



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

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For any correspondence on this subject please quote Ref. No:

QMS-UBTEB-ES- 248-2024

Monday, 21th May 2024

CIRCULAR No. 3 of 2024

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

RE: REGISTRATION FOR JULY/AUGUST 2024 UBTEB ASSESSMENT/EXAMINATIONS

1.0 INTRODUCTION

Uganda Business and Technical Examinations Board (UBTEB) is preparing to conduct Assessment/Examinations for the following categories: Business & Humanities certificates, Technical & Vocational diplomas, Biological and Physical Sciences Diplomas and certificates. This, therefore, serves to inform all training institutions offering programmes in the above categories to register candidates for the assessment/examination that will be conducted between **9th and 30th August, 2024 in line with the Ministry's calendar. The timetables will later indicate the details. Note that the Registration for examinations for National Technical Certificates and Uganda Polytechnic Certificates modular is ongoing and will also be done in August and a detailed circular to that effect was issued out.**

2.1 Registration Timelines

Normal Registration for the Assessment/Examinations will begin on **Monday, 10th June 2024** and end on **Friday, 5th July 2024**. **Late registration** will begin on **Monday, 8th July 2024** and will end on **Friday, 12th July 2024**. The candidates will be **CHARGED 50%** of the normal fees for late registration. As a reminder, deadlines **MUST** be fully observed as there shall **NOT** be a registration exercise beyond the late registration deadline.

2.2 Programmes Category for Registration

S/N	Category	Academic year/Programme
1.	i. Technical Colleges/ Vocational Colleges For Diplomas Programmes ii. Certificate (Biomedical engineering)	i. Year Two Semester Two (January 2023 Intake) ii. Year Two Semester Two 2022/2023
2.	Diplomas /Physical & Biological Sciences Programmes	i. LANDS & SURVEYING (Year Two Semester TWO (Jan 2023 intake) ii. Agriculture (Diploma Agri-business Management DABM Year Two Semester ONE-March 2023 intake; iii. Certificate in Sericulture- CSER Year ONE Semester One March intake 2023
3.	Business/Humanities/ Cooperatives	i. Diploma January 2023 intake, Year Two Semester Two (DBS, DPLM, DHIC, DSIM, DRIM, DTM, DSWK, DPAM-NSA, DDS, DCYD, DGD, NDJ, DCBA, DPAM) ii. Diploma Year Two Semester One (DSWK, DPAM-NSA, DDS, DCYD, DGD)----NSAMIZI TRAINING INSTITUTE iii. Certificate January 2023 intake, Year Two Semester Two (NCJM, CCP, SMD, CCBA) iv. Certificate (Feb -March Intake 2024) Year One Semester One only for Professional Certificate in Software Engineering and Professional Certificate in Multimedia

NOTE:

- i. **ONLY CANDIDATES WHO SAT YEAR TWO SEMESTER ONE DURING THE MAY/JUNE 2024 EXAMINATIONS WILL SIT THE JULY/AUGUST 2024 EXAMINATIONS SAVE THOSE SPECIFIED IN THE TIMETABLE ABOVE**
- ii. **THE REST OF THE STUDENTS DIPLOMA YEAR ONE SEMESTER TWO 2023/2024 AND THE INCOMING ADMISSIONS 2024/2025 ARE EXPECTED TO BEGIN STUDYING IN SEPTEMBER 2024 AND THEY WILL DO THE EXAMINATIONS OF THEIR RESPECTIVE SEMESTERS IN THE DECEMBER 2024 EXAMINATION SERIES. THIS IS MEANT TO AVOID SITTING FOR THREE SEMESTERS IN ONE YEAR.**

- iii. **THERE ARE NO FIRST YEAR SEMESTER ONE OR SEMESTER TWO EXAMINATIONS IN AUGUST. THESE WILL BE DONE IN DECEMBER 2024**

2.3 Online Registration

- (a) All Candidates will register online. User manual for online registration can be downloaded from UBTEB website <http://ubteb.go.ug/registration>. Candidates **MUST** know which is their Surname and Other names and enter them appropriately in this order.
- (b) All “retakers” of 2016 and before shall register using hard copy entry forms obtainable at UBTEB.
- (c) Candidates shall access the online registration portal and enter their details on <http://emis.ubteb.go.ug:8080/admissions> and shall track their registration status using the **Application Number** generated by the system as **Username** and the word “**password**” as the password.
- (d) All continuing candidates who registered online **MUST NOT** re-enter their details on the system but should contact their Heads of Centres for approval in respect to semester or/year.
- (e) An institution’s authorised Officer shall log onto the system using the **Username** and **Password** provided to the Head of Centre by UBTEB through <http://emis.ubteb.go.ug:8080> and approve each applicant on the system to enable UBTEB enrol them on the system to the appropriate year of study and semester. The Officer should follow the TWO steps approval processes in the manual carefully.
- (f) After approving the candidates, the institution’s authorized Officer will print the list of approved candidates and provide the registration number to each candidate to be edited on their respective Photographs and uploaded onto the system (*Please follow the online registration manual provided for guidance*). The Photo size must be 371 Pixels Horizontal and 466 Pixels Vertical with Aspect ratio maintained, saved as JPEG file type.
- (g) Candidates **MUST NOT** upload any photos before they are given registration numbers.

