Draft Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
DEPARTMENT OF BUSINESS AND HUMANITIES
CERTIFICATES EXAMINATIONS
NOVEMBER-DECEMBER 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 HT   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, 29TH NOV, 2024	MORNING 09:00 A.M.	Briefing of Candidates on Directions and Caution about examinations		3 Hours
MONDAY 2ND DEC, 2024	MORNING 09:00 A.M.	NCJM221/1	Principles of Television Production (Prac)	2 Hours
		NCHC215-1	Linen and Laundry Operations (Theory)	2½ Hours
		PCSE224-1	Querying with POSTGRESQL (Theory)	2½ Hours
		NCPM225	Logistics Operations	2½ Hours
		NCPA221	Fundamentals of Public Sector Accounting	2½ Hours
		NCSW126	Social Welfare Administration and Mgt	2½ Hours
		NCRM222	Intro. to Electronic Records Management	2½ Hours
		SMD1202	Community Dialogue	2½ Hours
		NCIT121	Basic HTML Web Programming	2½ Hours
		CSE121	Fundamentals of Object-Oriented programming using C++	2½ Hours
		VCPA101	Creation and Production of Art	3 Hours
		PCIM221	Introduction to 3D	2½ Hours
		NCSM221	Shorthand IV	2½ Hours
		NCBA115	Elements of Business Statistics	2½ Hours
		CST2102/CST235	Mathematics Paper III	2½ Hours
		CST2205/CST248	Soft Skills Part-II	2½ Hours
		NCHC224	Fundamentals of Food costing	2½ Hours
		NCCF221	Warehousing and Ports Organization	2½ Hours
		NCCC114	Contemporary Social Challenges	2½ Hours
		NCCM221/NCPF212	Programming Fundamentals C++	2½ Hours
	AFTERNOON 02:00 P.M.	NCFH122-1	Basic French (Theory)	2½ Hours
		NCJM121-2	Public Speaking (Theory)	2½ Hours
		NCCB151	Hair Plaiting and Styling Theory	2½ Hours
		NCIT221/2	Intro. to Visual Basic programming (Theory)	2½ Hours
		NCCM111/NCICT111 /CST111	Computer Literacy (Theory)	2½ Hours

		NCICT251	Visual Programming (Theory)	2½ Hours
		NCCM111	Computer Fundamentals	2½ Hours
		NCIT111	Fundamentals of Information Technology	2½ Hours
		CST1103	Introduction to I.C.T and Internet	2½ Hours
		NCPM122	Stores Operations and Documentation	2½ Hours
		CMD121	Digital Media (Theory)	2½ Hours
		NCCF121	Customs Tariffs	2½ Hours
		PCIM115	Digital Media Production	2½ Hours
		NCSM121	Shorthand II	2½ Hours
		NCPP214	Public Private Partnership	2½ Hours
		CCP2201	Prevention and Response Strategies in Child Protection	2½ Hours
		SMD2203	Elements of Human Rights	2½ Hours
		NCHG222	Human Rights and Gerontology	2½ Hours
		NCLO115	Basic Library Operations and Management	2½ Hours
TUESDAY 3RD DEC, 2024	MORNING 09:00 A.M.	NCCB152	Hair Plaiting and Styling Practice	6 Hours
		NCHC214-1	Beverage Service (Theory)	2½ Hours
		CST1201-1/CST125-1	Physics Paper II (Theory)	2½ Hours
		NCCB161	Beauty Therapy (Theory)	2½ Hours
		NCCM241	Printer and Photocopier Maintenance and Repair (Theory)	2½ Hours
		PCSE122	Principles of Entrepreneurship Skills	2½ Hours
		NCED125	Elements of Entrepreneurship Development	2½ Hours
		VCPA102	Applied Calculations	3 Hours
		PCIM122	Print Design	3 Hours
		CMD111	Print Design (Illustrator)	3 Hours
		CCP1204/SMD1204	Creativity and Innovative Skills	2½ Hours
