

UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD SPECIAL NEEDS EDUCATION GUIDELINES:

1.0 General information about special needs Education

1.2 What are special needs?

Special needs are conditions or factors that hinder normal learning, development and participation of individuals in education program for example disabilities like blindness , deafness, physical impairments, mental retardation/ learning difficulties ,dyslexia but other needs like epilepsy , asthma , orphans , street children, HIV Orphaned children. Physically and emotionally abused children in war affected areas etc. Every person has needs but not all needs are special needs, therefore in this particular case UBTEB considers those extreme needs that require Examinations special arrangements for SNE students to compete in Examinations

1.3 What are special Educational Needs?

Special education needs are needs that require educational adjustments to enable a learner perform education tasks

These learners have different abilities and potentials and in most cases do not perform like the rest of the learners as such they have special learning and educational needs which is not the same as others , Therefore for them to perform education tasks require to have educational adjustments for example Braille for the blind, sign language interpreter for the deaf , tape recorder and transcriber for the dyslexic learners, support personnel for physically handicapped during Examinations and learning . UBTEB Special Needs Unit have put all these considerations in place to enable special needs students participate in quality examinations and achieve their dreams. Therefore, UBTEB require special needs students to register with the Special Needs Unit with a medical document or a photo as evidence to ascertain the candidates' state of disability.



1.4 What is a special need Education?

The system of education which provides appropriate modifications in the curriculum, teaching methods, learning materials and medium of communication in order to meet special educational needs in an individual. It is learner centered flexible and adjustable to individual needs and potentials. As UBTEB has put access arrangement by registering candidates with special needs and ensuring all aspects of examinations are catered for.

1.5 Categories of Students with Special Needs and Aspects of Examinations

No	Special Needs Category Description	Aspects of Examination Requirements
1	a) Visually impairment (Blind): The Candidate does not have sight and uses Braille for his or her communication during examination. b) Low vision: The candidate has partial sight that does not enable him or her to read ordinary print.	Braille. Large Print or Large Font.
2	c) Hearing impairment (Deaf): The candidate does not hear or has no speech. d) Hard of hearing: The candidate is partially Deaf.	Sign Language interpreter.
3	Dyslexic: The candidate with inherited condition that makes it extremely difficult for them to read ,write and spell any language they know	Support personnel Transcriber, reader or tape recording assistant
4	Mental Learning Disabilities: The candidate with IQ below the average that is 75 and is referred as a person with sub normal intelligence.	Transcriber , reader and tape recording



5	Others categories, some of which could be of emergency nature like Diabetes attack, motor vehicle or other accidents	Transcriber Or Extra 30 Minutes as per the regulation
	All categories are entitled to extra 30 minutes	

1.6 UBTEB's Provisions for Special Needs

UBTEB is mandated by BTVET ACT 2008 and operationalized by the statutory instrument 9 of 2009 to regulate, streamline and conduct examinations to technical and vocational institutions across the country. UBTEB is committed to ensure quality assessment to candidates with special needs as embedded in the rules on the assessment of competences and conduct of Business Technical and vocational Examinations in Uganda part VI consideration of candidates with special needs. As such the Board established Special Needs Education Department to ensure aspects of special needs education are taken care of to enable students participate in quality Examinations. Learners with special needs follow national curriculum as much as possible with exceptional modifications where appropriate. Learners with special need are believed to be educable such as special needs unit will cater for all examinational aspects adjustments to enable them progress to another carrier.

1.7 Support Personnel for trainees with Special Needs:

The Board is obliged to assist Trainees with Special Needs and part of the assistance is through provision of Support personnel: This is any person that is deemed fit to assist a special needs person in mobility e.g wheel chair pushing, or supporting the student with visual impairment in mobility. The Support personnel will be identified and assigned by UBTEB and oriented in aspects of special needs education through an intensive briefing. The qualifying person selected should be within the guidelines of selecting other examination Managers like Reconnoiters as provided by the **UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (CONDUCT OF EXAMINATIONS AND ASSESSMENT) REGULATIONS, 2019**. The details can be referred on **Part VI – Consideration of Candidates with Special Needs**.



