



UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD

THE UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (CONDUCT OF EXAMINATIONS AND ASSESSMENT) REGULATIONS, 2019.



JUNE 2019

“Setting Pace for Quality Assessment”



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JUNE 2019

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APPROVAL

These rules and regulations on the Conduct of Business, Technical and Vocational Examination in Uganda of the Uganda Business and Technical Examinations Board are issued with my approval in accordance with Regulation 22(b) of the Business, Technical, Vocational Education and Training (Establishment of the Uganda Business and Technical Examinations Board (UBTEB)) Regulations, 2009 SI No. 9 of 2009.

A handwritten signature in black ink, appearing to read 'JK Museveni', with a stylized flourish at the end.

HON. JANET K. MUSEVENI

FIRST LADY AND MINISTER OF EDUCATION AND SPORTS

FOREWORD

Uganda Business and Technical Examinations Board (UBTEB) is a National Examination body that is mandated to streamline, regulate, coordinate and conduct credible national examinations and award Diplomas and Certificates in the Business, Technical and Vocational or specialized education or training institutions in Uganda. The Board was established by the Business Technical Vocational Education and Training (BTVET) Act 12 of 2008 and operationalized its activities by the Business, Technical, Vocational Education and Training (Establishment of the Uganda Business and Technical Examinations Board (UBTEB)) Regulations, 2009 SI No. 9 of 2009.


UBTEB is committed to ensure quality assessment in order to determine whether the content and the objectives of learning have been achieved. The Board is mandated to perform the following functions: -

- (a) Conduct business and technical examinations for specialized training institutions in Uganda;
- (b) Accredite theory and practical examination centres used for the conduct of examinations;
- (c) Make rules regulating the conduct of the examinations;
- (d) Establish and maintain a database of examination results in safe custody;
- (e) Provide feedback to training institutions on examinations and;
- (f) Award certificates and diplomas to successful candidates in such examinations.

The Board has developed Regulations for the Conduct of Business, Technical and Vocational Examination in Uganda. The Regulations were worked on through a process that involved key stakeholders. They are aimed at implementing Competence Based Education and Training (CBET) curriculum.

These Regulations have made provisions on key areas that required to be regulated and such include Accreditation of Examinations Centres, Examination Registration, Responsibilities of Examination Managers and Supervisors, Conduct and Supervision of UBTEB Examinations, Regulating assessment of Candidates with Special Needs, Continuous Assessment, Regulations for Assessment of Industrial Training, Regulations on Malpractice, Offences and Penalties and Regulations for Examination Awards and Certification.

The Board would like to thank all those that contributed towards the making of these Regulations on the Conduct of UBTEB examination. The Board appeals for strict adherence to these Regulations by all the stakeholders.



Professor Venansius Baryamureeba
CHAIRPERSON OF THE BOARD

INTRODUCTION

The Regulations for the Conduct of Business, Technical and Vocational Examination in Uganda have been produced in order to rationalize the various procedures associated with the conduct of UBTEB examinations and assessment of learner competences. In particular, the purpose of these Regulations is to-

- (a) Ensure that the planning and management of assessment and examinations processes are conducted efficiently and in the best interest of candidates and the nation.
- (b) Ensure the operation of an efficient examinations and assessment system with clear guidelines for all relevant stakeholders
- (c) Guarantee valid and reliable awards that foster progression in both academia and world-of-work.

The Regulations therefore apply to every party that is directly or indirectly involved in the assessment and/or conduct of examinations. It is the responsibility of everyone involved in the examination and assessment processes to read, understand and implement these Regulations. The Regulations are guided by the Board's vision, mission and core values as hereunder;

Vision:

A Center of Excellence for Competence Based Assessment, Examinations and Awards.

Mission:

To conduct Competence Based Assessment (CBA) and examinations and issue awards for business, technical, vocational & other specialized training

Core Values:

The core values include Integrity, Confidentiality, Professionalism, Teamwork, Transparency and Accountability

Motto

“Setting Pace for quality Assessment”

These Regulations can be changed, added to or withdrawn by the Board with approval of the Minister. Changes, additions or withdrawals will come into effect immediately approval of a revised version of these Regulations by the Board and approval by the Minister.

All correspondence relating to this policy document should be sent to the Executive Secretary, Uganda Business and Technical Examinations Board.



THE UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD (CONDUCT OF EXAMINATION AND ASSESSMENT) REGULATIONS, 2019.

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The Uganda Business and Technical Examinations Board (Conduct of Examination and Assessment) Regulations, 2019.

IN EXERCISE of the powers conferred upon the Board and with approval of the Minister responsible for Education and Sports by Regulation 22 (a), (d), (e) and (h) of the Business, Technical, Vocational Education and Training (Establishment of the Uganda Business and Technical Examinations Board (UBTEB)) Regulations, 2009 SI No. 9 of 2009, these Regulations are made this day of, 2019.

PART I- PRELIMINARY

1. Title.

These Regulations may be cited as the Uganda Business and Technical Examinations Board (Conduct of Examination and Assessment) Regulations, 2019

2. Application.

These Regulations shall apply to-

- (a) all examinations and assessment of programmes accredited by UBTEB from the certificate level to higher diploma level;
- (b) all forms of continuous assessment of knowledge, skills, values and attitudes;
- (c) industrial training or internship, real life projects;
- (d) any person involved in the examination processes conducted under these Regulations; and
- (e) any other assessment as the Board may determine from time to time.

3. Commencement

These Regulations shall come into force on the date the Chairperson of the Uganda Business and Technical Examinations Board signs these Regulations.

4. Purpose

The purpose of these Regulations is to regulate the conduct of Business, Technical and Vocational Education and Training examination processes which includes; accreditation of examinations Centres, registration of candidates, item writing, moderation, assessment, conduct and administration of examinations, marking and awarding of eligible candidates.

5. Interpretation.

In these Regulations, unless the context otherwise requires-

“assessment” means the process of gathering evidence and judging to decide whether an individual has obtained ability to perform a task to the stipulated assessment standards or not;

“assessment tool or manual” means an instrument that provides guidelines for carrying out assessment of students at the training institution;

“assessment period” means a semester or academic year as may be dictated by the nature of the task or project as indicated in the programme or course;

“attitude” means a disposition or tendency to respond positively or negatively towards a certain exercise or idea, object, person, and situation;

“authorised officer” means a person who has been formerly empowered by the Board to perform or conduct its business on its behalf;

“award” means recognition in form of diplomas and certificates to successful candidates for a particular course or programme;

“Board” means the Uganda Business and Technical Examinations Board;

“candidate” means a person who is enrolled by the Board for the purpose of sitting for any of the Board’s examinations;

“Certificate” means a document awarded by the Board which is duly signed by the authorised officers showing the results obtained by a particular candidate in a particular vocational level, business and technical examinations sat by him or her.

“Certification” means a formal action or process of providing candidate with an official document or record attesting to a status or level of his or her achievement;

“collusion” means a situation where a candidate secretly agrees with any other person to assist him/her in any form to answer all or part of examination question.

“competences” means observable and measurable skills acquired to do a job to an agreed standard of performance within a given range of contexts;

“competence” means ability and skill of an individual to perform a given task to a specific standard under specific conditions;

“continuous assessment” means the evaluation of a trainee on a continuous basis for a

given period of time throughout a programme or course of study;

“descent dressing” means being dressed in the respective institutions uniform and acceptable dressing in public for the case of examination managers as guided by the Ministry responsible for Public service;

“diploma” means document awarded by the Board which is duly signed by the authorised officers showing the results obtained by the particular candidate in a particular vocational level, business and technical examinations sat by him or her;

“examination” means a formal test of a person’s knowledge of proficiency in a particular subject or skill to obtain a qualification;

“examinations centre” means an institution accredited by the Board to conduct assessment or examinations.

“examination malpractice” means any act, default or practice which is in breach of these rules or which compromises, attempts to compromise or may compromise the process of assessment, the integrity of the board examinations and the validity of the certificates awarded;

“examination manager” means any persons authorised by the Board to participate in the examinations process;

“examination material” means question papers and any other materials which are to be used for the purposes of a public examinations and are identified as such;

“external assistance” means a situation where an unauthorised person helps a candidate verbally or in writing to answer all or part of an examination question;

“impersonation” means the act of a person taking himself or herself off as a person he or she is not and includes sitting for an examination in place of a registered candidate;

“industrial training” means work experience that is relevant to professional development prior to graduation gained through a service, manufacturing or agricultural industry including field attachment, apprenticeship or internship;

“industrial training officer or coordinator” means an officer at the training institution in charge of industrial training and responsible for overseeing its implementation and success;

“module” means course unit which is a self-contained part of a programme or course with separate aims, prerequisites and assessment;

“possession” includes items in a candidate’s pockets, clothing or on any part of his or her body and a candidate’s desk or chair;

“professional body” means a body entrusted with maintaining control or over site of legitimate practice of the occupation, sets the bench mark standards for, and regulates the standards of entry into, particular profession(s) and is authorized to accredit, approve, or recognize specific programme leading to a relevant professional qualification(s) for which they may have a statutory or regulatory responsibility duly approved by government to register graduates;

“programme or course” means a field or discipline in which a student enrolls in an institution of learning to acquire skills, knowledge and competencies to be applied in the world of work;

“project” means a set of interrelated tasks to be executed over a given period of time in order to provide a service or a product;

“skill” means an ability to perform a task or group of tasks to a specific level of competence or proficiency which often uses psychomotor functions;

“smuggling” means a situation where a candidate, in person or by agent, brings unauthorized material into the examination room; including taking into the examination hall unauthorised text books, note books, and handkerchiefs with foreign hand written or typed information, and written notes on pieces of paper, palms, thighs, clip boards, handkerchiefs, clothes; and or taking therein recording apparatus, mobile phones or any other unauthorized electronic equipment;

special needs candidates” means candidates faced with conditions or factors that hinder normal learning and face difficulties during the time of assessment due various disabilities like blindness, deafness, physical impairments, mental retardation and dyslexia;

“standards” means a required or agreed level of quality or attainment;

“student” means a person who is studying at a training institution accredited as a UBTEB examination centre;

“substitution” means a situation where a candidate or some other person removes the work originally done by the candidate and replaces it with work done by the candidate or another person outside the examination room or any other areas outside the examination room;

“task” means a piece of work assigned or done in line with the curriculum and can take the form of assignments, tests or class work, both theoretical and practical;

“technical vocational education and training” means aspects of educational processes involving, the study of technologies and related sciences for the acquisition of knowledge, skills and attitudes required in the world of work;

“world of work” means a place where somebody puts to use the knowledge, skills and attitudes acquired formally or informally to provide service or a product;

“unauthorised material” means items not approved for the examinations and may include a mobile phone, subject notes, text book, bag.

PART II-ACCREDITATION OF EXAMINATIONS CENTRES

6. Examinations Centres.

- (1) The UBTEB examinations shall be conducted at registered examinations centres that have been inspected and accredited by the Board as suitable for the conduct of examinations.
- (2) An institution shall possess the following in order to be accredited for conducting UBTEB examinations-
 - (a) a minimum of a letter of interim authority or certificate of registration for the case of Tertiary Institutions governed by the University and other Tertiary Institutions Act, 2003 or a license from the Ministry of Education and Sports or proof that the institution is government aided or government founded;
 - (b) a letter of recommendation from the District or Municipal education officer;
 - (c) an appropriate strong room in which to keep examination materials forwarded to the institution before commencement of the examinations;
 - (d) an examination hall or classroom which can accommodate a minimum of thirty (30) candidates at one sitting;
 - (e) functional workshops or laboratories relevant to the programmes offered;
 - (f) a functional aquaculture unit, fish processing unit and boat yard for the case of Fisheries Training Institutions;
 - (g) a functional garden and laboratory for agricultural institutions;
 - (h) a functional herbarium or nursery bed for forestry institutions;
 - (i) an ex-situ for wild life training institutions;

- (j) a functional calibration network or baseline for lands management and survey institutions;
- (k) a functional meteorological station for meteorological institutions;
- (l) firefighting equipment placed in strategic places in case of fire outbreaks and fire escape routes;
- (m) teaching and support staff to manage the academic programmes to be examined;
- (n) approved curriculum by the National Curriculum Development Centre or curriculum developed by institutions but accredited by National Council for Higher Education for the case of Tertiary institutions;
- (o) sufficient furniture such as tables, desks, benches and chairs to be used in examination halls, workshops and laboratories;
- (p) an equipped typing pool for business institutions instructing secretarial and stenography courses;
- (q) an equipped radio studio and photo studio for journalism courses;
- (r) an equipped salon for cosmetology courses; and
- (s) any other minimum standards issued in respect of any other field from time to time by the Board.

7. Procedure for accreditation.

The procedure for accreditation as a UBTEB examination centre shall be as follows-

- (a) a training institution shall obtain an application form for accreditation and registration from the Secretariat of the Board or download from the website and thereafter pay an inspection fee determined by the Board. Filled copies of the application form shall be returned to the Board for further verification within a period of two weeks;
- (b) the Board shall upon inspection and satisfaction that the training institution complies with the accreditation requirements, issue a provisional letter of accreditation, stating examination centre number, programmes accredited and any other suggestions for improvement necessary for the final issuance of Certificate of accreditation as proof of status as a UBTEB examinations centre;

- (c) the centre shall prepare a report on maintenance of the standards for accreditation which the Board shall review annually to ensure that the minimum standards are maintained;
- (d) upon comprehensive re-inspection and satisfactory performance of the provisional centre, the Board shall issue a Certificate of accreditation as proof of status as a UBTEB examinations centre;
- (e) a centre shall not be allowed to register candidates if it doesn't meet a minimum of thirty candidates for all programmes and at least five for each programme and a centre with less than the minimum candidature for registration may on its own make arrangement to register candidates with another qualifying centre;
- (f) a centre shall only present and register candidates for only programmes for which they are accredited and appear on their letters of accreditation;
- (g) a training institution that provides wrong information, falsifies ownership of facilities or equipment at the time of inspection shall if found guilty be subject to withdrawal or suspension of centre for a period of at least 6 months but not exceeding 2 years; and
- (h) the Board reserves the right to suspend or withdraw an examination centre if it does not present candidate for examination for a period of two years from the date of obtaining, ceases to satisfy the accreditation requirements, regulations and ethical standards of an accredited examinations centre and UBETB reserves the right to publicise the status of a centre.