		NCSM115	Typewriting I	2½ Hours
		NCJM215	Principles of Advertising	2½ Hours
		PCIM214	Principles of Advertising	2½ Hours
	AFTERNOON 02:00 P.M.	CST1201-2/CST125-2	Physics Paper II (Prac)	2½ Hours
		PCSE123-1	Fundamentals of Programming in Java (Theory)	2½ Hours
		PCIM112	Principles of Design	2½ Hours
		NCHT224	Elements of Eco Tourism	2½ Hours
		NCJM113	Principles of Radio Production	2½ Hours
		NCPM111	Procurement Process	2½ Hours
		NCBS123/NCBS214	Basic Sociology	2½ Hours
		NCPA111	Basic Public Administration and Management	2½ Hours
		NCLS113	Introduction to Library Science	2½ Hours
		NCCF111	Fundamentals of Clearing and Forwarding	2½ Hours
		NCFR224/NCFR121	Fundamentals of Reprography	2½ Hours

		SMD1102/CCP1102	Social Work Skills and Principles	2½ Hours
		NCET222/CBS1205	Elements of Taxation	2½ Hours
WEDNESDAY 4TH DEC, 2024	*MORNING 09:00 A.M.*	PCSE123-2	Fundamentals of Programming in Java (Prac)	3 Hours
		NCIT221-1	Intro. to Visual Basic programming (Prac)	3 Hours
		NCICT252	Visual Programming practice	3 Hours
		NCCB162	Beauty Therapy Practice	6 Hours
		NCHC221	Pastry and Baking (Prac)	4 Hours
		CST2101-1/CST234-1	Physics Paper III (Theory)	2½ Hours
		PCIM123	Media Publishing	3 Hours
		NCCM262	Cell Phones Maintenance and Repair Practice	6 Hours
		NCCM121	Operating System Software	2½ Hours
		NCPE123	Principles of Economics	2½ Hours
		CCP1203/SMD1201	Communication and Facilitation	2½ Hours
		NCCS112	Basic Communication Skills	2½ Hours
		BCS115	Basic Communication Skills	2½ Hours
		PCBC114	Business Communication	2½ Hours
		NCIM111	Fundamentals of Mass Communication	2½ Hours
		NCSH122	Safety, Health and Environment	2½ Hours
	AFTERNOON 02:00 P.M.	NCIM121-1	Public Speaking (Prac)	30 Mins
		PCSE211	Software Engineering Principles	2½ Hours
		MRG125	Mathematical Reasoning and Geometry (Mathematics)	2½ Hours
		PCSE223	Programming in Python	2½ Hours
		NCCM222	Digital Electronics	2½ Hours
		NCIM221	Introduction to Museology	2½ Hours
		NCGC221	Introduction to Industrial Relations	2½ Hours
		NCHR221	Elements of Human Resource Management	2½ Hours
		NCIM212	Contemporary Media Applications	2 Hours
		NCOP113/CSIM1202	Office Practice	2½ Hours
		NCLS121	Library Administration and Routines	2½ Hours
		NCSW221	Basic Climate and Disaster Management	2½ Hours
		NCHC115	Introduction to Hygiene and Safety	2½ Hours
		NCCF224	Principles of Insurance	2½ Hours
		CST1205/CST128	Soft Skills - Part I	2½ Hours
		NCSW113	Fundamentals of Social Work	2½ Hours
		CCP2203	Principles and Ethical Issues in Child Protection	2½ Hours
		NCPM221	Outsourcing	2½ Hours
		NCTH115	Tourism Planning and Development	2½ Hours
		CST2101-2/CST234-2	Physics Paper III (Prac)	2½ Hours
		SMD1104/CCP1103	Participatory Rural Appraisal Tools	2½ Hours
THURSDAY 5TH DEC, 2024	*MORNING 09:00 A.M.*	CST1104	MS Office	3 Hours
		NCIT112	Microsoft Office Applications	3 Hours
		PCOA111	MS Office Application	3 Hours

		NCCA124	Computer Applications	2½ Hours
		TCBE201	Computer Applications	2½ Hours
