



Final Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
DEPARTMENT OF BUSINESS AND HUMANITIES
DIPLOMA AND CERTIFICATES EXAMINATIONS –RETAKERS
OLD CURRICULUM
NOV-DEC 2024

GENERAL INSTRUCTIONS:

1. The time allowed for each paper is shown against the name of the paper. **NO EXTRA TIME IS TO BE ALLOWED.** In case of any discrepancy, the time shown on the question paper must be taken as correct.
2. It must be observed that the morning session begins at 9:00 a.m. and afternoon at 2.00 p.m.
3. Briefing the candidates by the Principals and Heads of Centres on the conduct of the examinations will be done on **Friday 29th November, 2024.** All candidates **MUST** attend this briefing at their respective centres of registration.
4. No candidate is allowed to take more than one paper in each time block per day.

DAY & DATE	SESSION	PAPER CODE(S)	PAPER NAME	DURATION
FRIDAY, 29 TH NOV, 2024	MORNING 09:00 A.M.	Briefing of Candidates on Directions and Caution about examinations		3 Hours
MONDAY 2 ND DEC, 2024	MORNING 09:00 A.M.	NCSS008	Shorthand II	45 Mins
	MORNING 09:00 A.M.	NDSS003	Fundamentals of Accounting	3 Hours
	AFTERNOON 02:00 P.M.	CHIC1206	Basic French	2½ Hours
	AFTERNOON 02:00 P.M.	NDSS012	Office Management	3 Hours
TUESDAY 3 RD DEC, 2024	MORNING 09:00 A.M.	CFE2201	Elements of Entrepreneurship Development	2½ Hours
	MORNING 09:00 A.M.	NCA004	Business Calculations	2½ Hours
	AFTERNOON 02:00 P.M.			
	AFTERNOON 02:00 P.M.			
WEDNESDAY 4 TH DEC, 2024	MORNING 09:00 A.M.	CRIM1102	Principles of Economics	2½ Hours
	MORNING 09:00 A.M.	NCA005	Basic Business Communication	2½ Hours
	AFTERNOON 02:00 P.M.			
	AFTERNOON 02:00 P.M.			
THURSDAY 5 TH DEC, 2024	MORNING 09:00 A.M.	NDSS010	Shorthand II (80 - 90 w.p.m)	3 Hours
	MORNING 09:00 A.M.	DCEN1205	Introduction to Electronics Principles	3 Hours
	AFTERNOON 02:00 P.M.			
	AFTERNOON 02:00 P.M.			
FRIDAY 6 TH DEC, 2024	MORNING 09:00 A.M.			
	AFTERNOON 2:00 PM	NDSS002	Economics	3 Hours
MONDAY	MORNING	PLM1205	Principles of Stores Management	3 Hours

9 TH DEC, 2024	09:00 A.M.		
	AFTERNOON 02:00 P.M.		
TUESDAY 10 TH DEC, 2024	MORNING 09:00 A.M.	NDSS001	Business Communication 3 Hours
	AFTERNOON 02:00 P.M.	DSWS1101	Introduction to Social Work 3 Hours
WEDNESDAY 11 TH DEC, 2024	MORNING 09:00 A.M.	NCSS006	Fundamental of Accounting 2½ Hours
	AFTERNOON 02:00 P.M.		
THURSDAY 12 TH DEC, 2024	MORNING 09:00 A.M.		
	AFTERNOON 02:00 P.M.	CIS1204	Information Storage Retrieval 2½ Hours
FRIDAY 13 TH DEC, 2024	MORNING 09:00 A.M.	NCBL212/CBL1201	Introduction to Business Law 2½ Hours
		CRIM1203/CSIM1203/ CHIC1203	Introduction to Business Law 2½ Hours
		NCA003	General Principles of Law 2½ Hours
	AFTERNOON 02:00 P.M.	DSWSA2105	Introduction to Research methodology and Basic Statistics 3 Hours
MONDAY 16 TH DEC, 2024	MORNING 09:00 A.M.		
	AFTERNOON 02:00 P.M.		
TUESDAY 17 TH DEC, 2024	MORNING 09:00 A.M.		

INSTRUCTIONS TO CANDIDATES

1. Candidates should ease themselves before entering the examination room. No candidate shall be allowed to leave the examination room before the end of the examination.
2. Candidates should be seated in the examination hall/room at least 15 minutes before the start of the examination. **Any candidate who comes thirty (30) or more minutes after the official start of the examination will not be allowed to sit the examination paper.**
3. Do not smuggle unauthorized materials e.g. notes, text-books, etc. in the examination room. Do not engage in any form of examination malpractice.
4. Programmable calculators and Mobile Phones are not allowed in and around examination rooms.



5. Candidates are instructed to present themselves at the entrance to the examination rooms/halls for checking by the examination supervisors and then should be checked their pockets, shoes or any other part where smuggled information could be hidden.
6. At the start of each examination, a candidates' representative should examine the question paper envelope(s) to find out whether (it is), they are intact or already opened. In case the envelopes are already opened, report this matter to the Executive Secretary UBTEB, P.O. Box 1499 Kampala Line 0393255225 or 0393193194: Email: info@ubteb.go.ug
7. Attend carefully to the instructions given on the question paper rubric. **Do not answer more questions than asked for. The examiner will not mark the extra questions answered.**
8. Write your correct names, registration number and paper number on each page of your answer booklets and any separate *sheet(s)* used. Poor handwriting DEC lead to loss of marks and results.
9. Sit only the examination paper you registered for. No results DEC be issued for papers sat but not registered for. Register your attendance for each paper with the examination supervisor.
10. Sit the examination only at the Centre where you have registered to take it.
11. At the end of the examination, stop writing when instructed to do so, arrange your scripts in order, make sure that they all have your registration number written on them and fasten together at the left-hand corner.
12. Do not go out immediately at the end of each examination. Witness the checking, sealing of the scripts in the return envelope.
13. Leave all the used and unused booklets and other official stationery inside the examination room.
14. Sharing of Calculators, Mathematical/Reference tables, charts is NOT allowed during examination period. Borrowing of pens shall be done after consulting examination supervisor.
15. Do NOT write anything on the Question paper. All rough work should be done in the official answer booklet provided. Afterwards rough work should be cancelled.



Oyesigye Onesmus (CPA)

EXECUTIVE SECRETARY