PART III – EXAMINATION REGISTRATION

8. Registration of candidates.

- (1) The Board shall register a candidate for examinations with an entry requirement as stipulated in the curriculum or syllabus approved by the authorised government body or agency.
- (2) A candidate shall be required by the Board to be registered in an accredited assessment or examination center.
- (3) Registration of candidates may be online over the internet or by use of printed forms obtained from the Board.
- (4) In the case of use printed forms, the Head of a centre shall submit the forms to the Board within a period specified by the Board from time to time.
- (5) Late presentation of candidates by Head of center for examination registration to

the Board shall attract a surcharge of fifty percent (50%) of the examination registration fee.

- (6) The Head of centre shall ensure that all candidates fill in their examination registration forms or online entries properly for correct and accurate registration.
- (7) At the time of registration at the centre, each candidate is responsible for ensuring that his or her bio data is correctly recorded or uploaded onto the registration system as they would like them to appear on the transcript and certificate and a candidate shall maintain previously recorded names on the academic and professional documents.
- (8) The candidate is responsible for ensuring that his or her Identification or registration Number is written correctly on the registration form.
- (9) Where it is discovered that a candidate presented and registered in a manner that contravenes these Regulations-
 - (a) the Board may deregister a candidate, withdraw or nullify the award which it believes was issued contrary to its or national regulations; and
 - (b) Where board deregisters or nullifies under paragraph (a), above as a result false submission from an examination centre, the responsible examination centre shall take responsibility of the offence and the Board shall have the right to suspend or withdraw the centre for a period determined by the Board or take any other appropriate action.
- (10) The Board shall issue registration circulars and guidelines to all head of centres from time to time to improve the processes.

9. Eligible candidate.

A candidate shall be eligible for sitting his or her examinations if he or she is presented by a licensed, registered and accredited centre, as a bonafide student who has studied continuously for a semester or a year or two years whichever is applicable and has fulfilled all academic and professional requirements.

10. Withdrawal of a candidate from examinations.

- (1) The Head of centre shall notify the Board in writing of in case of withdrawal of a candidate or request for dead year or semester at least 2 months before the beginning of the examination for purposes of deregistration.
- (2) If a candidate withdraws silently without notifying the Board through the Head of exam centre, his or her case shall be treated as a retake candidate

- (3) The Board shall not in any circumstance, refund the examination fees neither shall it allow replacement of such a candidate with another candidate.

11. Examination Registration Fees.

- (1) The Head of a centre shall collect and remit the examination registration fees to the Board.
- (2) The centre shall provide for the evidence of payment of such fees, before or during the submission of registration forms.

12. Sitting of examinations by candidate.

- (1) A candidate registered in a particular centre shall not be allowed to sit the examinations in any other examinations Centre, except if approved, by the Executive Secretary under special circumstances.
- (2) The Board reserves the right to cancel results, withdraw centre or penalise a centre that sits candidates from another centres without authorisation.
- (3) In cases where the total number of candidates in all the programmes or courses at a given center does not exceed thirty (30) the candidates shall not be registered for UBTEB examinations but could be advised to register with another centre on authorisation by the Executive Secretary.

13. Sitting of examinations under protest.

- (1) The Board may allow a candidate to sit examinations under protest if there is benefit of doubt on the registration status of the candidate but if discovered that the candidate had not fulfilled the registration requirements, he or she shall be asked to pay one hundred percent (100 %) surcharge before results can be released.
- (2) A student sitting examinations under protest must be cleared by the Head of Center in writing.
- (3) The script of a candidate who has sat the paper under protest should be clearly marked "Under protest" and enclosed with the rest of the scripts in the same envelope.
- (4) Under special circumstances like cases of accidents affecting a candidate or natural calamities that may cut off the candidate to access a centre where he or she is registered but could access another centre, the Executive Secretary shall be the only one to authorize such candidate to sit from any other centre and the scripts shall be marked "transfer".

- (5) For purposes of this regulation under protest may occur in cases where a candidate registered but his or her particulars like papers registered for are missing on the register and does not include candidates that did not register in time.

14. Examination time tables.

- (1) Examinations shall be conducted twice a year in the months of May and June and November and December or at any time as shall be determined by the Board.
- (2) The Board shall provide the examination timetables to the Head of center within a reasonable time before the start of the examinations.
- (3) A Head of centre shall be responsible for providing the timetables to each candidate in a timely manner after obtaining the same from the Board.

15. Alteration or cancellation of examinations.

- (1) The Board may determine that it is necessary to change the date, time or conditions of the administration of the examination or cancel the administration of the particular examination to protect the safety of the candidates or the integrity of the Board.
- (2) Alterations or cancellation may also be made if the examination is hindered by any cause that could not be reasonably prevented by the Board including natural disasters such as fire, floods, earthquake, storms, outbreak of disease, or by acts of military insecurity, political or government authority.
- (3) If any such event occurs under subregulation (2), candidates shall be notified as soon as possible on the measures put in place.
- (4) The Executive Secretary, may in consultation with the Chairperson, issue a circular to all heads of examination centres, candidates and other stakeholders communicating the cancellation of an examination or change of date on the timetable or other conditions in the administration of examinations.

PART IV- RESPONSIBILITIES OF EXAMINATION MANAGERS AND SUPERVISORS

16. Appointment of examination manager or supervisor

- (1) The Executive Secretary shall, with the approval of the Board, appoint examination managers and supervisors.
- (2) Each of the persons appointed, is appointed in their individual capacity and is personally accountable to the Board and shall declare any case of conflict of interest where it arises before assuming responsibilities.

- (3) The examination manager or supervisor shall participate in the administration of UBTEB examinations and ensure that examinations are conducted in accordance with the rules laid down in order to guarantee valid and reliable results and maintain credibility of the system.
- (4) The examination manager or supervisor shall be categorised as follows-
 - (a) overseers;
 - (b) chief reconnoiters;
 - (c) reconnoiters
 - (d) area coordinators;
 - (e) Heads of examination centers;
 - (f) examinations centre supervisors;
 - (g) examination supervisors;
 - (h) Uganda Police Force
 - (i) item writers and setters;
 - (j) moderators;
 - (k) examiners; or
 - (l) Any other category as the Board shall determine.
- (5) Other than the UBTEB Secretariat staff who are assigned to execute certain examinations roles, an examination manager or supervisor may be appointed by the board from among the following-
 - (a) Staff from the Directorate of Education Standards (DES);
 - (b) Staff from Directorate of Industrial Training (DIT);
 - (c) Staff from National Curriculum Development Centre (NCDC);
 - (d) Staff from National Council for Higher Education (NCHE)
 - (e) Other staff from Ministry of Education and Sports (MoES)
 - (f) Staff from universities and training institutions selected by the Board;
 - (g) Members from other examination Boards;
 - (h) Uganda Police force
 - (i) Individuals from the related world of work; and
 - (j) Any other persons the Board considers relevant for the work.

17. The role of UBTEB Secretariat

- (1) The UBTEB Secretariat shall be responsible for the overall management and administration of examinations and assessment throughout the country.
- (2) The roles of the Secretariat shall include-
 - (a) Timely and error free preparation, printing, packing, delivering and collecting of examination materials as required;

- (b) Plan and prepare for marking, score, grade, produce examination results and provide feedback to stakeholders on the examination process, in a timely manner;
- (c) Appoint persons to participate at various levels in the management, supervision and monitoring of examinations;
- (d) Attend to queries from the persons deployed for the purpose of conducting the examinations;
- (e) Monitor and evaluate the examination processes;
- (f) Coordinate and oversee the entire examination process;
- (g) Issue transcripts and certificates to successful candidates;
- (h) Provide relevant facilitation to the appointed examination managers and supervisors in accordance with the Board's guidelines; and
- (i) Produce a register of all registered candidates for a particular examination.

18. Appointment and role of Overseers

- (1) The Board shall appoint and designate persons as overseers in their individual capacity to participate in the conduct of examinations and he or she shall be accountable and responsible to the Board.
- (2) Overseers shall only be personnel at senior positions and experienced person in the field of education and relevant world of work with high integrity, good judgment and capable of taking good decisions on matters regarding conduct of examinations.
- (3) Overseers may include members of the Board, the Executive Secretary and his or her deputies and any other persons the Board may deem fit.
- (4) The overseers shall be responsible for-
 - (a) Overall supervision and monitoring during the conduct and administration of examinations in specified areas;
 - (b) Confirming the presence of other examinations managers and supervisors and that they are performing their roles;
 - (c) Confirming that both theory and practical examinations are being conducted according to laid down rules;
 - (d) Writing an analytical report on the conduct of examinations and submitting it to the Board; and
 - (e) Perform any other roles as the Board shall deem necessary.

19. Appointment and role of reconnoiter

- (1) The Board shall appoint, a reconnoiter to monitor the conduct of examinations and such a reconnoiter shall be-
 - (a) an experienced person with integrity and capable of taking relevant decisions on matters regarding conduct of examinations; and
 - (b) a practicing professional such as registered professional teacher, instructor or lecturers in technical, vocational, business or other relevant fields of training including engineers, accountants, Lawyers, or any other person of integrity from the world of work as shall be determined by the Board.

- (2) The reconnoiter shall be responsible for-
 - (a) Carrying out surveillance and ensuring maximum security of the examinations during the period of examination administration at a given center;
 - (b) Causing the arrest of any person involved in malpractices or any acts that might threaten the security and safety of examinations at any level of the examination process;
 - (c) Witnessing the packing of the examination answer scripts and the sealing of the UBTEB return envelopes at the Examination hall or room;
 - (d) Visiting examination Centres during the course of the examination;
 - (e) Monitoring the overall conduct of the examination with particular emphasis on the following-
 - (i) deployment of examination supervisors;
 - (ii) performance of examinations supervisors;
 - (iii) sitting arrangements;
 - (iv) compliance with examination rules by the center;
 - (v) malpractices and irregularities;

 - (vi) inspection of facilities related to conduct of examinations including laboratories, workshops, state of examination hall and capacity to confirm adequacy as related to examination requirements;

 - (vii) compile evidence of examination malpractice including signed statements exhibits on any case of malpractice or irregularities detected;

- (viii) writing an analytical report following guidelines provided by the Board on the whole examination process to UBTEB which report will help to monitor and evaluate the whole examination process. The report shall be submitted within one week after the sitting of the examinations;
- (ix) verify the authenticity of the candidates sitting for every examination session with the albums and registers; and
- (x) Any other duties that may be assigned by the Board from time to time.

20. Appointment and role of Chief Reconnoiter

- (1) The Board shall appoint, a Chief Reconnoiter to monitor the conduct of examinations and such a Chief reconnoiter shall be-
 - (a) a Senior and an experienced person with integrity and capable of taking relevant decisions on matters regarding conduct of examinations; and
 - (b) a practicing professional such as registered teacher or tutor, engineer, accountant, Lawyer, or any other person of integrity determined by the Board.
- (2) The Chief Reconnoiter shall be responsible for the following-
 - (a) Undertake the overall supervision, deployment and coordination of the reconnoiters within a given area;
 - (b) Witnessing the return of answer scripts envelop, opening, locking and keeping custody of the keys for the bags or containers or boxes where the examination materials are kept;
 - (c) Witnessing the delivery of examination materials at the Police station;
 - (d) Carrying examination registration albums and registers from UBTEB secretariat and distribute them to the respective reconnoiters at the Police Stations; and
 - (e) Any other duties as shall be assigned by the Board.

21. Appointment and role of area Coordinator.

- (1) The Board shall appoint an area Coordinator as a field officer during the examination period on the recommendation of the immediate supervisor and such a person shall be-
 - (a) the Head of centre; or
 - (b) Senior professional teacher or instructor or lecturer in technical, vocational, business or other relevant fields of training;
 - (c) Any other persons that the Board considers suitable to serve in that capacity.

(2) The area coordinator shall be responsible for the following-

- (a) Checking that at the time of issuing the examination materials to the heads of centers, every envelope is intact and where the envelope is tampered with, he or she shall report to the Executive Secretary immediately;
- (b) Receiving answer scripts envelopes from the heads of centres at the police stations and locking up the containers, bags or boxes once the scripts have been received in the presence of the Chief reconnoiter;
- (c) In consultation with the Executive Secretary, terminating the services of an examinations Centre Supervisor who is not performing his or her duties according to these Rules;
- (d) Causing the arrest of any person found impersonating, aiding candidates or committing any acts that disrupt the smooth conduct of examinations.
- (e) Compiling evidence including signed statements exhibits on any case of malpractice or irregularities detected;
- (f) Coordinating examination matters between heads of Examinations Centres, Center Supervisors and UBTEB secretariat. All examination queries shall be forwarded to the Executive Secretary;
- (g) Selecting and drawing up lists of examination supervisors and Examinations Centre Supervisors and recommending them to the Board for each center in their areas of operation, keeping a record of their registration numbers and Uganda Teachers Service (UTS) numbers for submission to the Board;
- (h) Ensuring that Examination Centre Supervisors and Supervisors are rotated at least once during the examination period. Where centres have large distances apart, the coordinator shall seek guidance from the Executive Secretary;
- (i) Ensuring that the ratios of (1:30) of examination supervisors to candidates are maintained including the examination Center Supervisor;
- (j) Addressing heads of centres, examination supervisors and examination center supervisors on their duties and the Boards' general rules and regulations concerning conduct of examinations;
- (k) Visiting and checking on the examination centers to monitor the conduct of examinations and thereafter prepare an analytical report on the whole examination process to UBTEB; and

(l) Any other role or duty assigned to him or her from time to time by the Board.

