



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

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

**RE: REGISTRATION OF CANDIDATES FOR NOVEMBER/DECEMBER 2024
ASSESSMENT/EXAMINATIONS**

1.0 INTRODUCTION

Uganda Business and Technical Examinations Board is preparing to conduct Assessments/Examinations in the categories of Business, Humanities & Cooperatives Diplomas and Certificates; Technical & Vocational Diplomas, Certificates and Uganda Community Polytechnic Certificates (UCPC); and Biological & Physical Sciences Diplomas and Certificates.

Part III Section 8 (J) of the Examinations Rules and Regulations provides that, “the Board shall issue registration circulars and guidelines to all Heads of Centers from time to time to improve the processes.” This, therefore, serves to inform all Assessment Centres offering programmes in the above categories to prepare to register trainees for assessments/examinations that will be conducted between 22nd November and 20th December 2024.

While the Technical National Certificates and UCPC examinations will begin on 22nd November 2024 with a briefing and end on 6th December 2024, the examinations for Diploma Technical, Business, Humanities, Cooperatives, and Biological & Physical Sciences will begin on 29th November 2024 with a briefing and end on 20th December 2024.

2.0 Registration of Candidates

2.1 Registration Timelines

Normal Registration for the Assessments/Examinations will begin on **Monday, September 16th, 2024** and end on **Friday, 1st November 2024**. Late registration will begin on **Monday, 4th November, 2024**, and

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will end on **Friday, 8th November, 2024**. 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 Category of Programmes for Registration to be assessed in Nov/Dec 2024

S/N	Category	Academic year
1.	Business, Humanities & Cooperatives	
	Diploma and Certificate Programmes	i. Year I Semester I 2024/2025 ii. Year I Semester II 2023/2024-March Intake iii. Year II Semester I 2023/2024 iv. Year II Semester II 2022/2023-March Intake
2.	Technical and Vocational	
	Diploma Programmes	i. Year I Semester I 2024/2025 ii. Year II Semester I 2023/2024 iii. USDP (Technical)
3.	Technical National Certificates, Advanced Craft Certificates, and UCPC	
	a. National Certificates (Modular)	Year 1 and 2 Nov/Dec 2024
	b. National Certificates (2022 Modular Retakes)	Year 1 and 2 Nov/Dec 2024
	c. UCPC (Modular)	Year 1, 2 and 3 Nov/Dec 2024
	d. UCPC (Modular Deferred)	Year 3 July/August 2024
	e. National Certificates Retakes for NCDC 2017 Curriculum	Year 1 and 2
	f. National Certificate in Agricultural Production Retakes for NCDC 2020 Curriculum	Year 1 and 2
	g. UCPC Retakes for NCDC 2008 Curriculum	Year 3
	h. CPCA Retakes for NCDC 2013 Teaching Syllabus	Year 1, 2 and 3
	i. Advanced Craft Certificates	
4.	Biological Sciences	
	a. Agriculture (Diploma)	i. Year I Semester I ii. Year II Semester I iii. Year II Semester II
	b. Agriculture (Certificate-CSER, CEOA, CLME)	i. Year I Semester II ii. Year II Semester II

	c. USDP Agriculture (Diploma)	i. Year I Semester I ii. Year II Semester I
	d. USDP Agriculture (Certificate)	i. Cluster III
	e. Forestry (Diploma)	i. Year I Semester I ii. Year II Semester I iii. Year II Semester II
	f. Forestry (Certificate)	i. Year I Semester II ii. Year II Semester II
	g. Wildlife (Diploma)	i. Year I Semester I ii. Year II Semester I
	h. Wildlife (Certificate)	i. Year I Semester II ii. Year II Semester I
	i. Food Science & Nutrition (Diploma)	i. Year I Semester I ii. Year II Semester I
	j. Food Science & Nutrition (Certificate)	iii. Year I Semester II iv. Year II Semester I v. Year II Semester II
	k. Fisheries (Diploma)	i. Year I Semester I ii. Year II Semester I
	l. Fisheries (Certificate)	i. Year I Semester II ii. Year II Semester II
5.	Physical Sciences	
	a. Lands and Surveying	i. Year I Semester I 2024/2025 ii. Year I Semester II 2023/2024 iii. Year II Semester I 2023/2024
	b. Meteorology	i. Year I Semester I 2024/2025 ii. Year II Semester I 2023/2024 iii. Year II Semester II 2023/2024

