

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

Plot 7, Valley Drive, P.O Box 1499, Kampala-Uganda

General line: +(256) 392-002468 **Office of Executive Secretary:** 039 002467

Email: info@ubteb.go.ug **Website:** www.ubteb.go.ug **f** **X** **U** UBTEBOfficial



Final Timetable DEPARTMENT OF BUSINESS AND HUMANITIES CERTIFICATES EXAMINATIONS 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, 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 Management	2½ Hours
		NCRM222	Introduction to Electronic Records Management	2½ Hours
		SMD1202	Community Dialogue	2½ Hours
		NCIT121	Basic HTML Web Programming	2½ Hours
		CSDA121	Fundamentals of Object-Oriented Programming using C++	2½ Hours
		NCPA101	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	Introduction 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
		NCA008	Fundamentals of Computer	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
		CMDP121	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
		NCCB161	Beauty Therapy (Theory)	2½ Hours
		PCSE212-2	Basics of Networking (Prac)	3 Hours
		CST247	Computer Networking II	2½ Hours
		NCCM132/NCICT132	Computer Networking (Prac)	3 Hours
		PCSE122	Principles of Entrepreneurship Skills	2½ Hours
		NCED125	Elements of Entrepreneurship Development	2½ Hours
		TCBE201	Entrepreneurship Skills	2½ Hours
		NCPA102	Applied Calculations	3 Hours



		PCIM122	Print Design	3 Hours
		CMDP111	Print Design (Illustrator)	3 Hours
		CST2105	Introduction to 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.	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
		CEP2204	Elements of Procurement	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	Introduction to Visual Basic Programming (Prac)	3 Hours
		NCICT252	Visual Programming Practice	3 Hours
		NCCB162	Beauty Therapy Practice	6 Hours
		CST2101-1/CST234-1	Physics Paper III (Theory)	2½ Hours
		CST121	Computer Graphics I Practice (Photoshop and Illustrator)	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
		CBCS115	Basic Communication Skills	2½ Hours
		PCBC114	Business Communication	2½ Hours
TCCS101	Life Skills	2½ Hours		
NCJM111	Fundamentals of Mass Communication	2½ Hours		



		NCSH122	Safety, Health and Environment	2½ Hours
	AFTERNOON 02:00 P.M.	NCJM121-1	Public Speaking (Prac)	30 Mins
		PCSE211	Software Engineering Principles	2½ Hours
		CMRG125	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
		NCJM212	Contemporary Media Applications	2½ Hours
		NCOP113	Office Practice	2½ Hours
		NCA009	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
	NCIT112		Microsoft Office Applications	3 Hours
	PCOA111		MS Office Application	3 Hours
	CMOA114		Microsoft Office Application	3 Hours
	NCCA124		Computer Applications	2½ Hours (Day 1)
	TCCA101		Computer Applications	2½ Hours
	NCCB241		Chemical Hair Services and Barbering Theory	2½ 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	2½ Hours



		Child Protection Interventions	
		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
		NCPA103	Language of Performing Arts 3 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
		NCA007	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
		PCIM224	Digital Marketing 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.	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
		NCCA124	Computer Applications 2½ Hours (Day 2)
		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
		NCHC161	Food Production Theory 2½ Hours
		NCCB242	Chemical Hair Services and Barbering Practice 6 Hours
		CMDP113	Media Publishing (InDesign) 3 Hours
		PCIM123	Media Publishing 3 Hours
CST2203	Introduction to InDesign 3 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
		CSDA112-1	Website Technologies (Theory)	2½ Hours
		NCRM114	Fundamentals of Records Management	2½ Hours
		NCSW225	Food Security and Agricultural Innovations	2½ Hours
		NGCG123	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
		NCPA104	Performance of Art I	3 Hours
		NCJM112-1	Principles of News Writing and Reporting (Prac)	2 Hours
		CST2201-1/CST245-1	Physics Paper IV (Theory)	2½ Hours
		PCSE124	Fundamentals of Programming in C#	2½ Hours
		NCLS213	Essentials of Cataloging	2½ Hours
		PCIM121	Introduction to Multimedia and its Applications	2½ Hours
		CMDP112	Introduction to Photoshop	3 Hours
		CMDP123	Introduction to Multimedia (Theory)	2½ Hours