		VCPA103	Language of Performing Arts	3 Hours
		NCCB241	Chemical Hair Services and Barbering Theory	2½ Hours
		MOA114	Microsoft Office Application	3 Hours
		NCJM211-1	Writing for the media (Prac)	2 Hours
		NCCM112/NCICT112/ CST112	Computer Literacy (Prac)	3 Hours
		SMD1203	Contemporary Social Problems	2½ Hours
		CCP2202	Program Planning, Monitoring and Evaluation of child protection interventions	2½ Hours
		CST1202/CST126	Mathematics Paper II	2½ Hours
	AFTERNOON 02:00 P.M.	NCJM221/2	Principles of Television Production (Theory)	2 Hours
		PCSE212-1	Basics of Networking (Theory)	2½ Hours
		NCCM131/NCICT131	Computer Networking (Theory)	2½ Hours
		CST2204	Computer Networks	2½ Hours
		CST236	Computer Networking I	2½ Hours
		NCEA224	Elements of Auditing	2½ Hours
		NCIT212	Networking and Data Communication	2½ Hours
		NCNC212	Electronic Communication and Networks	2½ Hours
		NCLS221	Reference Services	2½ Hours
		NCIP115	Introduction to Psychology	2½ Hours
		CCP1202	Introduction to Psychology	2½ Hours
		NCDP121	Developmental Psychology	2½ Hours
		NCTH114	Tour Guiding Techniques	2½ Hours
		SMD1101	Introduction to Social Mobilization	2½ Hours
		NCPD113	Procurement Documentation	2½ Hours
FRIDAY 6ᵀᴴ DEC, 2024	**MORNING 09:00 A.M.**	PCIM224	Digital Marketing	2½ Hours
		PCSE214	Mobile Application Development	3 Hours
		CCP2204/SMD2204	Basic Computer Application	2½ Hours
		NCCM252	CCTV Cameras and security Alarms Installation, Maintenance and Repair (Practice)	6 Hours
		PCIM212	2D Animation	3 Hours
		NCSM122	Typewriting II	2½ Hours
		NCCM112/NCBE121	Basic Electricity	2½ Hours
		CST122	Computer Graphics II Practice (INDESIGN)	3 Hours
		NCHC113-1	Food Production (Theory)	2½ Hours
		NCCB242	Chemical hair services and barbering (theory)	2½ Hours
		CMD113	Media publishing (InDesign)	3 Hours
		CST2105	Introduction to Illustrator	2½ Hours
		CST2203	Introduction to InDesign	2½ Hours

		NCBC115	Elements of business statistics	2½ Hours
		NCTH224	Elements of Eco-tourism	2½ Hours
		NCRM121	Registry Management	2½ Hours
		NCGG213	Good Governance and Administrative Ethics	2½ Hours
		NCCP113	Career Planning	2½ Hours
		NCFH122-2	Basic French (Oral/Prac)	15 Mins
		CCP2104	Early Childhood Development and Care	2½ Hours
		SMD2103	Environmental Education	2½ Hours
		NCCF113	Customs Operations	2½ Hours
		NCTH113	Fundamentals of Tourism	2½ Hours
	AFTERNOON 2:00 PM	NCSM114	Shorthand I	2½ Hours
		NCCF122	Fundamentals of Shipping Practice	2½ Hours
		NCBE114	Introduction to Business Ethics	2½ Hours
		NCPM114	Procurement Ethics	2½ Hours
		CSE112	Website Technologies (Theory)	2½ Hours
		NCRM114	Fundamentals of Records Management	2½ Hours
		NCSW225	Food Security and Agricultural Innovations	2½ Hours
		NCGC123	Ethics and Integrity	2½ Hours
		NCJM214-1	Principles of photojournalism (Prac)	2 Hours
		NCHR224	Organisational Behaviour	2½ Hours
		CST241	Website Technologies (Theory)	2½ Hours
		NCICT241	Website Design and Development (Theory)	2½ Hours
		PCSE113-1	Website Designing (Theory)	2½ Hours