1.8 The role of Head of Examination centre during registration of candidates with special need

- a) The Head of the Examinations centre shall be responsible for registration of special needs students for every examination centre sitting examinations. The heads of centres should ensure that all facilities and structures are in place to enable students sit their exams. Therefore, the center is expected to provide assistive devices during the examination process. UBTEB will only provide aspects of examinations to enable students write examinations as spelt out in their categories of Students with Special Needs and Aspects of Examinations form A.
- b) The Head of the centre is required to update the board on emerging matters related to special needs candidates to enable the board prepare the examinations according to the candidates needs. In case of uncertainties to normal candidates that may require special attention for example a candidate getting an accident leading to broken arms or limbs or pregnant the head of Examinations centre should inform the Board immediately.
- c) The Head of the centre should write letter explaining the nature of uncertainty to the Executive secretary and attach the medical form as proof.
- d) The Board will prepare comprehensive lists of special needs candidates indicating the aspects of examinations that will be provided.

1.9 Management of test materials for special needs students:

- a) All aspects of examinations will be delivered with the examinations at a time of sitting the examinations. The assistive materials shall be provided by the centre of Examinations.
- b) All examinations materials for candidates sitting Examinations will be collected in one envelope marked (scripts for special needs students). For the case of tape recorders, the tape shall be marked (tapes for special needs candidates)

1.10 Time management:

According to UBTEB rules on assessment of competences and conduct of Business, technical and vocational examinations 2019, candidates with certain special needs are given extra 30



minutes from when the examination is scheduled to end to enable them finish writing the examinations.

1.11 UBTEB Approved support personnel:

Transcribers/ Readers

These are persons that read and write for candidates that cannot read, write and spell words independently.

Sign language interpreters:

These are persons that provide interpretation services to the deaf persons during the examinations process.

Amanuensis

The persons who offer physical support services to candidates with very severe special needs during examinations especially during the practical Examinations. Examples of such candidates may include those with have broken limbs and arms.

Tape recording Assistants:

These are persons that shall carry on the role of tape recording during the time of Examinations Support

A guide: This is a person that can provide guiding services to students with visual impairment, wheel chair users to enable them in mobility

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APPENDIX INFORMATION,

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INFORMATION TO ALL HEADS OF EXAMINATION CENTRES

Information on Registration of Candidates with Special Educational Needs/Disabilities Sitting the Uganda Business and Technical Examinations and Other Related Provisions.

The Uganda Business and Technical Examination Board (UBTEB) has established a Unit of Special needs education to cater for aspects of examinations of students with special needs. All institutions with special needs/disability candidates are required to register them with UBTEB Special Needs Education Unit.

A systematic registration of candidates with special needs will enable UBTEB Special Needs Unit to plan in advance for the candidates' examinations-needs requirement.

The Board therefore calls upon all institutions with special needs genuine candidates to register them in time. Please find attached;

- a) The Special needs candidates' registration form or download the form from UBTEB Website
- b) The general information regarding special Needs education and registration



UGANDA TECHNICAL AND BUSINESS EXAMINATIONS BOARD (UBTEB)

ACCESS ARRANGEMENTS FORM FOR CANDIDATES WITH SPECIAL EDUCATIONAL NEEDS (Access Arrangements are special services proposed for candidates with special educational needs)

Note: The Category Description and Aspects of Examination Requirement is attached for your information.

Read the guidance notes at

Exam level (Certificate, Diploma)

Centre Number

Centre Name

District

Station No.& Name

Candidate Name

Candidate Number

Year of Exam

Course Offered (For Certificate/ Diplomas)

S/N	Course Name	Course Code	Course Level



Please describe the nature of disability/Special Need of the candidate in the space below:

Indicate whether Temporary or Permanent Disability /Special Needs

Suggest Access Arrangement to be provided. (e.g. Braille, Sign Language Interpreter, Transcriber, Tape Recording Assistant, Amanuensis etc)

I support this declaration and I am satisfied that the information on this form is correct.

Signed (Head of the centre)

Name:

Date:

Tel: Contact:

Returning this form (The form must be stamped)

Return this form to Uganda Business and Technical Examination Board (UBTEB) with medical reports and candidate's photograph where necessary.



Deadline for submitting Access Arrangement Forms:

Guidance Notes:

Use this form for declaring and proposing Access Arrangements for candidates who:

- *Have permanent disabilities/special needs, for example; visual impairment, hearing impairment, dyslexic, severe physical handicap, health problems etc.*
- *Have temporary disability or special need that will affect their access to the exams, for example; broken arms, broken backs, allergies, etc*