22. The role of Head of Examination Centre.

- (1) The Principal, Vice-chancellor, Head Instructor or Head Teacher shall be the Head of an Examination Centre, who shall be an existing Head of Institution or School and the function of the head of examination centre shall not be delegated unless in special circumstances and with the approval of the Executive Secretary.
- (2) The Head of an examination centre shall be held accountable for proper conduct of examinations.
- (3) The Head of an examination centre shall perform the following duties-
 - (a) Ensure that all registered candidates with the Board are presented for Examinations;
 - (b) Brief the candidates on the regulations on the day of briefing as indicated on the time table;
 - (c) Issue to all registered candidates with serialized examination cards bearing the Candidate's most recent photograph, Registration Number, Centre Name and Number, Name of the Candidate and Programme or Course;
 - (d) Maintaining the security of examinations and examination materials at his or her centre;
 - (e) Ensuring that facilities and other requirements necessary for conducting examinations are available and that they meet the required minimum standards of the Board;
 - (f) Ensure that all preliminary preparations for examinations are carried out in good time including collection of examination materials, timetables, answer booklets, cutting lists, circulars and any other advance information from the UBTEB Secretariat;
 - (g) Ensure that examination halls are adequately prepared, conducive for conducting examinations and that each candidate is provided with a desk or table and chair with the distance allowed between one candidate and the next candidate shall be not less than 1.2 meters;
 - (h) Ensure that all diagrams and other writings are covered or removed from the walls of the examination room before the start of examinations and that a clock is made available in the examination room;
 - (i) Ensure that a writing surface is provided in the examination room on which start and end time of the examination are written for each paper;

- (j) Ensure that examination supervisors and examination Centre supervisors from his or her centre are nominated and their names forwarded to the area coordinator;
 - (k) Ensure that he or she witnesses the checking of candidates, starting and ending of examinations in his or her centre;
 - (l) Ensure that he or she monitors the performance of examination center supervisors and examination supervisors;
 - (m) Ensure that there is effective monitoring of the entire examinations process;
 - (n) That a report on the conduct of the examinations in his or her center is prepared for submission to UBTEB Secretariat within two weeks after the end of the examinations; and
 - (o) Provide lockable desks or tables or boxes to Examination Centre Supervisor for purposes of keeping examination materials during and after examinations of the day.
- (4) In addition to the duties of the Head of the Examination Centre in sub regulation (3), shall adhere to the rules of special needs candidates in respect to the following by ensuring that-
- (a) The nature of the special needs candidates is brought to the attention of the Executive Secretary during or before the registration exercise;
 - (b) An acknowledgement letter from the Executive Secretary regarding the service provision for candidates with special educational needs is obtained;
 - (c) Arrangements for candidates with special educational needs such as appropriate seating arrangement, slates for blind and tape recorders for those recommended by the Board are made;
 - (d) That the support staff for special needs candidates carry with them letters of introduction from the his or her office;
 - (e) That the Examination Centre Supervisor and examination supervisor shall give an extra time, a maximum of thirty (30) minutes to special needs candidate that qualify for extra time;
 - (f) The head of examination centre shall endeavour to provide necessary facilities required for special needs candidates; and
 - (g) Any other role or duty assigned to him or her from time to time by the Board.

23. Appointment and role of examination Centre Supervisor.

- (1) The Board shall appoint an examination Centre Supervisor, in his or her own personal capacity, during the conduct of UBTEB examinations on recommendation of the area Coordinator;
- (2) The examination Centre Supervisor shall be selected based on the following criteria-
 - (a) a registered teacher, instructor or lecturer with integrity and experience in conduct of examinations; and shall not be an employee of the centre where examinations are being conducted unless approved by the Executive Secretary in writing; and
 - (b) must be recommended in writing by the head of institution.
- (3) The Examination Centre Supervisors shall be responsible for-
 - (a) Organising the supervision program for each day;
 - (b) Checking and ensuring proper preparation of examination rooms and that the candidates present are thoroughly checked as they enter the examination room or hall;
 - (c) Receiving envelopes containing question papers from the head of center in the presence of one or two examination supervisors, Reconnoiter or the Area Coordinator;
 - (d) Ensuring that examinations start and end in accordance with the scheduled time;
 - (e) Ensuring that unauthorized persons do not enter examination rooms.
 - (f) Ensuring that each candidate registers on the attendance form at every examination session;
 - (g) Ensuring that sitting plans for each examination are drawn by the examination supervisors in triplicate.
 - (h) Ensuring that the original copy of the sitting plan is enclosed within the Script return envelopes, the duplicate copy retained at the center and the triplicate copy submitted to the Secretariat by the examinations area coordinator;
 - (i) Writing reports on the general conduct of each examination session;

- (j) Ensuring that a card bearing the candidate's name and registration number is affixed on the desk or table but should be changed in subsequent examination sessions so that a candidate does not use the same desk or table and in any case, a desk or table shall not be shared by candidates;
- (k) Start and stop times are displayed to candidates appropriately;
- (l) A Candidate shall not enter the examination room with a communication device, computing devices and storage media, such as mobile phones, Audio players, and programmable calculators or communicates to other persons during the examination progress;
- (m) Ensuring that no examination material is taken out of the examination room during or after the examination except that which belongs to the candidate;
- (n) Supervision schedules are filled and sent to the Area Coordinator for submission to the Board;
- (o) The script envelope is sealed in the presence of the candidates' representatives and head of center in the examination room who should affirm that they witnessed the sealing by signing on the Scripts return envelopes;
- (p) Answer scripts are counted to confirm that they tally with the number of candidates registered on the attendance form during that particular examination and physically present;
- (q) Candidates are physically counted besides registration;
- (r) Arrangements for candidates with special educational needs, which shall include among others, appropriate sitting arrangement, slates for blind and tape recorders for those recommended by the Board are made. This should be done in collaboration with the Head of Center;
- (s) Attend the candidates' briefing on the day indicated on the examination time table;
- (t) The Examination Centre Supervisor packs the scripts of special needs candidates and labels them clearly indicating "Scripts for the special needs candidates" and the number of scripts enclosed shall also be indicated; and
- (u) Any other roles assigned to him or her from time to time by the Board.

24. Appointment and role of an Examination supervisor

- (1) The Board shall appoint an Examination Supervisor during the conduct of National Examinations on recommendation of the Area Coordinator.
- (2) An examination supervisor shall be selected based on the following criteria-
 - (a) A registered teacher or instructor or lecturer with integrity and experience in the conduct of examinations; and shall not be deployed in a center where she/he is employed as a worker unless approved by the Executive Secretary in writing under special circumstances;
 - (b) He or she must be recommended in writing by the head of institution; and
 - (c) He or she must not be an examination supervisor of the paper he or she teaches.
- (3) The roles of the examination supervisor shall be to ensure that-
 - (a) The examination room is conducive for use with the appropriate sitting arrangement of 1.2meters from each candidate and a wall clock for timing and that the environment is quiet;
 - (b) The start and end time are written on the writing surface before commencement of the examination;
 - (c) Candidates are counted and there is enough stationary in the examination room including scripts or cards;
 - (d) There are no posters, models, diagrams and other writings visible on the walls of the examination room or desks/tables and chairs before the start of examinations;
 - (e) All candidates appearing for the examination are decently dressed;
 - (f) Candidates are checked thoroughly when they are entering the examination room and ensuring that unauthorized items or materials including bags, books, notes, pieces of paper, programmable calculators and cell phones are not smuggled into the examination room;
 - (g) UBTEB examinations answer booklets, question papers and other examination materials are distributed to candidates and that they are placed on the desks/tables;
 - (h) Care shall be taken to ensure that only one answer booklet is issued to a candidate at a time;

- (i) Careful watch is kept over the candidates and that there is no communication and collusion between or among candidates;
- (j) Unauthorized persons do not enter the examination room;
- (k) The process of the examination is monitored and candidates are reminded of time at intervals namely; first; half way, second; three quarter way, third; 10 minutes to the end of the paper;
- (l) Candidate's requests are addressed including need of extra writing paper or other examination material;
- (m) The time duration specified on the question paper is adhered to. No extra time other than the allocated time shall be given to candidates;
- (n) No examination materials shall be taken out of the examination room before the end of the examination except when left over question papers are required to solve a shortage problem at another center;
- (o) At the end of the examination no candidate shall take out of the examination room used or unused answer booklets or graph papers;
- (p) Candidates are reminded of correct numbering of questions and examination numbers, both inside and outside the cover including fastening of answer booklets used in their right order;
- (q) Sitting plans are drawn up in triplicate for every examination supervised. Sitting plan shall be made during the progress of the examination and handed over to the Examination Center Supervisor indicating the examination room entrance or exit, other openings on the room and candidates' Registration numbers;
- (r) An attendance register of candidates sitting at every examination session is compiled in triplicate. The original register shall be sealed in the UBTEB return envelope containing the answer scripts. A duplicate shall be kept at the center and the triplicate forwarded by the Reconnoiters to the Executive Secretary;
- (s) The examination scripts are packed in the UBTEB return envelopes witnessed by the candidate's representatives, head of examination center, examination center supervisor and reconnoiter while in the room where the examination has been conducted;

- (t) An analytical report indicating the number of candidates who sat the examinations, the process of examinations and any other information useful to the examinations Board is prepared and presented to the Board;
- (u) Attend the candidates' briefing on the day indicated on the examination time table; and
- (v) Any other roles assigned to him or her from time to time by the Board.

25. Role of the Police in Examination Management.

- (1) The Board shall liaise with the Office of the Inspector General of Police to ensure availability of Police Officers during the entire examination process.
- (2) The Police Officers availed to the Board shall undertake the following responsibilities-
 - (a) Provide security at designated item writing, printing, delivery, collection, marking Centre and any other selected location;
 - (b) Keep safe custody of the UBTEB Examination storage facilities at the Police Stations and specifically do the following-
 - (i) Receiving and storing the boxes and bags containing examination materials at the station;
 - (ii) Ensuring that no person opens the boxes or bags before the date and time of the examination;
 - (iii) Allowing the Area Coordinator and Chief Reconnoiter to open the bags on the day and specified time of the examination and witness issuing of the examination materials in accordance with the specified time on the timetable;
 - (iv) Allowing the Chief Reconnoiter and Area Coordinator to open the storage facility to receive and keep the returned UBTEB examination materials;
 - (v) Witnessing the issuing and receiving of UBTEB examination materials to and from the Examination Centers; and
 - (vi) Assisting managers and supervisors of examinations with the police transport and communication system where necessary.

26. Appointment and role of an item writer.

- (1) The Board shall appoint and train item writers to develop test items for both theory and practical examinations.
- (2) An item writer shall be selected based on the following criteria-
 - (a) have proof of competences in developing competence-based examination;
 - (b) be recommended by the Head of Center;
 - (c) shall not be a Head of Centre;
 - (d) shall not be a student preparing for UBTEB examinations at any level;
 - (e) have relevant qualifications and at least three (3) years of experience in teaching and practicing in the world of work; and
 - (f) preferably be a registered teacher, instructor, lecturer or tutor, and any other practicing professionals including but not limited to accountants, agriculturalists, technologists and engineers.
- (3) The roles of an item writer shall include-
 - (a) Developing test items for both theoretical and practical examinations in relation to the domains according to Bloom's taxonomy, level of assessment and the requirements of the curriculum;
 - (b) Ensuring that the developed items are not disclosed at any one time;
 - (c) Participating in the coordination of items during item development; and
 - (d) Any other duties as may be assigned by the Board from time to time.

27. Appointment and role of a moderator

- (1) The Board shall appoint and train a moderator who shall be a person senior in item development for both theory and practical test items.
- (2) A moderator shall be selected based on the following criteria-
 - (a) proven competences in the test item development and moderation;
 - (b) have relevant qualifications or experience of at least five (5) years which should include at least three (3) years of teaching or practicing in the world of work and two (2) years of test item development of the examination he or she is to moderate;
 - (c) be a registered teacher or instructor or lecturer or tutor, and any other practicing professionals including but not limited to accountants, agriculturalists, technologists and engineers;
 - (d) shall not moderate test items in which he or she has taken part in developing:

- (3) The roles of a moderator shall include-
 - (a) checking the test items to ensure that-
 - (i) they do not have both grammatical and spellings errors;
 - (ii) they have been developed to the expected standards and levels;
 - (iii) they adequately cover the syllabus; and
 - (iv) the marking guides match with the test item.
 - (b) ensuring that the developed test items are not disclosed at any one time; and
 - (c) Any other duties as may be assigned by the Board from time to time.

28. Appointment and roles of an examiner.

- (1) The Board shall appoint an examiner to mark both practical and theory examinations.
- (2) An examiner shall be a person trained and qualified in any of the areas examinable by the Board and such a person must be a registered and practicing teacher, instructor, lecturer or any other practicing professional may be appointed by the Board under exceptional circumstances.
- (3) An examiner shall be selected based on the following criteria-
 - (a) proof of competences in the examination he or she is to mark; or
 - (b) shall not be a Head of Centre;
 - (c) shall be recommended by the Head of Centre;
 - (d) have relevant qualifications or experience of the examination he or she is to examine;
 - (e) shall be appointed per marking session;
 - (f) shall not be appointed to mark practical tests in an examination Centre where he or she teaches except when approved by the Executive Secretary;
 - (g) be of integrity, honest, vigilant and concerned about the proper conduct of examinations.
- (4) There shall be established by the Board, levels of examiners depending on seniority and the chief examiner will supervise the senior examiner and senior examiner will supervise the examiner.
- (5) An examiner is responsible for-
 - (a) Ensuring that examination information is not disclosed at any one time otherwise this will tantamount to a criminal act;
 - (b) Marking examinations as may be assigned by the Board;

- (c) Participating in preparations for marking examinations before the marking exercise;
- (d) Ensuring that the centre is well prepared for practical examinations in terms of laboratories, workshops, materials, equipment and space before the examination as indicated by the advance information from the Board;
- (e) Receiving examiner's envelope containing a marking guide and other guidelines from the center supervisor and ensuring that the envelope is intact before opening;
- (f) Starting the practical examinations on time as indicated on the time table and that all candidates registered for that specific paper are present and examined;
- (g) Compiling candidates' marks immediately and recording them on the relevant mark sheets provided by the Board. Where there are more than one Examiner, they will converge in one room and compute total marks for all the candidates and shall ensure that all accompanying forms have been filled, signed and sealed in the UBTEB return envelopes by the Examination Center Supervisor;
- (h) Writing a general report on the examination marked;
- (i) Observing quality, safety and security standards during the marking exercise; and
- (j) Performing any other duties as may be assigned by the Board.

PART V- CONDUCT AND SUPERVISION OF UBTEB EXAMINATIONS

29. Preparation of Examination and Assessment Centre.

- (1) Every examination Center shall be accredited by the Board.
- (2) A centre shall present candidates to register for examinations only for programmes which they have been accredited to offer.
- (3) An examination room and surrounding areas shall be checked to ensure that unauthorised materials are not kept therein.
- (4) All candidates presented for any examination shall be registered with the Board through the examination Centre and shall be issued with serialized examination cards bearing the Candidate's most recent photograph, Registration Number, Center Name and Number, Name of the Candidate and Programme or Course and a

candidate shall not be allowed to sit an examination without an examination card issued by the Examination Centre.