2.3 Registration Fees Structure

2.3.1 Technical & Vocational; Business, Humanities & Cooperatives; and Biological & Physical Sciences (Diploma and Certificate Non-Modular Programmes)

Registration Fees Rates (UGX) Per Category of Programmes				
Fees Category	Technical & Vocational Programmes	Business, Humanities & Cooperatives Programmes	Biological Sciences Programmes	Physical Sciences Programmes
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)	26,000/=	29,000/=	26,000/=	26,000/=
Design/Research/Real Life Project/Farm Practice Fees (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				
Certificates and UCPC	8,000/=	12,000/=	8,000/=	8,000/=
Advanced Craft Certificates	12,000/=	N/A	N/A	N/A
Diploma	10,000/=	13,500/=	10,000/=	10,000/=
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%

2.3.2 Modular Programmes

Registration Fees Rates (UGX) Per Category of Programmes					
Fees Category	UCPC Programmes	National Certificates	Business, Humanities & Cooperatives Diploma	Agriculture Diploma	
Administration Fees	14,000/=	14,000/=	14,000/=	14,000/=	
Fees per module					
Module	35,000/=	41,000/=	DHIC-M; DTHM-M	85,000/=	94,000/=
			DSIM-M	75,000/=	
			DRIM-M	88,500/=	
			DBSA-M; DBSM-M; NDCB-M	82,000/=	
			DPLM-M	95,500/=	
			DLIS-M	98,500/=	

Other Fees				
Under Protest	30,000/= per paper regardless of the programme			
Late Registration Fees	50%	50%	50%	50%

2.3.3 USDP Programmes

Registration Fees Rates (UGX) Per Category of Programmes			
Fees Category	USDP Agriculture (Diploma)	USDP Agriculture (Certificate)	USDP Technical (Diploma)
Administration Fees	14,000/=	14,000/=	14,000/=
Fees per module			
Module	94,000/=	47,000/=	61,000/=
Other Fees			
Under Protest	30,000/= per paper regardless of the programme		
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

- (a) 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>
- (b) The Photo size must be 371 Pixels Horizontal and 466 Pixels Vertical with Aspect ratio maintained, saved as JPEG file type.
- (c) 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.
- (d) The Head of Center or his/ her authorized officer should remember to enroll all students for the modules/ papers/ subjects they expect to sit in the Nov/Dec 2024 series.
- (e) 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).
- (f) Once a student has confirmed his/ her details to be correct, the Center Head shall issue him/ her with the system-generated invoice 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.

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.

Institutions shall conduct continuous assessment of candidates and submit coursework marks as per the curricula or syllabuses for the respective programmes. The coursework results shall be submitted online through the Centre portal on the UBTEB system. All Coursework results shall be uploaded immediately after the end of conduct of semester examinations.

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

4.2 Real-life Project Inspection and Assessment

The inspection of real-life projects and coursework verification for all categories in this series shall commence on Monday, October 14, 2024. The Real-life project marks shall be submitted online through the centre portal on the UBTEB system. Centres of Excellence should be able to guide trainees to do Real – Life Projects that are in line with their areas of specialization for instance those for Manufacturing, Road Construction among others do relevant projects in that respective.

Real-life project presentations/assessment will start on Monday, November 25, 2024, for Technical/Vocational diploma programmes.

4.3 Industrial Training

The Industrial Training is expected to begin immediately after end of examinations for all institutions whose trainees 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 less than two weeks prior to the commencement of the 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 Industrial 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 downloaded mark-sheets
- (c) All continuous assessment results shall be computed and submitted at 100%.

5.0 Conduct of examinations

These Nov/Dec, 2024 examination series shall commence with a briefing from **Friday 22nd November to Friday 20th December 2024.**

6.0 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 <https://ubteb.go.ug/registration>.

7.0 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) 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 should transfer from one Examination Centre to another at any time unless with permission from the Executive Secretary done under special circumstances.
- (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 Secretariat for registration regardless of the circumstances.
- (j) **There are some people in public who were trained on the old Craft Certificate, where the curriculum revision of 2016 phased out the Advanced Craft Certificate. The Board is granting a last chance in the November 2024 examinations, beyond which there will no longer be Advanced Craft Certification examinations. Such people who could require advanced craft to upgrade should register for the coming examinations in November 2024.**



Onesmus Oyesigye (CPA)
EXECUTIVE SECRETARY

Cc: Permanent Secretary- MoES

Cc: Commissioner – TVET-OM

Cc: Chairperson – UBTEB