

DRAFT TIME TABLE
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
(UBTEB)

SHORT COURSE MODULAR ASSESSMENT FOR CENTRES OF EXCELLENCE
(TECHNICAL) 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 09:00 a.m. and afternoon session at 02:00 p.m.
3. All candidates must present themselves with both examination/registration and Identity cards before entering the examination hall and during the examinations.
4. Briefing the candidates by the Heads of Centres on the conduct of the Examinations will be done on **Friday, 16th August 2024 and MUST be attended by all candidates at their respective Centres of registration. Candidates MUST sign on the attendance register which must be returned to UBTEB Secretariat immediately after the Examinations.**

DAY & DATE	SESSION	PAPER CODE AND NAME	DURATION
FRIDAY 16th August 2024	Morning 09:00 a.m.	Briefing of candidates by Heads of Centres on directions and cautions about examinations	3 hours
	Morning 09:00 a.m.	CMIM 321 Installation	6 hours
MONDAY 19th August 2024	Afternoon 02:00 p.m.	CMIM 321 Installation	Continues
	Morning 09:00 a.m.	CMIM 321 Installation	Continues
TUESDAY 20th August 2024	Afternoon 02:00 p.m.	CMIM 321 Installation	End
	Morning 09:00 a.m.	CMIM 322 Repair and Commissioning	6 hours
WEDNESDAY 21st August 2024	Afternoon 02:00 p.m.	CMIM 322 Repair and Commissioning	Continues
	Morning 09:00 a.m.	CMIM 322 Repair and Commissioning	Continues
THURSDAY 22nd August 2024	Afternoon 02:00 p.m.	CMIM 322 Repair and Commissioning	End



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 for smuggled information in area like pockets, shoes or any other body parts.
6. **At the start of each examination, the candidates' representative should examine the question paper envelope(s) to find out whether (it is), they are intact or not. In case the envelope(s) is/are tempered with, report this matter to the Executive Secretary UBTEB, P.O. Box 1499, Tel.: 0393 208 057 or 0393 248 739, 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 code 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 and fasten them together at the top left-hand corner.
12. Do not go out immediately at the end of each examination. Witness the verification and 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 and 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.
16. **Any attempt to indulge in a malpractice even in one paper will lead to cancellation of results of the entire year/semester.**


ONESMUS OYESIGYE (CPA)
EXECUTIVE SECRETARY