- (5) A large hall, room, workshop, laboratory and other specialised rooms relevant to the programmes with lockable doors and windows, sufficient lighting and ventilation shall be prepared for examinations as specified in the accreditation guidelines.
- (6) A wall clock visible by all candidates shall be provided in the examination hall or room.
- (7) All teaching material hanging on walls shall be removed or covered prior to the examination.
- (8) A writing surface shall be provided in the examination room on which time of starting and ending of the examination are written for each paper.
- (9) Each candidate provided with a desk or table and chair, the distance allowed between one candidate and the next candidate shall be appropriate but not less than 1.2 meters for theory examinations and as instructed by the advance confidential information for practical examinations.

Conduct of Examinations

30. General rules to candidates

- (1) Students are responsible for keeping themselves informed about rules and regulations relating to the conduct of examinations and assessment by UBTEB.
- (2) Students are responsible for keeping themselves informed about exam dates, as well as the time and place of the examination.
- (3) Candidates must ensure that any information provided to the Board is true and correct and candidates may be disqualified or their results voided if they provide false personal particulars in their registration form or in any form to the Board
- (4) The Board reserves the right and absolute sole discretion to cancel or reschedule an examination session in the event of any unforeseen circumstances (e.g. power failures, natural disasters, other emergencies), the Board will make arrangements with the affected candidates to reschedule the exam.
- (5) Eating, unless for medical reasons, is not permitted in the examination's rooms.
- (6) Smoking is not permitted in the examination rooms.

31. Official examinations stationery

- (1) Candidates must use only the official stationery provided in form of examination answer booklet, graph papers, drawing papers and additional official papers.

- (2) Any rough work must be written on official paper given by the examinations Supervisors and shall be crossed out and if the rough work is on a separate paper, it must be crossed out and attached to the answer booklet.
- (3) Upon completion of the examination, nothing other than the question paper may be taken out of the examination room.
- (4) Candidates shall complete their identification details in the examination answer book as well as the course name, course code, the registration number or as instructed on the answer book or by examination Supervisors

32. Commencement of examinations.

- (1) A candidate shall be advised to ease him or herself before entering the examination room.
- (2) The center supervisor or his or her delegate shall make candidates to line up in front of examination room for checking and shall verbally and aloud remind all candidates on the line to personally check themselves before being checked by the supervisors.
- (3) Examination supervisors shall check the identification of candidates thirty (30) minutes before starting the examination to ensure that unauthorized materials are not smuggled into the examination room.
- (4) The time for starting the examinations shall be as indicated on the timetable and morning examinations shall under normal circumstances start at 9:00 am and afternoon examinations shall start at 2:00 pm any changes in time, shall be authorized by the Executive Secretary.
- (5) Examination supervisors shall ensure that candidates are seated at least fifteen (15) minutes before the start of the examination.
- (6) In case there are left over question papers, the papers shall be counted and locked up in a provided box/cabinet inside the exam room by the centre supervisor before the start of the examination and later handed over to the head of centre.
- (7) In all cases, a bell shall be used to start the examination to ensure that all candidates begin the examination at the same time.
- (8) A candidate who arrives thirty (30) minutes after the start of the examination shall not be allowed to sit the examination.

- (9) The instructions stated on the question paper shall not be read or explained to the candidates by anybody.
- (10) The Reconnoiter, Examination Center Supervisor, Head of centre, Examination supervisors and the Candidate's representatives shall examine the envelope containing the question papers to ascertain that it has not been tampered with before it is cut open and in case the envelope is tampered with, the Reconnoiter shall notify the Executive Secretary using hotlines provided at the time of the examination and a report on the matter shall be submitted to the Executive Secretary.
- (11) Question papers shall be counted by the examination Centre Supervisor and examination Supervisor to ascertain that the number of papers enclosed in the envelope correspond to that indicated on top of the envelope and that the code of the paper enclosed is the same as that reflected on the timetable before distributing them to candidates.
- (12) In case of any anomalies, the examination Centre Supervisor shall notify the Reconnoiter who shall immediately contact the Executive Secretary to advise on the appropriate action and a report on any anomalies shall be reflected in the general examination report prepared by the Reconnoiter for submission to the Executive Secretary within two (2) weeks after the end of the examinations.
- (13) Answer booklets and question papers shall be issued to the candidates by the examination supervisors.
- (14) Care shall be taken to ensure that only one answer booklet is issued to a candidate at a time.

33. After commencement of examinations.

- (1) Strict silence shall be observed in and around the examination room or hall during the examination session.
- (2) The examination card shall be placed or affixed on the candidate's desk or table for easy identification throughout the conduct of the examination.
- (3) A candidate shall not be allowed to leave the examination room before the end of the examination and if a pressing need arises, a candidate shall be escorted by the examination supervisor and monitored outside the examination room.
- (4) Subject to subregulation (3), a candidate who temporarily leaves an examination room shall be checked before leaving and on returning into the examination room.

- (5) Such leave must not exceed 30 minutes and in any case, such a candidate shall not be given extra time to complete that examinations.
- (6) Extra papers shall not be issued for rough work and all work shall be done in the answer booklet provided.
- (7) Extra time shall not, except with authorisation by the Executive Secretary, be allotted to any candidate.
- (8) Candidates wishing to hand in their answering sheets before the exam time is over, must stay in his or her seat waiting until the examination has ended until the candidate have handed in, the answering sheet may not under any circumstances be returned to the candidate.

34. Emergencies during examination

- (1) The examinations manager must take the following action in an emergency such as a fire alarm or a bomb alert at or at any emergency situation that prohibits continuation of the examination-
 - (a) evacuate the examination room, taking the attendance register and seating plan;
 - (b) make sure that all question papers and scripts are left in the examination room;
 - (c) make sure that candidates are supervised as closely as possible while they are out of the examination room to make sure there is no discussion of the examination;
 - (d)
 - (e) make a note of the time of the interruption and how long it lasted;
 - (f)
 - (g) consider the possibility of taking the candidates, with examination papers to another place to finish the examination;
 - (h)
 - (i) allow the candidates the full working time set for the examination; or
 - (j) make a full report of the incident and of the action taken and send it straight to the Board within the first thirty (30) minutes of the incident through the Hotline provided.
- (2) If it is not possible for the examination to continue the examination manager shall inform the Board immediately to take appropriate action.

35.Liability

The Board shall not be liable for any loss of, theft or damage to personal belongings left in or outside the exam room.

36.Supervision while examination is in progress.

- (1) At least two examination supervisors shall be assigned to supervise at least thirty (30) candidates for both practical and theory examinations.
- (2) Examination supervisors shall strictly lookout for any signs of malpractice including communication among candidates, copying from smuggled notes or chits, sending questions outside the examination room, leaving the examination room before the end of the examination, making noise in or around the examination room.
- (3) The examination area shall be out of bounds to students who are not sitting the examination, staff and other unauthorised persons and the area shall be clearly demarcated and marked with the words silence, examination in progress.
- (4) In case of any error made in the question paper, no correction shall be made unless a corrigendum has been submitted by the Executive Secretary and the erratum shall be read to all candidates or appropriately brought to the attention of candidates and the examination Center Supervisor shall write a report about any error detected.
- (5) Where a candidate is in need of extra writing paper, the examination supervisor shall ensure that the previous one issued has been fully used up.
- (6) The examination supervisors shall continuously monitor the process of the examination and remind candidates of time at intervals: first; half way, second; three quarter way, third; 10 minutes to the end of the examination period. And candidates shall be reminded to check whether their examination numbers are written properly on all their answer booklets in the last five (5) minutes.

37.Ending the examination session.

- (1) At the end time of the examination session, candidates shall be directed by the examination supervisors to stop writing, stand up and silently stay where you are until instructed otherwise.
- (2) Examination Supervisors shall collect the answer scripts in an orderly manner and the scripts shall correspond with the number of candidates who sat and signed the attendance register before enclosing them in the return envelope and any unused or spoilt answer booklets or examination materials shall also be collected and securely kept by the examination Centre Supervisor in the lockable desk or table or boxes within the examination room.

- (3) Examination Supervisors shall ensure that question papers are not taken out of the examination room before the end of the examination and that used or unused answer booklets are not taken out of the examination room at the end of the examination session.
- (4) The examination Centre Supervisor shall arrange in order and count the answer scripts to ensure that they correspond with the number of candidates who sat and signed the attendance register before enclosing them in the return envelope and he or she shall write on the back of the envelope the total number of scripts enclosed, programme or course, paper name and center number.
- (5) The examination Centre Supervisor shall ask the representatives of the candidates to sign on the sealed envelope in the presence of the other examination Supervisors, head of centre or reconnoiter and in case of more than one room is used, one candidate from each of the other rooms shall witness the sealing of the scripts and therefore sign on the sealed envelopes.
- (6) The examination Centre Supervisor shall fill in all the information as stated on the script return envelopes before handing them over to the head of examination center and the head of center shall witness the sealing of the envelope by signing on the return envelope while still in the examination room and the Head of Centre shall acknowledge receipt of the return envelope containing the answer scripts.
- (7). The candidates shall leave the examination room after witnessing the sealing, and the sealed return envelopes shall be handed over to the area Coordinator at the Police station for safe custody.
- (9) The Coordinator, Head of Examination Centre and Centre Supervisors shall prepare daily reports to be used in preparation of the final reports at the end of the examination period and the reporting format shall be issued by the Executive Secretary.
- (10) The ending time shall be adhered to and enforced by the examinations Supervisor which shall be the expiry of the time allocated for that examination or assessment considering the time commencement of the examinations.

38. Regulations relating to the Head of Centre and Examination supervisors.

The following Regulations shall apply to the Head of Centre, Examination Centre supervisor and examination Supervisors -

- (1) The examination room shall remain locked when not in use.

- (2) Candidates shall be informed that an erratum or corrigendum from the Board may be brought to their attention.
- (3) Where there is a discrepancy between the duration indicated on the timetable and the question paper, the one on the given question paper shall be used.
- (4) The envelope containing the question papers shall only be opened by the Examination Center Supervisor in the examination room in the presence of the Head of Center, candidates' representatives, examination supervisors or reconnoiter.
- (5) Candidates shall fill the attendance forms in triplicate to ensure correctness of data entered, the original copy of which shall be sent to the Board at the end of the examination period, a copy enclosed with candidates' answer scripts and the third copy kept by the Head of Examination Center.
- (6) Candidates shall only be allowed to sit for papers they have registered for and a candidate shall only be allowed to sit for a paper they have not registered for if the Head of Center provides proof that the candidate registered for the paper in question.
- (7) Meals shall not be served and consumed in the examination room before, during and after an examination session.

39. Conduct of practical examinations.

- (1) The following rules shall apply to preparations for practical examinations-
 - (a) The Board shall invite the Head of Centre to collect the cutting or material list within a period of two (2) weeks to the examinations depending on the nature of the paper or subject.
 - (b) The area Coordinator and Head of Examination Centre shall in the case of practical examinations ensure that the examination Centre Supervisor receives the question papers thirty (30) minutes before the examination starts.
 - (c) Details of the time break shall be given on the rubric of each paper.
 - (d) The candidates' work and question papers shall be left at the work stations in the examination rooms or workshop during a break.
 - (e) Practical examiners shall be at the examination centre throughout the examination session to mark all the processes and product demonstrated by candidates.

- (f) Staff members, workshop or laboratory attendants or technicians and helpers of an examination centre accessing the examination room shall not communicate with candidates unless authorised by the examiner.
 - (g) Where examinations are to be taken in shifts, candidates who have completed examinations shall not interact with those candidates who are yet to sit their examinations and those waiting shall be confined in a separate room.
 - (h) Candidates and any other authorised persons accessing the practical examination area shall put on safety gear and observe the requisite safety precautions.
- (2) For candidates taking shorthand, in addition to the subregulation (1) to (8) above, the following Regulations shall apply-
- (a) the warm up passage is not part of the examination and its time shall not be deducted from the total time allocated for that examination;
 - (b) the technician and examination Centre Supervisor shall ensure that the tape recorder or compact disc (CD) player or any audio/mp3 playing devices and loud speaker is in good working condition and are already assembled in the examination room and tested before candidates assemble;
 - (c) a supervisor is not allowed to test the tapes/CDS as they are checked before being packed from the Secretariat;
 - (d) printed instructions accompanying the shorthand CD shall be read to candidates by the examination supervisors before playback of the shorthand CD;
 - (e) the CD shall be played once and shall continue to run nonstop from start to the end; and
 - (f) the CD shall after the examination session become the property of the centre.
- (3) For candidates taking keyboard skills, in addition to the subregulation (1) to (8) above, the following Regulations shall apply-
- (a) the time for warm up is not part of the examination and shall not be deducted from the time allocated for the examination;
 - (b) the time allowed for each question shall be indicated in the rubric;
 - (c) the keyboard skills scripts shall be collected at the end of each specified time and shall be given back to candidates for compilation into one answer script; and
 - (d) All carbon papers used in typing by candidates during the

examination shall be returned to the Board.