		PCIM124-1	Introduction to Web Design (Theory)	2½ Hours
MONDAY 9TH DEC, 2024	MORNING 09:00 A.M.	NCTH214	Travel Agency and Tour Operations	2½ Hours
		NCIE213	Principles of Imports and Exports	2½ Hours
		NCAF213	Fundamentals of Computerized Accounting	2½ Hours
		NCHC211	Fundamentals of Front Office Operations	2½ Hours
		VCPA104	Performance of Art 1	3 Hours
		NCJM112-1	Principles of News Writing & Reporting (Prac)	2 Hours
		CST2201-1/CST245-1	Physics Paper IV (Theory)	2½ Hours
		PCSE124	Fundamentals of Programming in C#	2½ Hours
		NCCM213/NCIT213 /NCCE211	Computer Ethics	2½ Hours
		NCLS213	Essentials of Cataloging	2½ Hours
		PCIM121	Intro. to Multimedia and its Applications	2½ Hours
		CMD112	Introduction to Photoshop	3 Hours
		CMD123	Introduction to Multimedia (Theory)	2½ Hours
		NCCB251	Salon management and hair product formulation (theory)	2½ Hours
		CSE122	Database Programming (Practical)	3 Hours

		NCHC225/NCEM225	Introduction to Events Management	2½ Hours
		SMD2201	Gender and Social Mobilisation	2½ Hours
		NCGD224	Gender and Social Development	2½ Hours
		PCSE115-2	Database Programming (Prac)	3 Hours
		NCIT122	Computer Graphics and Photo Editing	3 Hours
		PCIM113/CST1105	Introduction to Photoshop	3 Hours
		NCSM215	Typewriting III	2½ Hours
	AFTERNOON 02:00 P.M.	CST2201-2/CST245-2	Physics Paper IV (Prac)	2½ Hours
		NCIM214-2	Principles of photojournalism (Theory)	2 Hours
		PCSE213-1	Web Development in ASP.NET C# (Theory)	2½ Hours
		CST231	Computer Hardware Analysis and Maintenance (Theory)	2½ Hours
		NCPS120/NCPS225	Fundamentals of Political Science	2½ Hours
		NCBA113	Fundamentals of Business Administration	2½ Hours
		PCIM211	Fundamentals of Animation	2½ Hours
		NCIS215	Intro. to Information Service Marketing	2½ Hours
		NCBA213	Fundamentals of Production Management	2½ Hours
		NCCM251	CCTV Cameras and Security Alarms Installation, Maintenance and Repair (Theory)	3 Hours
		NCHC222	Introduction to Food Sales & Marketing	2½ Hours
		NCSW213	Participatory Rural Appraisal and Resource Mobilization	2½ Hours
		NCCC213	Customer Care	2½ Hours
TUESDAY 10TH DEC, 2024	MORNING 09:00 A.M.	CST2103	Computer Repairing (Prac)	2½ Hours
		CST232	Computer Hardware Analysis and Maintenance (Prac)	3 Hours
		CSE124	Introduction to Computer Hardware (Practical)	3 Hours
		NCIT222-1	Basic Computer Maintenance (Prac)	3 Hours
		NCCM223-1	PC Maintenance and Repair (Prac)	3 Hours
		NCCM122/NCICT122	Computer Repair & Maintenance (Prac)	3 Hours
		PCSE213-2	Web Development in ASP.NET C# (Prac)	3 Hours
		PCIM222	3D Modeling & Texturing (Prac)	3 Hours
		PCSE121	Introduction to Computer Hardware	3 Hours
		NCCB252	Salon management and hair product formulation (practice)	2½ Hours
		NCHC113-2	Food Production (Prac)	4 Hours
		SMD2101	Income Generating Skills	2½ Hours
		NCSM222	Typewriting IV	2½ Hours
		NCCM261	Cell phones maintenance and repair (Theory)	2½ Hours
		NCRM213	Introduction to Archives Management	2½ Hours
		NCIM215	Introduction to Marketing	2½ Hours
