumstances.

x. **Be reminded that institutions are obliged to admit and consequently present for registration only students that qualify for respective programs.** Entry requirements, as spelled out in the different programmes, should be adhered to.

xi. **The detailed assessment plan detailing the expected modules to be available for assessment at both National Certificate and Uganda Community Polytechnic Certificate levels will be shared in the different fora and can also be accessed on the UVTAB website.**

Thank you.

Onesmus Oyesigye (CPA)
EXECUTIVE SECRETARY

cc: Permanent Secretary, MoES
cc: Commissioner/TVETOM, MoES