40. General Instructions to candidates.

- (1) Candidates throughout the Country shall be subjected to the same examination conditions.
- (2) A Candidate shall observe the following Regulations -
 - (a) Carry a valid identity card, examination card and all the drawing instruments required for the examination such as pens, pencils and rubbers;
 - (b) With exception of workshop or laboratory tools and equipment, sharing of drawing instruments and other examination materials such as codes of practice is not acceptable;
 - (c) Carrying of materials such as calculator covers, covers of drawing instruments, rough papers, chits or notes into the examination room shall not be allowed and all examination material shall be provided inside the examination room;
 - (d) Candidates shall thoroughly check themselves and present themselves for checking to make sure that unwanted materials are not carried into the examination room;
 - (e) Candidates shall ease themselves before entering the examination room because once inside the examination room, a candidate may not be allowed to get out until the end of the examination session;
 - (f) Candidates must be in the know of their registration or identification number before, during and after the examination period;
 - (g) Candidates shall move to the examination venue at least thirty (30) minutes before the start of the examination session to avoid being late;
 - (h) Any candidate who arrives thirty (30) minutes after the start of the examination shall not be allowed to sit for the examination;
 - (i) Candidates shall be checked thoroughly by the examination supervisors before entering the examination room. The female candidate shall be checked by female supervisors while the male candidates shall be checked by the male supervisors;
 - (j) Once inside the examination room, candidates are required to look for a desk

- bearing their registration numbers, sit down and wait in silence for further instructions;
- (k) When the examination Centre Supervisor brings the envelope containing the question papers into the examination room, the candidates' representatives shall inspect the envelope to establish whether it is sealed properly and not tampered with and thereafter the representatives of the candidates shall sign at the back of the envelope in the spaces provided as a confirmation that the envelope was intact and the examination Centre Supervisor shall then open the envelope, and give the examination supervisors question papers for distribution;
 - (l) The examination Supervisors shall open the question paper envelope and confirm the content with the timetable and ensure that the quantity packed is enough for all registered candidates before distributing to the candidates and shall place answer booklets and question papers on each candidate's desk or table before the start of the examination;
 - (m) Candidates shall not open the paper or start until instructed to do so;
 - (n) Upon instruction to start, each candidate shall check whether the correct question paper has been distributed as indicated on the timetable and in case it is a wrong paper, candidates shall raise their hands and report to the examination supervisor immediately.
 - (o) In case it is a wrong paper it shall be withdrawn from the candidates and the appropriate action taken – including notifying the Board through the Official examination number provided to the examiner or other contacts officially provided by the Board in order to receive guidance or assistance
 - (p) Candidates shall read the instructions on the answer booklet and the question paper carefully and follow those instructions when answering questions;
 - (q) Candidates shall write correct names, registration numbers, paper name and number or code on all pages of the answer booklets before starting to answer the questions including the official extra sheets and papers used;
 - (r) Any answer booklet or sheet without the details in paragraph (q) shall not be considered during marking;
 - (s) Results shall not be issued for papers a candidate has not registered for and candidates shall only sit for papers they registered for;

- (t) Candidates shall ensure that their handwriting is clear, consistent and readable because poor and unreadable handwriting shall lead to loss of marks;
- (u) Answers shall only be written in blue or black ink consistently but not both in the same paper and pencils may only be used for illustrations and diagrams;
- (v) When the examination time ends, candidates shall be instructed to stop writing, stand up and silently stay where you are until instructed otherwise;
- (w) Failure to obey the instructions in paragraph (v) may lead to disqualification from the examination;
- (x) Candidates shall remain standing as the examination supervisors collect the answer scripts and unused materials;
- (y) After all the scripts have been collected, candidates shall sit down and observe as the examination supervisors check the registration numbers, arrange the scripts and pack them into envelopes and the representatives of the candidates shall be asked to sign on the sealed envelopes as a confirmation that the sealing has been witnessed;
- (z) After witnessing this last stage, candidates can then leave the examination room or hall;
- (aa) Candidates shall not enter the examination room with a communication device, computing devices and storage media, such as mobile phones, MP3 players and programmable calculators; and
- (bb) Extra clothing such as jackets and sweaters shall not be allowed in the examination room.

PART VI- CONSIDERATION OF CANDIDATES WITH SPECIAL NEEDS

41. Assessment of candidates with special needs

- (1) The Board shall give special attention in assessment of candidates with special Needs as defined.
- (2) Examination centres shall have an obligation to register special needs candidates with the Board upon presentation of relevant medical evidence.

- (3) The Board shall give special attention to the categories of special needs candidates as specified in table -1

Table – 1 Special category and examination requirements.

S/N	Special Needs Category Description	Aspects of Examination Requirements
1	(a) 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	(a) Deaf: The candidate does not hear or has no speech. (b) 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 Transcribe, reader or tape-recording assistant and provide 30 minutes extra
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	Physically hand capped like the lame without hands to write or writes with difficult	Support to write or given extra 30 minutes
6	Other categories	Counselling services and/or Extra time depending on the nature of disability

- (4) An examination centre shall provide all the relevant assistive materials required for use by the registered special needs candidates.
- (5) Candidates with special needs shall be given extra thirty minutes (30) to enable them finish writing the examinations.
- (6) The Board, in addition to the other examination managers stated in these regulations, shall provide the following support personnel to efficiently manage the examination of special needs candidates-
- (a) transcribers or readers that read and write for candidates that cannot read, write and spell words independently;
 - (b) sign language interpreters that can provide interpretation services to the deaf persons during the examinations process;

- (c) amanuensis that can 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; or
- (d) tape recording assistants that shall carry on the role of tape recording during the time of examinations.

PART VII- REGULATIONS FOR CONTINUOUS ASSESSMENT

42. Continuous assessment in course work or practical tasks or projects.

- (1) Students shall be assigned tasks or projects at the training institution and shall be continuously assessed by their lecturers, instructors or teachers and marks shall be awarded at each stage of the project or task.
- (2) The Board shall in accordance with the principles of the world of work ensure the candidates are equipped with the necessary knowledge, skills and attitudes during the course of study and shall be competence based at training at institutional level.
- (3) The assessment of competence shall take the participant's knowledge, skills and attitudes into account but requires actual performance of the task as the primary source of evidence.
- (4) Training institutions shall allocate adequate resources to cater for continuous assessment.

43. Objectives of continuous assessment.

The objectives of continuous assessment may include -

- (a) to enable Lecturers, Instructors or Teachers to assess the extent to which Learners can apply acquired knowledge to real life projects;
- (b) to facilitate feedback to the student at the various stages of experience thus helps build self-confidence;
- (c) to facilitates the development of critical skills and abilities in case of practical assessment emphasized by the subject and enhance the validity of the examination on which candidate's performance is reported;
- (d) to expose the student to the professional practices within the world of work environment before he or she is fully employed.

44. Skills development and training.

- (1) The Board shall supplement skills development and training by conducting assessment or examinations that focus on applied knowledge, practical skills and

attitudes.

- (2) The Board shall achieve skills development and training through -
 - (a) Continuous assessment using manuals and guidelines provided for theoretical and practical skills training at all levels; and
 - (b) Continuous assessment of practical skills training shall be guided by the assessment tool or manual which shall be completed and well documented before a candidate sits for final examinations and the institutions shall acquire the assessment tool or manual from the Board at a cost determined by the Board from time to time.

45. Projects.

- (1) A project shall constitute a number of tasks and be assigned to students by lecturers, instructors or teachers based on the curriculum or programme of study or needs of the community at the beginning of the training period or course.
- (2) The assigned tasks shall be within easy of reach of the student such as the training institution and its environment.
- (3) Students shall be assigned tasks or projects within or outside the training institution which may be conducted individually or in groups under close supervision by the lecturer, instructor or teacher and each student shall be required to provide an individual report.
- (4) The tasks or project shall be completed within a period specified in the Curriculum.
- (5) The Board will make efforts to train Lecturers, Instructors, or Teachers and ensure that they are equipped with the necessary skills to conduct the continuous assessment.

46. Assessment criteria.

- (1) The assessment criteria shall be as follows -
 - (a) practical training will constitute a percentage of the marks for all courses and the percentages will depend on the module;
 - (b) there will be marks for continuous assessment of skills, knowledge and attitudes on each module; and
 - (c) projects and tasks to be undertaken by a candidate shall be as guided by the curricula and be monitored by the Board.

- (2) Continuous assessment shall be an integral part of training and its purpose shall be to assess specific knowledge, skills and attitudes that are associated with theory and put into practice.
- (3) The Head of Examination centre shall be responsible for the management of continuous assessment in his or her institution and while performing this duty, the head of examination center shall be accountable to the Board.

47. Regulations for continuous assessment.

- (1) A task to a students shall utilize aspects of knowledge, skills and attitudes acquired during training.
- (2) In case of continuous assessment-
 - (a) the teacher, lecturer or instructor shall, with the guidance of the Head of Centre, assess the practicability of the training by awarding marks;
 - (b) it shall focus on attendance, work performance, initiative or innovations, practical models, time management, discipline, safety, quality, cost management and practical skills as determined by teacher;
 - (c) the purpose is to establish competences acquired by trainees on the basis of performance;
 - (d) the student shall be continuously assessed by the teacher as he or she works on the task or project assigned within a specified period; and
 - (e) At each stage, the level of competence of the student shall be established. The required outputs are spelt out in appendix 1 to the Schedule which is the Continuous Assessment Form of these rules.
- (3) The Centre shall take responsibility for ensuring authentic, valid and accurate continuous assessment results. Continuous assessment results shall be submitted on time as determined by the Board from time to time.
- (4) The Board shall not be liable for the rejected or lost continuous assessment results which was submitted past deadline and the Board may from time to time determine penalty for late or unauthentic or inaccurate results submitted to the Board.
- (5) The penalty may include the rejection or coursework results, withdrawal of the Centre, or any other that the Board may approve from time to time.
- (6) A Centre that does not submit coursework results, where coursework is part of the assessment, shall not be considered for other examinations or assessments and students without continuous assessment results shall not be graded by the Board and

shall not have their results released.

48. Continuous Assessment Monitoring.

Monitoring of continuous assessment shall be done by the Board to ensure compliance with the guidelines and provide timely feedback to the institutions.

49. Failure to undertake continuous assessment.

Every student shall undertake continuous assessment before sitting for the Board final examinations and a student who fails to undertake this assessment shall not qualify for the award of a UBTEB certificate.

50. Marking of tasks or projects and submission of results to the Board.

- (1) The institution shall ensure that students are guided successfully through their tasks or projects and award marks at the end of each assessment period.
- (2) The Board shall provide the assessment guide to the Institutions which shall be used during the supervision and marking exercise.
- (3) The total mark for task or project shall be entered in the project mark sheet provided by Board.
- (4) Original copies dully signed and stamped by the Head of Centre shall be submitted to UBTEB Secretariat while the photocopies shall remain at the institution.
- (5) An institution shall be required to submit continuous assessment results not later than one week before the beginning of examination period. Late submission of these results is totally unacceptable and shall not be received by the Board.
- (6) The accumulated marks obtained from the tasks or projects assigned to students will contribute 100% as a separate paper in the final results in a given programme or course at the end of a given assessment period.
- (7) The responsibility of making sure that all candidates possess continuous assessment results lies with the Head of Centre.

51. General considerations for the design and research projects.

- (1) Design and Research Projects shall be undertaken by diploma students as specified in the curriculum of the respective programme or course.
- (2) The candidates shall prepare a proposal which shall follow the following format-
 - (a) Introduction/Background of the proposal or research study;
 - (b) Literature review;
 - (c) Significance or justification of the research/project;

- (d) Statement of the problem;
- (e) Purpose of the project or research/General objective;
- (f) Specific objectives of research/project;
- (g) Scope of the project or research;
- (h) Methodology; and
- (i) References;

(5) The candidate shall submit a project or research report and the format shall be as indicated in Appendix 2.

(6) Marking of research reports/projects shall be done at the time of marking answer scripts and shall follow the marking guidelines format as provided as indicated in Appendix 3.

52. Monitoring and Verification of Continuous Assessment and results

- (1) In order to uphold the quality of UBTEB awards, the Board shall undertake monitoring and verification of continuous assessment that significantly contributes to acquisition of requisite competences.
- (2) For practical projects, the training institutions shall be required to file evidence of processes that candidates' went through to develop the products and the evidence will among others include process documentation in form of proposal or any record, video recordings as well as the samples of the final products or questions or assignments administered to the students.
- (3) Every training institutions shall also be required to file all records of candidates' scores/results of continuous assessment for a period of one (1) year.
- (4) The Board shall deploy her monitoring and verification team that shall at any time visit the training institutions to quality assure the continuous assessment results in respect to the degree of authenticity and validity.
- (5) During monitoring and verification exercise, the quality assurance team shall work with the Head of the Centre and Registrar to review the authenticity and validity of continuous assessment results.
- (6) The Board shall provide a Quality Assurance report to the Training Institutions which will provide the overall rating of compliance and proposed measures to uphold and/or improvement.

PART VIII- REGULATIONS FOR ASSESSMENT OF INDUSTRIAL TRAINING

53. Purpose of industrial training.

- (1) The purpose of industrial training is to enable teachers, instructors or lecturers assess formally educational attainments, intelligence, aptitude, personality and character of their learners developed during the training period.
- (2) It shall also facilitate integration of knowledge and skills acquired from the institution. It creates linkages between the industry and training institutions.

54. Objectives of industrial training.

The objectives of industrial training shall include the following-

- (a) to expose the trainee to the environment in the world of work;
- (b) to equip students with practical and hands-on skills needed in the world of work;
- (c) to enable students interface and get exposure to the dynamics of applying theoretical knowledge to real industrial routine operations;
- (d) to create linkage for future job reference and placement of students by industry;
- (e) to create linkage between the world of work and institutions;
- (f) to identify gaps in the curriculum which will lead to its improvement; and
- (g) to boost and improve students' competencies so as to keep abreast with the changing demands of world of work and technological advancement.

55. Scope of industrial training.

Industrial training shall be carried out alongside routine academic programmes or at the end of each academic year for a period not less than six (6) weeks.

56. Assessment industrial training.

- (1) Industrial training shall constitute a complete module of the training.
- (2) Assessment in industrial training shall portray -
 - (a) the progress of the learners;
 - (b) the appropriateness of the curriculum and the effectiveness of the methodology used in assessment;
 - (c) giving all the relevant evidence in view of its appropriate weight and particularly adhering to the set professional standards.

57. Parties involved in industrial training.

The following shall be responsible for industrial training-

- (a) UBTEB Secretariat;
- (b) Head of Centres;

- (c) Industrial Training officer/Coordinator;
- (d) Field Supervisor in the world of work;
- (e) Supervisor from Training Institutions; and
- (f) Student.

58. Roles of industrial training stakeholders.

- (1) UBTEB Secretariat shall perform the following roles-
 - (a) issuing industrial training guidelines to all training institutions;
 - (b) monitoring the implementation of the industrial training; and
 - (c) ensuring that industrial training marks have been received from the institutions and captured.

- (2) The Head of Centre shall be the Head of Institution that is presenting candidates for UBTEB Examinations and perform the following roles -
 - (a) coordinating with the responsible office to ensure timely execution of the industrial training processes and activities;
 - (b) submitting the industrial training placement lists to the Secretariat;
 - (c) preparing of industrial training performance reports to the Board; and
 - (d) submitting of industrial training marks to the Board.