		NCCB261	Salon Management and Hair Product Formulation Theory	2½ Hours
		CSDA122-2	Database Programming (Practical)	3 Hours
		NCCM122/NCICT122	Computer Repair and Maintenance Practice	3 Hours (Day 1)
		NCHC225/NCEM225	Introduction to Events Management	2½ Hours
		SMD2201	Gender and Social Mobilization	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
		NCJM214-2	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	Introduction 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 and 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
		CSDA124	Introduction to Computer Hardware (Prac)	3 Hours
		PCSE121	Introduction to Computer Hardware (Prac)	3 Hours
		NCIT222-1	Basic Computer Maintenance (Prac)	3 Hours
		NCCM223-1	PC Maintenance and Repair (Prac)	3 Hours
		NCCM122/NCICT122	Computer Repair and Maintenance Practice	3 Hours



		(Day 2)		
		PCSE213-2	Web Development in ASP.NET C# (Prac)	3 Hours
		PCIM222	3D Modeling and Texturing (Prac)	3 Hours
		NCCB262	Salon Management and Hair Product Formulation Practice	6 Hours
		NCHC113-2	Food Production (Prac)	4 Hours
		NCHC162	Food Production Practical	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
		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
		NCHC151	Baking and Confectionery Theory	2½ Hours
		NCTH211	Fundamentals of Hospitality	2½ Hours
		PCIM213	Introduction to Semiotic Studies	2½ Hours
		NCTH222	Touristic Geography and 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
	CST242-2	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
	CRIM1101	Principles of Accounts	2½ Hours
	NCAF121	Introduction to Financial Accounting	2½ Hours
	NCLS222	Community and Information Services	2½ Hours
	CSDA112-2	Website Technologies (Prac)	3 Hours
	CMDP122	Introduction to Premier Pro Application (Prac)	4 Hours
	NCHC221	Pastry and Baking (Prac)	4 Hours
	NCHC152	Baking and Confectionery Practical	4 Hours
	NCCM122	Applied Technician Mathematics	2½ Hours
	NCIT123	Computational Mathematics	2½ Hours
	NCIT113/NCBM113	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 and 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 and Maintenance (Theory)	2½ Hours
	NCJM115	Social Concepts in Media	2½ Hours
	CSDA123	Web Development in PHP-I	2½ Hours
	NCPM113	Principles of Management	2½ Hours
	NCMG213	Fundamentals of Management	2½ Hours
	NC010	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.	NCHC214-2	Beverage Service (Prac)	4 Hours	
		PCSE224-2	Querying With POSTGRESQL (Prac)	3 Hours	
		PCIM223	3D Animation using Cinema 4D (Prac)	4 Hours	
		CCSF113	Computational Set Theory and Functions (Mathematics)	2½ Hours	
		CST1201-1/CST125-1	Physics Paper II (Theory)	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	
		NCCM213/NCIT213 /NCCE211	Computer Ethics	2½ Hours	
		NCEC214/CCO2103	Elements of Cost Accounting	2½ Hours	
		NCA006	Elements of Cost Accounting	2½ Hours	
		AFTERNOON 02:00 P.M.	NCHC215-2	Linen and Laundry Operations (Prac)	2 Hours
			NCIT211-1	Static Website Development (Theory)	2½ Hours
			CST1201-2/CST125-2	Physics Paper II (Prac)	2½ Hours
			CCE2203	Dynamic Website	2½ Hours
			NCJM211-2	Writing for the Media (Theory)	2 Hours
			NCCM214	Computer Systems Architecture and Logic	3 Hours
			NCHC123	Basic Food Nutrition	2½ Hours
			PCSE112	Elementary Programming Using C	3 Hours
			CSDA111	Elementary Programming Using C	2½ Hours
			CST2104	Computer Programming	2½ Hours
			CST116	Computer Programming I	2½ Hours
			NCCM241	Printer and Photocopier Maintenance and Repair (Theory)	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
		CRIM1203/CSIM1203	Introduction to Business Law	2½ Hours
		NCLP212	Legal and Policy Aspects of Records	2½ Hours
		CSDA122-1	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
		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 (Day 1)
	AFTERNOON 02:00 P.M.	NCJM122	Principles of Public Relations	2½ Hours
		NCPS121	Elements of Purchasing and Supplies Management	2½ Hours
TUESDAY 17TH DEC, 2024	MORNING 09:00 A.M.	NCKS223-2	Basic Kiswahili (Prac)	15 Mins (Day 1)

INSTRUCTIONS TO CANDIDATES

- 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.
- 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