		CMD122	Introduction to Premier Pro application (Practical)	2½ Hours

		NCHO121	House Keeping Operations	2½ Hours
		CST2202/CST246	Mathematics Paper IV	2½ Hours
		CMT223	Basic Mathematics II	2½ Hours
		NCGC215	Fundamentals of Interpersonal Relationship	2½ Hours
		NCPA222	Local Government Financing	2½ Hours
		NCTH215	Introduction to Tourism Marketing	2½ Hours
	AFTERNOON 02:00 P.M.	NCPA122	Elements of Public Finance	2½ Hours
		NCBF122	Elements of Business Finance	2½ Hours
		CBF2103	Fundamentals of Business Finance	2½ Hours
		SMD2202	Poverty Eradication Strategies	2½ Hours
		NCPA215	Public Policy Theories and Practices	2½ Hours
		NCRM211	Documentation and Information Services	2½ Hours
		NCHC114-2	Food Service (Prac)	2 Hours
		NCTH211	Fundamentals of Hospitality	2½ Hours
		PCIM213	Introduction to Semiotic Studies	2½ Hours
		NCTH222	Touristic Geography & Map Interpretation	2½ Hours
		NCCH211	Community Based Health Care	2½ Hours
		NCJM222-2	Video Editing and Production (Theory)	2 Hours
		NCLS211	Classification Schemes	2½ Hours
		CCP1104	Introduction to Counseling and Guidance	2½ Hours
		NCCF211	Fleet Management	2½ Hours
WEDNESDAY 11TH DEC, 2024	MORNING 09:00 A.M.	PCSE113-2	Website Designing (Prac)	3 Hours
		NCICT242	Website Design and Development (practice)	3 Hours
		PCIM124-2	Introduction to Web Design (Prac)	3 Hours
		CST242	Website Technologies (Prac)	3 Hours
		CST1204	Web Designing	3 Hours
		NCJM222-1	Video Editing and Production (Prac)	2 Hours
		NCJM112-2	Principles of News Writing and Reporting (Theory)	2 Hours
		CST1101-1/CST114-1	Physics Paper I (Theory)	2½ Hours
		NCBK111	Bookkeeping	2½ Hours
		NCAF121	Introduction to Financial Accounting	2½ Hours
		NCLS222	Community and Information Services	2½ Hours
		CSE112	Website Technologies (Practical)	3 Hours
		NCCM122	Applied Technician Mathematics	2½ Hours
		NCIT123	Computational Mathematics	2½ Hours
		NCIT113/NCBM113/ CBM1101	Basic Mathematics	2½ Hours
		CMT212	Basic Mathematics I	2½ Hours
		PCSE222	Basic Mathematics	2½ Hours
		NCGC111	Basic Guidance and Counseling	2½ Hours

		SMD1103	Approaches to Community Development	2½ Hours
		CCP2101	Child Protection Systems	2½ Hours
		CCP1201	Community Development & Child Protection	2½ Hours
	AFTERNOON 02:00 P.M.	CST11012/CST114-2	Physics Paper I (Prac)	2½ Hours
		NCHC114-1	Food Service (Theory)	2½ Hours
		NCCM211-2	PC Maintenance Tools and Devices (Theory)	2½ Hours
		NCCM223/2	PC Maintenance and Repair (Theory)	2½ Hours
		CST1203	Computer Hardware Analysis and Design	2½ Hours
		NCIT222/2	Basic Computer Maintenance (Theory)	2½ Hours
		NCCM121/NCICT121	Computer Repair & Maintenance (Theory)	2½ Hours
		NCJM115	Social Concepts in Media	2½ Hours
		CSE123	Web Development in PHP-I	2½ Hours
		NCPM113	Principles of Management	2½ Hours
		NCMG213	Fundamentals of Management	2½ Hours
		NCLS115	Fundamentals of Classification	2½ Hours
		PCSE221	Introduction to Linux	2½ Hours
		NCSM211	Work Ethics	2½ Hours
THURSDAY 12TH DEC, 2024	MORNING 09:00 A.M.	NCHC215-2	Linen and Laundry Operations (Prac)	2 Hours