- (3) Industrial training officers or Coordinator shall perform the following roles -
 - (a) sensitization and guidance of students before, during and after industrial training;
 - (b) placement of students for industrial training;
 - (c) establishing linkages and relationships with the stakeholders in the world of work;
 - (d) maintaining database of all industries for job references and placements;
 - (e) overseeing supervision of students;
 - (f) coordinating the marking of Industrial Training reports through Heads of departments;
 - (g) preparing of industrial training work plans for the institutions in liaison with Heads of institutions and UBTEB.

- (4) Field Supervisors in the world of work shall perform the following roles-
 - (a) receiving and orient the trainees about the company policies, tools and general operations;
 - (b) assigning tasks to the trainees from the training institutions;
 - (c) providing trainees with identification tags;
 - (d) assessing, guide, monitor and supervise the tasks assigned to the trainees on a

- daily or weekly basis;
- (e) recommending students after the Industrial Training for job offers or otherwise;
 - (f) inspecting and cross-checking log books on a daily basis; or
 - (g) guiding the trainees in the preparation of the final Industrial Training reports; the report should bear both the signatures of the field supervisor and institution's supervisor.
- (5) Students shall perform the following roles-
- (a) adhering to all safety precautions and professional code of conduct at the place of training;
 - (b) reporting for training on daily basis or as arranged with the field supervisor;
 - (c) keeping a record of all tasks undertaken in the log book
 - (d) preparing and submitting weekly reports to the field supervisor for assessment; or
 - (e) participating in the organization's events and activities.
- (6) Academic Supervisor shall perform the following roles -
- (a) guiding students on report writing;
 - (b) providing feedback to the institutions through progressive reports and recommendations;
 - (c) participating in the assessment of Industrial Training and marking of reports;
 - (d) moderating the work of field supervisors; or
 - (e) visiting students while in industries or field

59. Industrial training schedule.

The training institutions in consultation with the world of work shall organize industrial training for students during each academic year as provided for by the calendar issued by Ministry of Education and Sports from time to time to enable them gain more hands-on skills.

60. Placement of students.

- (1) Placement of students for Industrial Training shall be the responsibility of the institution or center presenting candidates to UBTEB. Students shall also ensure that they secure placement through their training institution.
- (2) The institutions shall liaise with the relevant industry to acquire Industrial Training opportunities for the students.
- (3) The lists of students' placements shall be displayed on students' notice Boards in advance.

- (4) Institutions shall put in place an inventory of potential industries for students' placement.
- (5) The Head of Centre shall ensure that students are oriented on Industrial Training guidelines before they report for Industrial Training and special emphasis shall be put on the following-
 - (a) the use of log books;
 - (b) importance of industrial training exercise;
 - (c) adherence to professional code of conduct.
- (6) Introductory letters shall be issued to students before they proceed for Industrial Training.
- (7) A copy of the lists of students' placements shall be forwarded to the UBTEB Secretariat immediately.
- (8) The Secretariat shall at its own discretion visit students during Industrial Training.

61. Assessment of industrial training.

- (1) The overall assessment of industrial training is a mandate of Board.

The format of assessment forms or industrial training guidelines for students, field supervisors and supervisors from the institutions shall be as provided by the Board.

- (2) Assessment of students shall be conducted during normal working hours and at the place of training.
- (3) Students will be required to prepare daily and weekly reports.
- (4) Where there is a conflict of interest, another supervisor shall be assigned to do the assessment.

- (5) Marks for assessment shall be categorised as follows for Uganda Colleges of Commerce and Cooperative Colleges -

(a) Assessment by Field Supervisor	15%
(b) Assessment by Institution's Supervisor	25%
(c) Field attachment report	60%

- (7) Technical Institutions and other Specialized Institutions shall be carried out the assessment of Industrial Training as follows -

(a) Assessment by Field Supervisor	60%
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- | | |
|--|-----|
| (b) Assessment by Institution's Supervisor | 25% |
| (c) Field attachment report | 15% |
- (8) Technical Colleges shall carry out the assessment in consultation with the world of work using the log books
- | | |
|--|-----|
| (a) Assessment by Field Supervisor | 25% |
| (b) Assessment by both Institution's Supervisor & Field Supervisor | 60% |
| (c) Field attachment report | 15% |
- (9) The assessment by the Field Supervisor shall be guided by the Industrial Training Assessment form as specified in appendix 4.
- (10) The assessment by the Institution's or Academic Supervisor shall be as detailed in the Industrial Training Assessment form as specified in appendix 5.
- (11) The Board shall monitor the Industrial Training exercise and verify the industrial training assessment reports.
- (12) A student who has not completed Industrial Training shall not be considered as having fulfilled all the requirements for the award of a UBTEB certificate.
- (13) Students shall be supervised at least twice during the training period by the Institution's or Academic Supervisor.
- (14) The institution shall submit the Industrial Training results to the Board within a period of two (2) weeks after the official opening of the semester or term.

62. Industrial training report format.

The typed Industrial Training report shall follow the format as indicated in appendix 6 and the marking guide in appendix 7.

63. Log book format.

- (1) A student shall be required to record their daily activities in the industrial Training Log Book.
- (2) Such a log book shall follow the format detailing the following information among others-
 - (a) Week number, day and date;
 - (b) Activities;

- (c) Lessons learnt;
- (d) Challenges faced;
- (e) Recommendations.

(3) At the end of the week, an evaluation shall be made by both the trainee and field supervisor, copies of which shall be inserted as appendices into the Industrial Training report.

64. Marking of industrial training reports.

- (1) The Industrial Training officer shall, on receipt of the Industrial Training reports, liaise with heads of departments to mark the reports and compile results.
- (2) Any student who fails to score the pass mark will be required to repeat Industrial Training.

65. Submission of industrial training results to the board.

The results of industrial training shall be duly signed and stamped by the Head of Centre and submitted to the Board two weeks from the commencement of semester or term (depending on category of institution) of every year for the December-February Industrial Training Session and two weeks from the commencement of semester for the June-August Industrial Training sessions.

PART IX- MARKING OF UBTEB EXAMINATIONS

66. Marking Centre

- (1) The Board shall organize the marking of Examinations in designated places.
- (2) Secretariat staff, Examiners, Checkers, Security officers, Support staff, Host and any other person as may be determined by the Board shall be governed by the Examinations Marking Guidelines.
- (3) All persons at the marking Centre shall-
 - (a) declare conflict of interest upon receipt of the invitation Letter.
 - (b) swear and observe the oath of secrecy through the marking exercise and thereafter.
 - (c) keep time and stay at the marking center until the end of the exercise.

67. Remarking and Appeals

- (1) Remarking of scripts may be undertaken by the Board on written requests by a candidate through a Head of Centre and upon payment of a fee determined by the Board.
- (2) The Board shall undertake remarking only after convincing reasons have been given by the candidate who is aggrieved.

- (3) The Board reserves the right to reject any request for remarking if in its own discretion a strong case has not been established.
- (4) All complaints related to remarking shall be presented within thirty (30) days after the date of release of results.
- (5) A candidate who is aggrieved by the decision of the Board on examination conduct or results may appeal to the Board for reconsideration within thirty (30) days after the date of release of results.
- (6) The decision of the Board shall be final.
- (7) The Board shall from time to time publish approved remarking fees.

PART X- REGULATIONS ON MALPRACTICE, OFFENCES AND PENALTIES

68. General offence.

Regulation 21 of the Business, Technical, Vocational Education and Training (Establishment of the Uganda Business and Technical Examinations Board) Regulations, 2009 SI No. 9 of 2009 shall apply in case of violation of these regulations.

69. Examination malpractices by a candidate and Penalties

A candidate or any other person commits an offence of examination malpractice when he or she commits any of the following acts as shown in the table below which carry penalties as indicated: -

S/N	Offence	Penalty
1	Copying examinations and/ or Collusion to cheat examinations; This can happen in any of the following scenarios; (a) A candidate copying from another candidate or from any other source (b) Where a person assists or attempts to assist a candidate to write or copy an examination (c) A candidate carrying out a conversation or any form of communication be it verbal or by gestures with another candidate when the examination is in progress (d) A candidate showing his/her answer script to another candidate	Cancellation of results of the entire semester

	<p>(e) A candidate accessing or attempting to access written materials from a person outside the examination room</p> <p>(f) A candidate abetting or aiding another candidate to copy from his or her answer script</p> <p>(g) A candidate exchanging examination materials within an examination room without authorizations</p>	
2	<p>Smuggling unauthorized materials into Examination room in the following circumstances;</p> <p>(1) Taking into the examination room written unauthorized written materials including hand written notes and pre-prepared answer scripts or booklets</p> <p>(2) Taking into the room authorized materials like text book, handkerchiefs with unauthorized written notes by hand or typed</p> <p>(3) Writing on body parts and clothes</p> <p>(4) Taking in the examination room recording apparatus, mobile phone or any other electronic gadgets or any other devices</p> <p>(5) A candidate attempting to destroy or destroying evidence alleged malpractice by swallowing, chewing, eating or through any other means.</p>	Cancellation of results of the entire semester
3	Use of phones, programmable Calculators and watches or any other data storage device	Cancellation of results of the entire semester
4	Writing on body parts or on clothes, shoes and other unauthorized materials	Cancellation of results of the entire semester
5	Impersonation where a candidate or any other person attempts to sit or sits an examination for a candidate	Cancellation of results of the entire semester for the Candidate and handing over of the Impersonator to Police for Prosecution
6	Writing on the question paper.	Caution
7	<p>Unbecoming behaviour where: -</p> <p>a) candidate indulges in any disruptive behavior including shouting at a fellow candidate or an Examination Manager</p>	Caution

	b). a candidate neglects or in any other way fails to follow lawful instructions or orders issued by an examination supervisor	
8	Unbecoming behaviour where a candidate assaults a fellow candidate or an Examination Manager	Caution and refer the matter to Police
9	Attempting to take out of the examination room used or unused answer booklets	Caution
10	Plagiarism arising from Research Report where a candidate passes off words or ideas of someone else as his or her own without proper acknowledgement of the original source	Cancellation of results of the entire semester

70. Second appearances

A person who commits an offence under these regulations and appears before the Board for the second time shall be given a heavier penalty as shown below-

- (a) A person who has been previously cautioned for writing on a question paper, offence shall have his or her results for relevant paper cancelled if found guilty again for the same offence.
- (b) A person who has previously had his or her results for the entire semester cancelled, shall have his or her results for relevant semester cancelled and shall in addition be suspended from UBTEB examinations for an entire academic year.

71. Malpractices, offences and penalty applicable to Examination Managers, Supervisors and any other person.

- (1) A person involved in the examination process, who commits any of the following acts commits an offence of examination malpractice-
 - (a) Assisting candidates in any form on any matter related to cheating and leakage of examinations;
 - (b) Selectively disseminating information on examination;
 - (c) Releasing of examination questions prior to the date and time scheduled for a particular examination;
 - (d) Failure to keep examination materials securely;
 - (e) Careless or irresponsible conduct in the execution of his or her duties so as to encourage the students or candidates to engage in examination malpractices. For avoidance of doubt, negligent invigilation includes-

- (i) Reading materials such as newspapers and books in the examination room, which would distract the examinations supervisor from his or her duties;
 - (ii) Abandoning the examination venues without making proper arrangements for an acceptable alternative of an examination supervisor;
 - (iii) Reporting late for supervision;
 - (iv) Refusing to supervise an examination following an appointment;
 - (v) Failing to report a case of examination malpractice promptly; and
 - (vi) Lack of vigilance in executing the duties of examination supervision including failing to actively monitor the examination room and the candidates as well as failing to secure the signature of every candidate in a particular examination as proof and right of attendance;
- (f) Failing to account for the candidates' answer scripts received by him or her;
 - (g) Transferring his or her responsibility as a supervisor to an unauthorized person;
 - (h) Substituting an answer script prepared outside for the one used during the examination period;
 - (i) Deliberately opening of the wrong question paper envelope at the Examinations Centre;
 - (j) Allowing impersonation;
 - (k) Helping the candidates to use unfair means in any form and by any one in or outside the Examinations Centre;
 - (l) Favoring candidates who have been reported cheating by their colleagues;
 - (m) Leaking of question papers to participants;
 - (n) Awarding marks without actual marking;
 - (o) Awarding marks to a candidate who has not sat for any test, or examination or done any assignment;
 - (p) Conniving with candidates to cheat an examination;
 - (q) Doing any other related act contrary to these Rules.

(2) Any person who commits any of the above offences shall on conviction be liable

to—

- (a) A reprimand (written warning); or
- (b) Withdrawal from examination related activities; or
- (c) Recommendation to the relevant authorities for suspension; or

- (d) Recommendation to the relevant authorities for termination/dismissal; or
- (e) Prosecution in a court of law.

72. Malpractice offences and penalties applicable to an examination centre

- (1) An examination centre which neglects or breaches its mandate as given under these Regulations commits an examination offence.

- (2) The Board may at its discretion apply any of the following penalties against an examination centre where evidence of malpractice is detected -
 - (a) Formal reprimand recorded;
 - (b) The cohort of candidates concerned in the centre may be disqualified or all involved candidates recorded as failed;
 - (c) Centre registration and accreditation may be withdrawn, suspended or cancelled;
 - (d) Ban on involvement with the administration of examination for a certain period of time;
 - (e) Punish the head of centre in line with these Regulations including making a recommendation for their suspension, demotion or dismissal;
 - (f) Make a public declaration of the names of institutions or candidates involved in malpractice;
 - (g) Inform the Police or any other relevant authorities for further action
 - (h) Prosecution in courts of law.

73. Guidelines on apprehension of a Suspect

- (1) When a student or candidate is suspected to be engaging in examination malpractices, he or she shall be apprehended immediately and in the apprehension of a suspect, the following shall be taken into account:
 - (a) A suspect shall be handled in the appropriate manner to ensure that the privacy and bodily integrity of a person is not violated;
 - (b) Body searches shall be done in the presence of another person;
 - (c) The unauthorized materials shall be taken away as soon as they are found and kept as exhibits; or
 - (d) Identity of the suspect and possible witnesses' statements shall be recorded immediately.

