



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

"SETTING PACE FOR QUALITY ASSESSMENT"

UBTEB/ES/1601/113/001/2024

Friday January 16, 2024

CIRCULAR No. 1 OF 2024

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

REGISTRATION OF CANDIDATES FOR MAY/JUNE 2024 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, Biological and Physical Sciences Diplomas and Certificates. This therefore, serves to inform all Assessment Centres offering programmes in the above mentioned categories to prepare to register trainees for assessment/examination that will be conducted between **3rd May and 7th June 2024.**

The Board took over the assessment of **Accounting Technicians' Diploma (ATD)** programme from Institute of Certified Public Accountants of Uganda (ICPAU) with effect from January 2024. Therefore, all Institutions accredited for assessment of Business Diploma are free to register candidates for this programme at their Centre for May/June 2024 examinations.

2.0 Registration of Candidates

2.1 Registration Timelines

Normal Registration for the Assessment/Examinations will begin on **Monday, February 5, 2024** and end on **Friday, 5th April 2024.** **Late registration** will begin on **Monday, 8th April, 2024** and will end on **Friday, 12th April, 2024.** There will be a **SURCHARGE of 50%** of the normal registration fees, for late registration.

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

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2.2 Category of Programmes for Registration to be assessed in May/June 2024

S/N	Category	Academic Year and Semester
1.	Diploma Programmes for Technical and Vocational Colleges.	a) Year I Semester II 2023/2024 b) Year II Semester I 2022/2023 c) Year II Semester II 2022/2023
2.	Physical Sciences (Lands & Survey and Meteorology)	a) Year I Semester II 2023/2024, b) Year II Semester I 2022/2023,
3.	Biological Sciences Programmes	<u>Agriculture (Diploma)</u> a) Year I Semester II, b) Year II Semester I c) Year II Semester II <u>Agriculture (Certificate)</u> a) Year I Semester I b) Year I Semester II <u>USDP Agriculture (Diploma)</u> a) Year I Semester II b) Year II Semester II <u>USDP Agriculture Certificate</u> Cluster II & III <u>Forestry (Diploma)</u> a) Year I Semester II b) Year II Semester I <u>Forestry Certificate</u> a) Year I Semester I b) Year II Semester I <u>Wildlife Diploma</u> Year I Semester II <u>Wildlife Certificate</u> a) Year I Semester I b) Year I Semester II <u>Food Science & Nutrition (Diploma)</u> a) Year I Semester II b) Year II Semester II <u>Food Science & Nutrition Certificate</u> a) Year I Semester I b) Year I Semester II c) Year II Semester I d) Year II Semester II <u>Fisheries (Diploma)</u> Year I Semester II <u>Fisheries Certificate</u> a) Year I Semester I b) Year II Semester I
4.	Business, Cooperatives, Humanities & ATD Diploma and Certificate Programmes	a) Year I Semester I 2024/2025 (March) b) Year I Semester II 2023/2024 c) Year II Semester I 2022/2023 d) Year II Semester II 2022/2023

2.3 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	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.

NOTE: THERE WILL BE NO YEAR ONE SEMESTER ONE EXAMINATIONS IN AUGUST 2024 FOR DIPLOMA/CERTIFICATE FOR THIS CATEGORY OF EXAMINATIONS. ADMISSIONS FOR S 6 LEAVERS TO VARIOUS PROGRAMMES ARE ALL EXPECTED TO START STUDIES IN AUGUST AND HENCE SIT THEIR EXAMINATIONS IN DECEMBER 2024. ALL THOSE PLANNING TO ADMIT FOR FEBRUARY-MARCH INTAKES SHOULD DO SO ONLY IF THEY WILL BE ABLE TO PRESEN STUDENTS FOR ASSESSMENT IN MAY 2024.

2.4 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>
- New candidates can also enter their own details into the system for approval by their respective head of centers through the portal at <https://eims.ubteb.go.ug/candidate/form>
- The Photo size must be 371 Pixels Horizontal and 466 Pixels Vertical with Aspect ratio maintained, saved as JPEG file type.

- (d) 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.
- (e) The Head of Center or his/ her authorized officer should remember to enroll all trainees for the modules/papers they expect to sit in the May/June 2024 series.
- (f) 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 the candidates to view and confirm all registration details (Names, Modules, Date of Birth, Nationality, etc.).
- (g) 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.

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, Principal 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 continuous assessment results shall be submitted online through the centre portal on UBTEB system. The continuous assessment results shall be uploaded two weeks before the conduct of the semester examinations. Failure to submit shall lead to penalty.

Please follow the system user manuals and videos shared on the Website, Principal and Registrars’ WhatsApp for a and YouTube at

<https://www.youtube.com/playlist?app=desktop&list=PLrMBZXTpUJLwWBmAID7AglXgfKE5Vj98>

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, **April 1, 2024 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 29, 2024** for Technical and Vocational diploma programmes.

Real-life project coordinators are required to guide candidates on how to incorporate environmental conservation strategies during project selection and implementation. Components of Climate Change Mitigation and Adaptation in the Real-life projects will be part of the assessment.

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 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%.

5.0 Exhibition

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

6.0 Conduct of examinations

These examination series shall commence with a briefing from **Friday 3rd May 2024.**

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. For guidance on registration of special needs candidates 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), (ICPAU) 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 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