



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

"SETTING PACE FOR QUALITY ASSESSMENT"

UBTEB-QMS-OES-093-2024

27th February, 2024

CIRCULAR No. 02: 2024

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

REGISTRATION FOR NATIONAL CERTIFICATE (NC) (TECHNICAL/VOCATIONAL), BUSINESS AND UGANDA COMMUNITY POLYTECHNIC CERTIFICATES (UCPC) JULY/AUGUST 2024 MODULAR ASSESSMENT/EXAMINATIONS

1.0 Introduction

Uganda Business and Technical Examinations Board (UBTEB) is preparing to conduct Assessment/Examinations in the July-August 2024 series. This therefore, serves to inform all training institutions offering programmes in the categories below to register candidates for assessment/examinations that will be conducted from 2nd to 23rd August, 2024. The assessments/examinations will be conducted in the following categories:

1. Year 1 and Year 2 Technical National Certificate and UCPC July – August 2024 (Modular)
2. Year 2 Technical National Certificate and UCPC Nov-Dec 2024 (Modular deferred)
 - (i) This serves to inform all training institutions offering programs in the above categories to register for the assessments/examinations before Friday, 14th June 2024.

1.1 Registration Schedules

- (ii) Normal registration will begin on **Monday, March 11th, 2024**, and will end on **Friday, 7th June 2024**, while late registration will begin on **Monday, 10th June 2024**, and will end on **Friday, 14th June, 2024**.
- (iii) Candidates will be charged an extra 50% of the normal fees for late registration. Deadlines **MUST** be fully observed as there shall **NOT** be Registration beyond the late Registration deadline since it derails the process of examination preparations.
- (iv) 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>

Page 1 of 4

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

Plot 7, Valley Drive, Ntinda-Kyambogo Road (General line): 0392002468 Office of Executive Secretary: 0392-002467

info@ubteb.go.ug/ubtebcommunications@gmail.com/es@ubteb.go.ug

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

1.2 Registration Fees Structure

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

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%

1.3 Payment of Registration fees

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 made per candidate using the School Pay platform.**

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

1.4 Online Registration

- i) 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>
- ii) 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>
- iii) The Photo size must be 371 Pixels Horizontal and 466 Pixels Vertical with Aspect ratio maintained, saved as JPEG file type.
- iv) 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 July-August 2024 series.
- v) 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.).

- vi) **Once a candidate has confirmed his/ her details to be correct, the Head of Center shall issue him/ her with the system generated invoice and payment Code 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 and Payment code.

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 programmes. The continuous assessment results shall be submitted online through the central portal on the UBTEB system. The deadline for submitting Coursework and Real-life Project results is **9th August 2024**.

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

These assessment/examination series shall commence with a briefing on **2nd August 2024**.

1.7 General Guidelines

- (i) The registration Summary forms can be downloaded from the UBTEB website.
- (ii) **INSTITUTIONS THAT MISS TO PRESENT FRESH CANDIDATES FOR THE AUGUST 2024 SERIES OF EXAMINATIONS CAN ONLY PRESENT THEM IN AUGUST 2025.**
- (iii) All Institutions presenting candidates for programmes examined by UBTEB must be implementing Curricula developed by the National Curriculum Development Center (NCDC), academic programmes accredited by the National Council for Higher Education (NCHE) and/or Assessment/examination syllabi provided by UBTEB.
- (iv) All Assessment Centres presenting candidates for registration must have a total candidature of **at least 30**.
- (v) 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 UBTEB examinations and has not yet been issued 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.

- (vi) Candidates' passport-size photos should be colored on a white background with registration numbers embedded on them.
- (vii) No Candidate shall be allowed to transfer from one examination Centre to another at any time without the express permission from the Executive Secretary for any special circumstances.
- (viii) Candidates who had dead years should first sit the papers in the respective years before proceeding.
- (ix) 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.
- (x) Heads of Centres are reminded not to send candidates or parents to UBTEB for registration regardless of the circumstances.
- (xi) **Be reminded that institutions are obliged to admit and consequently present for registration only students that qualify for respective programmes. Entry requirements as spelt out in the different programmes should be adhered to.**
- (xii) **The detailed assessment plan detailing the expected modules to available for assessment at both National Certificate and Uganda Community Polytechnic Certificate level will be shared in the different fora and also can be accessed on the UBTEB website.**

Thank you.



Onesmus Oyesigye (CPA)

EXECUTIVE SECRETARY

- cc: Permanent Secretary, MoES
- cc: Commissioner/TVET- O & M, MoES
- cc: Chairperson/UBTEB