- (3) A suspect shall then be allowed to proceed with the examination since he or she is presumed to be innocent until proved guilty except in the case of an impersonation then he or she is handed over to police.

PART XI- REPORTING AND HEARING PROCEDURES

74. Action by examination managers and Supervisors.

Where an examination Supervisor or any person deployed by the Board at an examination centre suspects a candidate for breaching these regulations, he or she shall -

- (a) apprehend the candidate suspected of engaging in examination malpractice immediately;
- (b) confiscate any unauthorized material in the possession of the candidate;
- (c) make the candidate write statement and sign it;
- (d) request the candidate to append his or her signature on the material in order not to deny knowledge and responsibility;
- (e) make a formal note of the time when the alleged malpractice was discovered;
- (f) wherever possible an examinations supervisor shall invite another examination supervisor to act as witness to the suspected malpractice, and then countersign the note to confirm the incident;
- (g) evidence from all parties concerned including the Principal, overall monitor, coordinator, examinations supervisor and examiners shall also be gathered and information included in the investigation report;
- (h) allow the candidate in question to continue with the examination;
- (i) let the Supervisor or Reconnoiter also write a comprehensive statement; and
- (j) prepare a written report on the alleged incident and send it with any confiscated materials to the Board.

75. Rules of natural justice to be applied by the Board.

In handling of examinations malpractices, the Board shall observe the rules of natural justice and, in particular, the Board shall ensure that a candidate or any other person against whom disciplinary proceedings are being taken is-

- (a) informed about the particulars of the case against him or her;
- (b) given the right to defend himself or herself and present his or her case at the meeting of the Board;
- (c) where practical, given the right to engage an Advocate of his or her own choice; and
- (d) told the reasons for the decision of the Board.

76. Procedure of hearing examination malpractice

- (1) An examination Supervisor or any other person who alleges that a candidate was involved in a malpractice shall make a formal written report to the Executive Secretary.
- (2) Any materials allegedly found on the student or candidate should be given to the Executive Secretary for safe custody unless the same are held by Police.
- (3) The executive Secretary shall constitute a committee of Secretariat to assess the cases before candidates are informed.
- (4) The Executive Secretary shall inform the candidate in writing through the Head of Centre of the allegation.
- (5) A candidate shall be allowed to make a formal defence to the allegation in writing addressed to the Executive Secretary.
- (6) A candidate shall then be invited in writing to appear before the Board to defend himself or herself even when they fail to send their defence mentioned above.
- (7) A candidate shall be given reasonable notice of at least seven (7) working days of appearing before the Board to enable him or her time to prepare his or her defence.
- (8) A candidate who fails to appear after being effectively summoned two times shall be recommended for penalties of similar nature like others.
- (9) Where Candidate appears before the Board the following procedure shall be adopted-
 - (a) A candidate shall appear in person before the Board and identify him or herself as the subject of the proceedings;
 - (b) A candidate shall be informed of the allegations against him or her and the rule that he or she is alleged to have breached as well the possible punishments;
 - (c) A candidate shall formally take oath and respond to such allegations on oath;
 - (d) When a candidate responds in the affirmative, a plea of guilty shall be recorded;
 - (e) Following a guilty plea, Secretariat using all available evidence and report from the Supervisor shall present the facts constituting the malpractice to the Board in the presence of the candidate;
 - (f) Where the candidate is alleged to have been found with unauthorised materials, the materials shall be brought before the Board in the presence of the candidate to prove whether they are the materials he or she is alleged to have found in the possession of the candidate;

- (g) The candidate shall be given an opportunity to respond to allegations of fact. He or she may disagree with them and he or she has a right to cross-examine the person presenting the report;
- (h) Where the candidate pleads guilty, he or she shall be allowed to plead mitigating factors, which the Board shall take into account in prescribing punishment;
- (i) The Board shall then deliberate in the absence of the candidate;
- (j) A decision shall be made with regard to the punishment and the Board shall provide reasons for the decision;
- (k) In determining the appropriate punishment, the Board shall take into account the mitigating factors like remorse on the part of the candidate, truthfulness, lack of substantial benefit from the malpractice, candidate being first offender and plea of guilty thereby not wasting the Board's time. The aggravating factors include substantial benefit from the malpractice, general misconduct, frivolous denials, and second conviction among others.
- (l) Following a plea of not guilty by the candidate, the Board with the guidance of the Legal Counsel the members shall have a right to cross-examine the candidates;
- (m) The candidate shall be given an opportunity to respond to allegations of fact and he or she may disagree with the facts and he or she has a right to cross-examine the person presenting the report;
- (n) The Board may call witnesses whose presence is considered crucial for the just and fair disposal of the case;
- (o) The candidate shall present his or her defence to the Board and may call witnesses to substantiate his or her defence;
- (p) The candidate alleged to have been involved in an examination malpractice shall not be registered for the subsequent semester until such a time that the case has been disposed of;
- (q) The Board may admit oral and material evidence, which may be direct or circumstantial;

- (r) The Board may not admit hearsay evidence unless there is independent evidence that leads to its credibility;
- (s) After the close of the evidence and before a decision is made, the candidate shall be given an opportunity to present to the Board mitigating factors which the Board shall consider and make a decision in that regard;
- (t) The candidate shall be officially informed of such decision and availed a copy of the decision through the Head of the Centre; and
- (u) The candidate shall be informed of his or her right of appeal and the procedure to be followed.

PART XII- APPEAL PROCEDURES

77. Right of appeal.

- (1) A candidate who is aggrieved by the decision of the Board may appeal to the Board for reconsideration.
- (2) An appeal by a candidate shall be by petition stating the facts and grounds of appeal.
- (3) The Board may confirm, modify or reverse its decision and its decision shall be final.

78. Procedure of appeal.

- (1) A candidate who is dissatisfied with the decision of the Board may appeal to the Board within fourteen (14) days from the date of receipt of the letter communicating the decision.
- (2) A candidate who pleaded guilty to an offence before the Board shall have a right of appeal only with respect to the penalty.
- (3) The Board shall hear the appeal expeditiously within 30 days from the date of receipt of the appeal
- (4) A candidate appealing shall be notified in writing of the date when the appeal will be heard and shall be given an opportunity to appear before the Board and be heard.
- (5) On cause being shown, the Board shall have power to allow a candidate to present additional evidence before it.

- (6) Where additional witnesses are called, the witnesses shall be subject to cross-examination by the Board.
- (7) The Board may also adduce additional evidence, which may be responded to by the candidate.
- (8) The Board shall then deliberate in the absence of the candidate and may confirm, vary or set aside the decision.

PART XIII- REGULATIONS FOR EXAMINATION AWARDS AND CERTIFICATION

79. Senior Examiners meeting.

- (1) The Board shall convene meetings of stakeholders and Senior Examiners to discuss the Senior Examiner's reports and make recommendations to the relevant Board Committees the grades to be awarded for each paper. Such meeting shall follow a criteria provided under the Board's guidelines on Awards.
- (2) The Senior Examiner's reports shall follow the format provided by the Board.
- (3) The Board shall prepare preliminary statistical data for effective facilitation of the Meeting.
- (4) The Meeting shall be composed of Senior Examiners, Secretariat Staff and other key stake holders as defined in the guidelines.

80. Grading and conditions for passing.

- (1) The Board shall award grades based on the examination syllabi developed by the Board and guided by the curriculum for each programme or course.
- (2) In grading the Board shall apply the grading system for both Diploma and Certificate programmes based on the syllabi and guidance from National Council for Higher Education.
- (4) A candidate shall be required to attain a Pass mark determined by the Board in all the modules of the examination at the end of each semester or year.
- (5) The Board may consider awarding Certificate or Diploma to a candidate who has passed a certain minimum number of modules considered core for given competencies in the world of work.
- (6) The Board shall then allow such Candidates to pass through 'Conceded Pass' (CP) arrangements. This is basically compensatory arrangements for a candidate who will not have attained GP of 2.0 and above even after three (3) attempts of retaking a module, but has achieved a CGPA of 2.0 and have attained competencies in some

modules to enable him or her gain employment in the world of work or proceed to a different career path in education and training.

(7) A “Conceded Pass” shall be a pass granted for a course in which a final year candidate is not able to obtain a pass mark in the course assessment despite retaking a paper three times and the Board shall during the time of consideration of examination results, identify and grant students eligible for Conceded Passes.

(8) A Candidate will be eligible for a conceded pass under the following conditions-

- (a) Conceded passes shall be granted at the discretion of Board and Candidates are not automatically entitled to the Conceded Passes and may not request them;
- (b) The pass is conceded on the basis that the Candidate’s overall performance in other courses for the programme has been sufficiently strong to counter the deficient percentage in that particular course;
- (c) A candidate’s final mark in a Course is in the range of 40 – 49% inclusive and the Cumulative Grade Point Average (CGPA) for the student will be at least 2.0;
- (d) A Candidate has attempted the paper, at least three times. The better of the grades earned will be used for awarding a Conceded pass;
- (e) Whether the course is required for professional accreditation; or it is necessary for a Candidate to demonstrate professionalism
- (f) The number of conceded passes for a Candidate will be restricted to only two courses;
- (g) In case a Candidate who does not qualify for conceded pass as stipulated above the existing provision in the semester regulations will guide as the case may be; and
- (h) A granted Conceded Pass will be recorded on the Candidates Academic Transcript by indicating the true percentage /grade achieved, and “CP” as the grading code.

81. Progression.

- (1) Progression of a candidate shall be classified as normal, or probationary.
- (2) The Board shall provide for normal progression where a candidate passes each module undertaken with a minimum grade point (GP) of 2.0 or equivalent mark for certain specified categories of programs.
- (3) The Board shall provide for probationary progress for a candidate who does not

attain a GP of 2.0 in any module but has CGPA of 2.0 or more or a candidate who was absent for a given module. Such a candidate shall be allowed to proceed to the next year but offer such modules or papers when next offered.

82. Retaking a module

- (1) The Board shall allow a candidate to retake any module of the programme or course when it is next offered in the following circumstances-
 - (a) Where a candidate did not obtain a GP of 2.0 in any of the modules;
 - (b) Where a candidate was absent from an examination of any module; or
 - (c) Where a candidate wishes to improve the previous grade
- (2) A candidate shall not be allowed to retake a module more than three (3) times.
- (3) A candidate who does a retake on the basis of failing a paper, shall have his or her academic transcript reflect so.

83. Processing and release of examinations results.

- (1) The Board shall ensure that the examination results for all programmes are prepared and made available for timely release to the Public.
 - (2) The final examination results for end of programme or course shall be released by the Minister.
 - (3) The promotional or end of semester examination results shall be released internally by the Board.
 - (4) The Board shall, with the prior approval of the Minister, delay, nullify, or withhold the examination results for a reasonable cause.
 - (5) After the results have been processed and released, the Board shall keep marked answer scripts and related materials in safe custody.
 - (6) The Candidates and Head of Centre shall make sure that all queries regarding results are brought to the attention of the Board immediately after release of results but in any case, not later than one month after release of results and beyond one month an application for remarking shall not be accepted or any other queries related to that particular examinations.
 - (7) The examination scripts and related materials shall be disposed and or destroyed following the “Disposal of examination answer scripts and related Materials’ Guidelines Policy” three years after a student has complete the mandated maximum numbers of years as spelt out by the respective curriculum.

84. Examinations awards and certification.

- (1) The Board shall award Certificates and Diplomas to successful candidates.
- (2) The Certificates awarded shall be in a form approved by the Board and shall bear the signature of the Chairperson and the Executive Secretary of the Board while the

academic transcripts shall only bear the signature of the Executive Secretary

(3) The Board shall forward the list of successful candidates to relevant professional councils for registration, where applicable.

(4) The Board shall provide a statement of results to candidates on request at the end of an academic year to enable those candidates who fail to continue with studies to access gainful employment in the world of work.

(5) The Board shall on request allow a candidate who dropped out of school and is desirous of undertaking the remaining modules to sit and complete the programmes as long as such a candidate is within the stipulated period of five (5) years.

(6) The Board shall, at the end of the programme or course issue academic transcripts and certificates to candidates who shall have successfully completed a certificate or diploma programme or course of study.

(7) The Academic Transcripts issued under these Regulations shall be signed by the Executive Secretary.

(8) The Boars shall cancel, nullify, withdraw any issued award which it believes was issued in contravention to its or national regulations.

85. Verification and certification of academic transcript and certificates

(1) The Board shall on request and upon production of a Police report and presentation of a valid identification, verify the results of a candidate in the event of loss or destruction of the above academic documents and the valid identification shall include a passport, school identity card, driving permit, or national identity card.

(2) The Board shall upon request, certify the above academic documents on presentation of original documents and valid identification.

(3) Certification of UBTEB awarded academic documents is strictly a function of the Board and only by designated officers.

(4) Requests made under (1) and (2) shall be accepted upon payment of a fee determined by the Board.

(5) The Board shall issue guidelines to replace lost/damaged/ burnt academic documents.

(6) The Board shall determine a fee for replacement of documents which may vary from time to time as shall be approved by the Board.

86. Posthumous awards.

- (1) Any award listed may be conferred posthumously and accepted on the candidate's behalf by an authenticated next of kin.
- (2) The normal condition for award of certificate or diploma qualifications shall have been satisfied or, if varied, the variation shall be approved by the Board.
- (3) The award referred to in sub regulation (1) shall not be used by any person or organization for the purpose of gaining employment or shall not be presented to any institution of learning for the purpose of academic progression, but for recognition and safe custody of the candidate's academic achievement.

PART XIV: OTHER RULES

87. Cases not provided for by these Regulations.

The UBTEB Board is mandated to make legally appropriate decisions in cases not provided for by these Regulations.

88. Applicable Law, Court and Language

These Regulations and all disputes that fall within their scope are exclusively governed by Ugandan law. All disputes between the Board and candidates relating to these Regulations will be exclusively resolved and interpreted in reference to the law of the land. These Regulations have been drawn up in English language, but can be translated in any other languages for the benefit of the Candidate. In the case of conflict in contents or purpose, the English version will prevail.