		PCSE212-2	Basics of Networking (Prac)	3 Hours
		PCSE224-2	Querying With POSTGRESQL (Prac)	3 Hours
		PCIM223	3D Animation using Cinema 4D (Prac)	4 Hours
		CSF113	Computational Set Theory and Functions (Mathematics)	2½ Hours
		NCSM214	Shorthand III	2½ Hours
		CST1102/CST115	Mathematics Paper I	2½ Hours
		SMD2102	Child Protection Issues in Community	2½ Hours
		NCPC224	Elements of Preservation and Conservation of Records	2½ Hours
		CCP2103	Alternative care	2½ Hours
		NCSK214	Fundamentals of Store-keeping	2½ Hours
		CST247	Computer Networking II	2½ Hours
		NCCM132/NCICT132	Computer networking (Prac)	3 Hours
		NCEC214/CCO2103	Elements of Cost Accounting	2½ Hours
	AFTERNOON 02:00 P.M.	NCHC214-2	Beverage Service (Prac)	4 Hours
		NCIT211-1	Static Website Development (Theory)	2½ Hours
		CCE2203	Dynamic Website	2½ Hours
		NCJM211-2	Writing for the media (Theory)	2 Hours
		PCSE112	Elementary Programming Using C	3 Hours
		NCCM214	Computer Systems Architecture and Logic	3 Hours
		NCHC123	Basic Food Nutrition	2½ Hours
		CSE111	Elementary Programming Using C	2½ Hours
		CST2104	Computer Programming	2½ Hours

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		CST116	Computer Programming I	2½ Hours
		CCP1101	Introduction to Child Protection	2½ Hours
		NCLS214	Information Resource Management	2½ Hours
		NCSW212	Culture and Diversity Management	2½ Hours
		NCPO211/NCPA121	Public Office Management	2½ Hours
FRIDAY 13TH DEC, 2024	MORNING 09:00 A.M.	NCIT211-2	Static Website Development (Prac)	3 Hours
		NCCM211-1	PC Maintenance Tools and Devices (Prac)	3 Hours
		NCCM242	Printer and photocopier Maintenance and Repair Practice	6 Hours
		NCBL212	Introduction to Business Law	2½ Hours
		NCLP212	Legal and Policy Aspects of Records	2½ Hours
		CST121	Computer Graphics I Practice (Photoshop & Illustrator)	3 Hours
		CSE122	Database Programming (Theory)	2½ Hours
		PCSE115-1	Database Programming (Theory)	2½ Hours
		CIT2101	Fundamentals of Database Systems Design	2½ Hours
		NCPM212	PPDA Laws and Regulations	2½ Hours
		NCAL212	Administrative Law	2½ Hours
		NCJM213	Fundamentals of Media Law	2½ Hours
		NCGC212	Legal Aspects of Guidance and Counselling	2½ Hours
		NCTH212	Introduction to Tourism Law and Ethics	2½ Hours
		CCP2102	The Legal Framework in Child Protection	2½ Hours
	AFTERNOON 02:00 P.M.	NCPM211	Introduction to Public Sector Management	2½ Hours
		NCKS223/1	Basic Kiswahili(Theory)	2½ Hours
		NCPS121	Elements of Purchasing and supplies Mgt	2½ Hours
		CST127	Computer Programming II	2½ Hours
		NCJM114	Ethics in Journalism	2½ Hours
		NCSS011	Elements of Business Kiswahili	2½ Hours
		TCCS201	Basic Kiswahili	2½ Hours
		SMD2104	Introduction to Community Disability	2½ Hours
MONDAY 16TH DEC, 2024	MORNING 09:00 A.M.	NCKS223-2	Basic Kiswahili (Prac)	15 Mins
	AFTERNOON 02:00 P.M.	NCJM122	Principles of Public Relations	2½ Hours
TUESDAY 17TH DEC, 2024	MORNING 09:00 A.M.	NCKS223-2	Basic Kiswahili (Prac)	15 Mins

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