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

2.4 Registration Fees Structure

THE REGISTRATION FEES FOR THESE EXAMINATIONS HAVE NOT CHANGED AS PER LAST ACADEMIC YEAR AND PREVIOUS EXAMINATION SERIES AS BELOW:

Registration Fees Rates (Ugx) Per Category of Candidates				
Fees Category	Technical & Vocational Programmes	Business & Humanities Programmes	Biological Sciences Programmes	Physical Sciences Programmes
Entry form/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 Module / 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				
Private Candidates	9,000/=	9,000/=	9,000/=	9,000/=
Under Protest	30,000/= per paper regardless of the programme			
Late Registration Fees	50%	50%	50%	50%

Disclaimer: UBTEB shall not be responsible for the administrative charges in respect to examinations, save for the ones listed in the table above. So proper guidance should be given to parents and candidates.

3.0. 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 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/coursework.

Institutions shall conduct continuous assessment of candidates and submit coursework 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 the UBTEB system.

Download the user guide from the UBTEB website <http://ubteb.go.ug/registration/>

Heads of examination centres are encouraged to follow the result submission guidelines

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

- (c) The candidates should be recorded chronologically in ascending order of their registration numbers in each programme.
- (d) All continuous assessment results shall be computed and submitted at 100%.
- (e) All coursework shall be submitted online as per the guidelines provided.

5.0. Real-life Project Inspection and Assessment

The commencement of inspection of real-life projects for all categories in this series shall be communicated in due course while real-life project assessment/presentations for Technical/Vocational Diploma programmes will be conducted from 12th August 2024 to 16th August 2024. Real-life project marks for previous assessment should be submitted not later than June 7th, 2024.

6.0. Exhibitions

All exhibitions shall be conducted as per the final timetables for the programmes that have such assessment

7.0. Conduct of examinations

These examination series shall commence with a briefing from **Friday, 9th August 2024 to Friday, 30th August 2024 but this could vary depending on individual institutional programme timetables**

8.0. Industrial Training

All institutions whose trainees will undertake industrial training during the recess as per the respective curricula shall submit placement lists by the end of the Examination series, in any case not later than 2 weeks after the commencement of industrial training exercise to enable the Board to 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 the end of the training.**

NOTE: FOR ALL PROGRAMMES THAT HAD INDUSTRIAL TRAINING IN THE MAY/JUNE 2024 EXAMINATION SERIES, THEIR IT MARKS SHOULD BE SUBMITTED NOT LATER THAN FRIDAY 12th JULY 2024

9.0. Registration of candidates with special needs

All institutions with candidates with special needs should endeavor to register them online indicating the nature of disability and attach medical forms as evidence. Submit the Name and contact person in charge of special needs in the institution. For guidance on registration of special needs students download guidelines from website <http://ubteb.go.ug/registration>.



10.0. General Guidelines.

- (a) The registration summary sheet should be downloaded from the UBTEB website.
- (b) All institutions presenting candidates for registration must have a total candidature of **at least 30**.
- (c) After late registration, **NO MORE REGISTRATION** of candidates shall be accepted.
- (d) All Institutions presenting candidates for programmes assessed by UBTEB must be implementing curricula developed by the National Curriculum Development Centre (NCDC), accredited by the National Council for Higher Education (NCHE) and/ or Examination syllabi provided by UBTEB.
- (e) Institutions are advised not to register private candidates (i.e. candidates from institutions not accredited by UBTEB) as it becomes difficult to determine their continuous assessment results. If exceptionally necessary, permission should be sought in writing from the UBTEB Executive Secretary.
- (f) 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.
- (g) Candidates' passport-size photos should be coloured on a white background with registration numbers embedded on them.
- (h) No Candidate shall be allowed to transfer from one examination Centre to another at any time.
- (i) Candidates who had dead years should first sit the papers in the respective years before proceeding.
- (j) 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.
- (k) 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