UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

"SETTING PACE FOR QUALITY ASSESSMENT"

UBTEB/ES/536/2023

Monday, 12th September 2023

CIRCULAR No. 05 OF 2023

The Heads of Examination Centres for;
Technical/Vocational Institutes,
Farm Institutes/Schools,
Technical Schools,
Community Polytechnics, and
Business Institutions.

REGISTRATION FOR NATIONAL CERTIFICATE AND UGANDA COMMUNITY POLYTECHNIC CERTIFICATE NOVEMBER/DECEMBER2023 ASSESSMENT/EXAMINATIONS

1.0 Introduction

Uganda Business and Technical Examinations Board is preparing to conduct Assessment/Examinations for National Certificate (NC) and Uganda Community Polytechnic Certificate (UCPC) programmes. This will include the modularized and non-modularized assessment syllabi. This circular serves to inform all Training Institutions offering programmes in the above categories to prepare candidates to register for assessment/examination that will be conducted between **17th November 2023 and 1st December 2023.**

2.0 Registration of Candidates

2.1 Registration Timelines

Normal Registration for the Assessment/Examinations will begin on **Monday,** 18th September **2023** and end on **Friday, 27th October 2023. Late registration** will begin on **Monday, 30th October 2023** and will end on **Friday, 3rd 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 Programme Categories for Registration

The Board is preparing to conduct assessments/examinations for the following categories:
1. Year 1 NC and UCPC November-December 2023 (Modular)
2. Year 2 NC and UCPC November-December 2023 (Modular)
3. Year 2 NC and UCPC July-August 2023 (Modular-Deferred)
4. Year 3 UCPC and CPCA (Non-Modular)

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

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Website: www.ubteb.go.ug, **Other links:** www.education.go.ug   UBTEBofficial

5. Year 1 and 2 NC and UCPC/CPCA (Non-Modular Retakes)
6. Advanced Craft (Part II or III)

NOTE: Fresh students of 2023 admissions that may have missed the July-August 2023 examinations will only be provided examinations in July/August, 2024 when they will be next offered.

2.3 Registration Fees Structure

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

a) Modular Programmes

REGISTRATION (in Ugx) FOR MODULAR PROGRAMMES		
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 Fees	50%	50%

b) Non-Modular Programmes

Registration Fees (in UGX) Per Category of Training			
Fees Category	**UCPC Programmes**	**National Certificate Programmes**	**Advanced Craft (Part II or III)**
Verification fees	5,000	5,000	5,000
Basic fees	9,000	9,000	9,000
Project fees	23,000 (for only CPCA)	26,000	N/A
Fees Per Subject / Paper			
Certificates	8,000	8,000	12,000
Other General Fees			
Under Protest	30,000	30,000	30,000
Late Registration Fees	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

i.   The Head of center or his/ her authorized officer will log in to the system using the their username and password on the website, https://eims.ubteb.go.ug/web/login to enroll all students for the modules/ papers/ subjects they expect to sit in the Nov/Dec 2023 series.

ii. 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).

iii. Once a student has confirmed his/ her details to be correct, the Center Head shall issue him/ her with the system generated payment code and invoice to pay for registration fees on school pay platform using Airtel or MTN mobile money.

iv. 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 Secretariat.

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

Assessment Centres shall conduct continuous assessment of candidates and submit Course work marks as per the curricula or syllabuses for the respective programmes. The Coursework and real life project results shall be submitted online through the centre portal on UBTEB system.

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

Note:

(a) All coursework results shall be uploaded two (2) weeks before the beginning of examinations.

(b) The candidates' marks should ONLY be recorded on a system generated Mark-sheets.

(c) All coursework shall be submitted online as per the guidelines provided.

4.2   Real Life Inspection

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.

4.3   Industrial Training (IT)

(i)   The trainees shall be placed for IT and shall train for a period of **not less than 6 weeks** after their final Assessment/Examinations.

(ii)   The Heads of Examination Centres shall submit to UBTEB soft copies of the trainees' IT placement lists to ubtebindustrialtraining@gmail.com not later than **Friday, 15th December 2023**.

(iii)   The Industrial Training results shall be submitted by **9th February 2024**

Note for all Continuous Assessment:

(i)   The IT Field Supervisor(s) shall be provided with assessment form(s) for the trainee(s) by respective training institution(s).

(ii)   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 so as to monitor and evaluate the progress of the trainees.

(iii)   All continuous assessment results shall be computed and submitted at 100%.

5.0 Conduct of examinations

These assessment/examinations series shall commence with a briefing on 17th November 2023 and end on 1st Dec 2023.

6.0 General Guidelines

i.   All institutions presenting candidates for registration must have a total candidature of **at least 30**.

ii.   After late registration, NO MORE REGISTRATION of candidates shall be accepted.

iii.   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.

iv.   No Candidate shall be allowed to transfer from one examination Centre to another at any time.

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

vi.   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.

vii.   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, MoES
cc: Chairperson/UBTEB