



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (UBTEB)

"SETTING PACE FOR QUALITY ASSESSMENT"

UBTEB/ES/708/2023

2nd November, 2023

Dear Heads of Examination Centres,

COMMUNICATION TO HEADS OF EXAMINATION CENTRE ON RELEASE OF THE JULY-AUGUST 2023 END OF PROGRAMME EXAMINATIONS RESULTS OF UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD, 2ND NOVEMBER, 2023.

FEED BACK ON THE JULY/AUGUST 2023 EXAMINATION SERIES

I am pleased to bring to your attention that today, 2nd November 2023 the examination results for the **July-August 2023** end of programme have been officially released by the Hon. Minister of Education and Sports.

On behalf of Uganda Business and Technical Examinations Board (UBTEB), I would like to express our sincere gratitude to you for enabling the Board to successfully perform in the previous and present examinations. It gives me pleasure to thank you for your continuous endeavors and support rendered to the Board which enabled it to conduct these Examinations.

1.0 PRINTING OF EXAMINATION RESULTS

The Institutions will be printing their own results online from <https://eims.ubteb.go.ug/web/login>. Remember, only centers with zero outstanding balances will be able to access results.

2.0 GENERAL PERFORMANCE AND RELATED ISSUES

Generally, the performance of candidates in the July/August 2023 series end of program and end of semester examinations was generally very good across most programs.

We acknowledge and congratulate those students and the Heads of examination centers together with the staff for the big improvement being witnessed. However, institutions need to note the following for better performance;

- a) The Board is now conducting modular assessments for National certificate and Community Polytechnic Programmes and some diploma modular assessment are already being rolled out.
- b) Some Institutions admit students for courses that are not accredited to their center by the Board, please desist from this act to avoid inconveniencing unsuspecting citizens. Such centers are being blocked from accessing registration system once discovered.
- c) Students retaking previous papers should be encouraged to attend classes; it has been observed that some of them focus on working at the expense of their studies resulting in poor performance and failure to clear the failed paper.
- d) Some centers need to improve and ensure that syllabus coverage, coursework assessments and Industrial Training assessment are done in time and marks submitted in time.
- e) Heads of Centers should intensify supervision of teaching staff to ensure that the teaching is Competence Based and done in line with the Curriculum that is now assessed on Competence Based Assessment principles. Promotion of Research and Innovation for both the instructors and trainees should be priority during the teaching to help trainees adopt to the new trends application and problem solving. I am encouraging you to ensure that;
 - i. more engagements are done with the surrounding industries/enterprises to ensure that instructors are attached to gain more meaning and application of hands-on training;
 - ii. trainees are attached to industries in time and inform the Secretariat and;
- f) The emphasis on communication skills during training should be mandatory to enable trainees improve on the communication is also encourage to strengthen the command of the business / official languages.
- g) The Board would like seek your feedback on the cause(s) of low performance in the following modules; Elementary Design of Structures, Estimating & Tendering, Measurement of Civil & Building Works and Engineering Mathematics I, Engineering Mathematics III, Basic Computer Applications, Farm Accounting, Agricultural Statistics, Fundamentals of Accounting, Business Mathematics, Bookkeeping, Business Communication, Elementary Programming in C, and Database Programming which partly explain decline in the overall pass rate.

- h) **THERE ARE CENTRES THAT DID NOT SUBMIT COURSE WORK RESULTS FOR STUDENTS AND THEREFORE IT FOLLOWS THAT THE STUDENTS WILL NOT HAVE THE FINAL MARKS AND SUCH COURSEWORKS WILL NOT BE PERMITTED SINCE THE DEADLINES ENDED.**
- i) **Registration of candidates for November/ December 2023 is closing by 4th November, 2023 at 2359Hours and diploma program registration will be charged 100% beyond 4th and only up to 9th November 2023.**

3.0 SUBMISSION OF CONTINUOUS ASSESSMENT MARKS FOR NOV/DEC 2023 EXAMINATIONS AND ASSESSMENTS

- i. As you may be aware, all kind of continuous assessment marks are submitted online using downloaded marks-sheet of registered candidates on EIMS.
- ii. You are therefore reminded that final date to submit continuous assessment marks on the system shall close by 22nd December, 2023 at 2359 Hours.
- iii. Any center which shall NOT observe this deadline will cause its candidates to register and retake the affected modules when the Board will next offer such examinations.
- iv. For the July/August 2023 examinations, any center which have NOT submitted continuous assessment marks will also register the affected candidates to retake the affected modules when the Board will next offer such examinations. These shall NOT be considered as complaints of missing results.

