

Draft Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
DEPARTMENT OF BUSINESS AND HUMANITIES
CERTIFICATE EXAMINATIONS
JULY – AUGUST 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/Heads of Centres on the conduct of the examinations will be done on **Friday 9th August, 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, 9th August 2024	MORNING 09:00 a.m.	Briefing of Candidates on Directions and Caution about examinations		3 Hours
Monday, 12th August 2024	MORNING 09:00 a.m.	SMD2202	Poverty Eradication Strategies	2½ Hours
		NCJM221/2	Principles of Television Production (T)	2½ Hours
		CCP2201	Prevention and Responsive Strategies in Child Protection	2½ Hours
		PCIM112	Principles of Design	2½ Hours
		PCSE113/1	Website Designing (T)	2½ Hours
AFTERNOON 02:00 p.m.	NCJM222/2	Video Editing and Production (Theory)	2½ Hours	
Tuesday, 13th August 2024	MORNING 09:00 a.m.	PCBC114	Business Communication	3 Hours
		NCPS225	Fundamentals of Political Science	2½ Hours
	AFTERNOON 02:00 p.m.	CCP2202	Program Planning, monitoring and Evaluation of	2½ Hours
Wednesday, 14th August 2024	MORNING 09:00 a.m.	PCOA111	MS Office Application	3 Hours
		CCP2203	Principles and Ethical Issues in children Protection	2½ Hours
		SMD2201	Gender and Social Mobilization	2½ Hours
	AFTERNOON 02:00 p.m.	NCKS223/1	Basic Kiswahili (T)	2½ Hours
Thursday, 15th August 2024	MORNING 09:00 a.m.	NCKS223/2	Basic Kiswahili (P)	2½ Hours
		PCIM113	Introduction to Photoshop	2½ Hours
		PCSE112	Elementary Programming Using C	2½ Hours
	AFTERNOON 02:00 p.m.			
Friday, 16th August 2024	MORNING 09:00 a.m.	CCP2204/	Basic Computer Application	2½ Hours
		SMD2204		
		NCJM221/1	Principles of Television Production(P)	2 Hours
		PCSE115/1	Database programming (T)	3 Hours
	PCIM115	Digital Media Production	3 Hours	
AFTERNOON 02:00 p.m.				
Monday, 19th August 2024	MORNING 09:00 a.m.	PCSE113/2	Website Designing (Prac)	3 Hours
		NCJM222/1	Video Editing and Production (Prac)	2 Hours

	AFTERNOON 02:00 p.m.		
Tuesday, 20th August 2024	MORNING 09:00 a.m.	PCSE115/2 Database Programming (prac)	3 Hours
	AFTERNOON 02:00 p.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 may lead to loss of marks and results.
9. Sit only the examination paper you registered for. No results may 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)