4.0 PICKING OF ACADEMIC TRANSCRIPTS AND CERTIFICATES

Transcripts are available only for candidates who have completed their studies and passed successfully and **their Bio-data (bio-info) from EIMS system is fully edited and confirmed by Centre heads.** Transcripts for those candidates who were retaking and have successfully passed during the previous series examinations are already printed. However for candidates who did retake exams in this July/August 2023 Series, their transcripts will be printed after their institutions have edited their Bio-data (bio-info) on the new system. Institutions are therefore advised to edit and confirm to the Board (in writing) about their candidates' biodata on the system before transcripts can be printed. Do this as a matter of urgency so that you do not disadvantage the candidates to obtain the transcripts in good time.

The certificates from 2011 up to 2020 cohorts are available for picking including the backlog pending collection from the Board to enable graduates pursue employment and career progression. Note that, Certificates of competency for the modular assessment will be ready in due course. **Take note that only authorized staff from an institution with clear identification will pick academic documents of students from the Secretariat.**

5.0 EXAMINATION MALPRACTICES:

During the conduct of these examinations, the Board received and considered 55 cases of malpractice reported from 14 centers.

After a fair hearing, the results for the entire Semester of the affected 55 candidates were cancelled by the Hon Minister of Education and Sports.

On this note, the Board encourage you to continue briefing the students on the dangers of getting involved in exam malpractice. Besides, you should ensure double checking of candidates prior to entering the examination rooms and also checking all other officially authorized books, instruments, tables to ascertain that there are no foreign and unauthorized materials smuggled in the examination rooms. **IT IS THE RESPONSIBILITY OF THE HEADS OF CENTRES TO ENSURE THAT STUDENTS DO NOT COME WITH MOBILE PHONES FOR EXAMINATIONS AND SUCH CENTRES COULD BE WITHDRAWN ON THAT BASIS. The Public should note that, the Board is now applying the regulations approved by the Minister starting from November-December, 2019 examination series up to date. Any attempt to risk and indulge in any malpractice even in one paper leads to cancellation of results of the entire semester. These regulations on examination offenses and their penalties have already been circulated in our communication channels including the website and social media platforms. So candidates should be guided prior to sitting the next examinations.**

However, we applaud the candidates and all those who showed integrity in handling examinations to ensure the cheating of examinations is stamped out of the system.

6.0 CANDIDATES TO VIEW THEIR RESULTS ONLINE ON EIMS

We advise that you grant access to candidates to view their results online.

The candidates will use their exact registration number as username and Password on the login portal.

This will enable them check their results and other details promptly. They will then be able to communicate to you any anomaly in time for onward submission to the Board for correction.

You may opt to block a candidate from accessing his/ her details online as and when you may require.

7.0 LODGING IN COMPLAINTS AND CORRECTION OF RESULTS

The Board ensured great care during the processing of these results, nonetheless, where any anomalies exist and could have come with the register, E.g. incorrect gender, name (also order of naming), and date of birth among others, bring it to our attention immediately. The Board advises that such cases should be resolved as follows;

Please NOTE the following;

- a) The Head of center should log onto the system and make corrections on date of birth, Nationality or of wrongly spelt names or order of naming. Such should not be reported to UBTEB unless the Transcript is printed.
- b) For complaints on missing continuous assessment marks which comes from the center, **THIS SHOULD NOT BE SUBMITTED AS ALREADY WARNED AGAINST ABOVE IN SECTION 3.0.**
- c) All other complaints should be communicated online through EIMS.
- d) The last date to submit complaints on July/August 2023 exam results shall be on **Thursday 30th November, 2023 at 2359Hours.**
- e) For guidance to submit complaints, please watch the video on this link;
<https://youtu.be/JPdPoKA5sLo>

You can also watch all other system support guiding videos on this link;
<https://youtu.be/JPdPoKA5sLo>

Finally, allow me once again to thank you for the cooperation accorded to the Board during the conduct of July/August 2023 examinations.

We shall always work with all stakeholders as we strive to fulfill our motto of

"Setting pace for Quality Assessment"



Onesmus Oyesigye, (CPA)
EXECUTIVE SECRETARY