APPENDICES

Appendix 1: Research Report Format

The Research Format should as much as possible follow the prescribed format as follow;

1. Preliminary pages which include;

(a) Cover page or Title page: This will contain the following:

(i) Topic or title which should preferably not be more than 22 words. The title should be precise and be able to contain key variables in terms of Dependent and independent variables;

(ii) Contain the author's (student) details; Names and Registration Number;

(iii) Purpose (generic statement: "e.g. A Research Report Submitted in partial fulfillment of the requirements for the award of the Diploma in Civil Engineering of UBTEB);

(iv) Should indicate month and year of submission;

(v) All the information on the title page should be in upper case and centered;

(vi) The cover or title page should not be numbered

(b) Declaration

There should be a statement by a student declaring that the report is hers/his original work not submitted anywhere else for similar awards. This should include the student's name, signature and date;

(c) Approval to submit

There should be a forwarding statement by the student. His or her name, signature and date and details of the supervisors should be indicated.

(d) Acknowledgement;

Statement recognizing the contribution of other people towards the report writing process. This should be limited to maximum half a page.

(e) Dedication (this should be purely optional to the students);

(f) Table of Contents;

(g) List of Tables;

(h) List of Figures or List of Charts;

(i) List of acronyms/abbreviations and should be arranged alphabetically;

(j) Abstract;

Note: Preliminaries should be numbered in lower Roman numerals and it is preferred that all pagination is bottom centered.

2. CHAPTERS

CHAPTER ONE: INTRODUCTION

NOTE: The chapter title should be centered and page numbering throughout the text should be Arabic numerals and bottom center. The key parts in chapter one includes:

- 1.1 Introduction
- 1.2 Background to the Study
- 1.3 Problem Statement
- 1.4 Purpose OR General Objective of the Study
 - 1.4.1 Specific Objectives (these should be numbered using lower Roman numerals. They should not be less than two and preferably not more than three).
- 1.5 Research Questions
- 1.6 Scope of the Study
 - i. Geographical Scope
 - ii. Content Scope
 - iii. Time/ Period Scope
- 1.7 Significance of the Study; The significance refers to the relevance of the study in terms of academic contribution and practical use that might be made of the findings to the organization / sector in which the researcher is based and to the public at large. The researcher must tell the reader the reason(s) why and how s/he thinks the findings might change policies, theory or practice. In short, he or she should indicate who will benefit from the study and how they will benefit.

CHAPTER TWO: LITERATURE REVIEW

Literature review should generally be organized based on themes according to objectives or research questions and objective by objective. Consideration must be taken on both the dependent and independent variables. The key parts could include:

- 2.1 Introduction
- 2.2 Theoretical literature
- 2.3 Empirical Literature
- 2.4 Summary/Conclusion of the Literature review (Identifies the literature gap that the researcher wishes to tackle).

CHAPTER THREE: METHODOLOGY

- 3.1 Introduction
- 3.2 Research design
- 3.3 Study Population
- 3.4 Sample size determination and Selection procedures
- 3.5 Data type and sources
- 3.6 Data collection methods – e.g. Interview, Observation, Focus Group Discussion (FGDs)
- 3.7 Data collection instruments - e.g. questionnaire, interview guide, FGD guide,

interview checklist

3.8 Data Collection Procedures and Ethical Issues in Research

3.9 Limitations of the Study: These must be brought cautiously not to doubt the findings.
Suggestions can be given on how other research can avoid such limitations

3.10 Data Processing and analysis

CHAPTER FOUR: PRESENTATION, ANALYSIS AND DISCUSSION OF FINDINGS

4.1 Introduction

4.2 Response rate

4.3 Background characteristics of respondents

4.4 Empirical results/findings: This should be presented and analyzed objective by objective or Research Question by Research Question

CHAPTER FIVE: SUMMARY, CONCLUSIONS AND RECOMMENDATIONS

5.1 Introduction

5.2 Summary of Findings

5.3 Conclusions

5.4 Recommendations

5.5 Areas for future research

References (The list should be developed using a uniform style and APA-American Psychological Association Style is recommendation eg the surname first followed by initial and year of publication, title etc and names should follow alphabetical order)

Appendices (e.g. research instruments, work plan, budget, maps).

Appendix 2: Research Report Marking Guide

Name of a student:.....

Reg. No:.....Program:

Academic year:

Title of Research:.....

Name of Supervisor:

External Examiner:

S/N	CONTENT	MAXIMUM MARK	SCORE
	PRELIMINARIES: Are these logically flowing	5	
	INTRODUCTION		
1	Title/topic Is the title of the research appropriate?	1	
3	Background to the Study: Does the background correctly contextualize the problem situation?	4	
4	Problem Statement: Is the problem of the study stated accurately?	5	
5	Objectives: Are the research objectives appropriate? Do they possess the SMART characteristic	3	
6	Research Questions: Are the research questions appropriate?	2	
7	Scope: Is the scope clearly defined & will it ensure that the objectives will be met?	1	
8	Significance: Has the candidate fully understood the significance and does it show how useful the study will be for instance to policy makers?	1	
	Sub- Total (maximum marks available = 15) marks awarded	15	
	LITERATURE REVIEW		
9	Do references reflect that the student read extensively & are they up-to-date?	2	
10	Are Journals Articles, published books, Conference/Seminar Papers, Research Reports etc reflected? Did the student make use of existing research work?	4	

12	Has the student Reviewed literature on the dependent variable?	3	
13	Has the student Reviewed literature on the independent variable? Is there a link between the dependent and independent variable?	6	
15	Has the student made attempts to summarize the review and justified need for study by identifying gaps?	3	
	Sub-total (maximum marks available = 20) Marks awarded	18	
	METHODOLOGY		
16	Is the methodology appropriate & does it address objectives	2	
17	Is the research design appropriate?	2	
18	Is the sampling method & determination of sample size appropriate?	3	
19	Is the area of study & Population appropriate?	4	
22	Are the methods and instruments to be used in data collection clearly stated & appropriate?	4	
23	Are the methods of data presentation & analysis logically stated? Are the methods of analysis appropriate?	5	
	Sub- total (maximum marks available =20)	20	
	PRESENTATION AND ANALYSIS OF FINDINGS		
24	Was the response rate adequate?	3	
25	Are the background characteristics of respondents clearly presented and analyzed?	5	
26	Has the student logically presented, analyzed and discussed the findings based on the objectives of the study?	12	
	Sub- total: (maximum marks available =20)	20	
	SUMMARY, CONCLUSIONS& RECOMMENDATIONS		
27	Was the summary of findings presented	2	

	according to the empirical results?		
28	Has the made the conclusion according to the results?	3	
29	Are the recommendations appropriate & do they originate from the study findings?	5	
30	Were the limitations appropriate & does the student identify areas for further research to overcome some of these limitations	5	
	Sub- total (maximum marks available = 15) marks awarded	15	
	Sub- total (maximum marks available =05)	05	
	General organization of the study. Did the students use correct layout/headings and is the Report written in an acceptable language and correct grammar?	5	
	Sub- total (maximum marks available =05)	05	
	TOTAL (MARKS AVAILABLE = 100) FINAL MARK		

Appendix 3: Industrial Training Assessment Form For Field Supervisor

Name of Institution..... Industrial Training Assessment Form			GRADES				Score	Area of Improvement
			Very Good	Good	Fair	Weak		
	Area of Assessment	Marks	>=80%	(70-79) %	(60-69) %	<=49%		
A	Attendance (% age of days and times within the days present)	7						
B	Work Performance	12						
	1. Co-operation with other staff	3						
	2. General ability to use various equipment, machines or plant in the industry	3						
	3. Flexibility-willingness to learn from various sections in industry	3						
	4. Job planning	3						
C	Initiative or Innovations	8						
	1. Problem-solving	4						
	2. New ideas on improvemen	4						

	t for efficiency of performance or operations							
D	Time Management	6						
	1. Reporting on time	2						
	2. Leaving at specified break-off or stoppage time	2						
	3. Meeting deadlines on assignments given by supervisors or instructors	2						
E	Discipline and Safety	10						
	1. Use of right equipment for right job	2						
	2. Obeying instructions given and carrying them out	2						
	3. Proper handling of equipment and or materials	2						
	4. Ability to practice safety measures in the	2						

	workplace							
	5. Knowledge of first aid procedures in case of accident	2						
F	Practical Skills	15						
	1. Ability to put into practice training instructions from instructors or supervisors	3						
	2. Ability to relate theoretical knowledge with practical applications	3						
	3. Proper use of manuals and interpretation of drawings	3						
	4. Ability to carry out troubleshooting on equipment, (put right mistake in work or finishing)	3						
	5. Ability to service and repair equipment	3						

	(clean and maintain tools and workplace)							
G	General Remarks (other assessment at discretion of examiner)	2						

Grades for each area of assessment may be marked out of 100 and the score reduced to give a maximum corresponding to the marks indicated in the table.

Appendix 4: Industrial Training Assessment Form for Academic Supervisor

Name of Institution..... Industrial Training Assessment Form			Grades				Score	Area of Improvement
			Very Good	Good	Fair	Weak		
	Area of Assessment	Marks	>=80%	(70-79)%	(60-69)%	<=49%		
A	Attendance (Was the learner at his work place?)	2						
B	Understanding of tasks	21						
	1. Did the learner provide weekly summary of work performed?	2						
	2. How did the learner describe the tasks performed?	3						
	3. How was the learner able to explain why tasks were being done in a particular way?	3						
	4. How did the learner explain problems experienced when carrying out the work and how they were solved?	3						
	5. How did the learner describe the new knowledge and skills gained?	3						
	6. How did the learner explain the knowledge and skills acquired at college that enabled him to perform?	3						
	7. How did the learner explain his relationship with his core workers and supervisors and how he plans to improve or maintain it?	2						
	8. How did the learner relate the industrial training tasks to his training as a technician or Drawing Assistant?	2						
C	General Remarks (Other assessment at discretion of examiner)	2						

Grades for each area of assessment may be marked out of 100 and the score reduced to give a maximum corresponding to the marks indicated in the table.

Appendix 5: Industrial Training Report Format.

The Industrial Training Field Report format shall be as follows;

Preliminary pages

i. Cover page

- (a) Name of the College
- (b) Name of the department in the college
- (c) Place of industrial training
- (d) Name of student and registration number
- (e) Submission statement
- (f) Month and year of submission

ii. Declaration

There should be a statement by a student declaring that the report is hers/his. This should include the student's name, signature and date.

iii. Approval

There should be a forwarding statement by the Academic supervisor. His/her name, signature, date, Field supervisor name, signature and date

iv. Dedication

There may be a statement dedicating the report to a person (s) of one's choice and this is optional to the students

v. Acknowledgement

Statement recognizing the contribution of other people towards the internship training. This should be limited to half a page

vi. Table of contents

To show the contents of the report

vii. List of figures/charts

All figures/charts in the report should be well labeled and could be numbered according to chapters where they occur e.g figure 3.1 to refer to figure 1 in chapter three or consistently number from figure 1 to the last. The pages where the figures occur should clearly be indicated.

viii. List of tables

All tables in the report should be well labeled and could be numbered according to chapters where they occur e.g table 3.1 to refer to table 1 in chapter three or consistently number from table one to the last. The pages where the tables occur should clearly be indicated.

ix. List of acronyms/ abbreviations

Acronyms used should be given in alphabetical order with their full meaning

x. Executive summary/ Abstract

To include statement of most practical work carried out, challenges encountered
Conclusion

Note: The preliminary pages should always be numbered in Roman numerals, bottom-centered.

Chapters

CHAPTER ONE: INTRODUCTION

- 1.0 Introduction
- 1.1 Objectives of industrial training
- 1.2 Location and description of place of field attachment
- 1.3 Mission, vision and goals of the organization of attachment
- 1.4 Field organizational structure
- 1.5 Tasks carried out by the organization of attachment e.g, if District Local Government describes its role in society.

CHAPTER TWO: DISCUSSION OF FIELD ACTIVITIES

- 2.0 Introduction
- 2.1 Description of work carried out by the department/ organization
- 2.2 Duties and responsibilities assigned to the trainee or internee and how they were carried out
- 2.3 Stating new knowledge and skills gained by the trainee or internee
- 2.4 Work relationship between departments of the organization attached to
- 2.5 Challenges experienced or encountered by the trainee/ internee and how they were handled.

NB: Different areas of specialization like those under the programmes of ‘Uganda Diploma in Hotel and Institutional Catering or Certificate in Hotel and Institutional Catering’ could still customize their reporting to this general format.

CHAPTER THREE: CONCLUSION AND RECOMMENDATION

- 3.0 Introduction
- 3.1 Conclusion
- 3.2 Recommendations for industrial training improvements usually derived from challenges experienced.

APPENDICES

These may include design standards and guidelines used during industrial training for instance;

- (a) Industrial training log book of daily activities
- (b) College letter of placement request
- (c) Acceptance letter from field attachments
- (d) Recommendation letter from the field attachment
- (e) Drawings and photographs of the field attachment

Appendix 6: Industrial Training Field Report Marking Guide

Students Name:

Reg. No:.....Program:

Supervisor's Name:.....

Organization:.....

Examiner's Name:.....

Sign:

No	Contents	Maximum Score
1	<p>Cover Page:</p> <ul style="list-style-type: none"> i) Name of institution ii) Name of Department iii) Name of learner and year of study iv) Place of Industrial Training v) Period of Industrial Training e.g. July- September 1510 vi) Academic and Field Supervisor's signatures 	0.5 marks
2	<p>Acknowledgements</p> <ul style="list-style-type: none"> i) Acknowledge all assistance during field training ii) Acknowledge assistance during report writing 	0.5 marks
3	<p>Executive summary or abstract</p> <ul style="list-style-type: none"> i) To include statement of the most practical work carried out ii) Challenges iii) Conclusions 	1 mark
4	<p>Table of contents</p> <p>To show the content of the report and page numbers where they first occur</p>	0.5 marks
5	<p>List of figures</p> <ul style="list-style-type: none"> i) All figures in the report must have a number and a caption ii) Figures must be numbered according to the chapters where they occur for example; Figure 4.1, to refer to first Figure in chapter 4 iii) The pages where the figures occur must be shown in the list of figures 	0.5 marks
6	<p>List of tables</p> <ul style="list-style-type: none"> i) All tables in the report must have a number and a header ii) Tables must be numbered according to the chapters where they occur for example; Table 2.1, to refer to first 	0.5 marks

	<p>table in Chapter 2</p> <p>iii) The pages where the tables occur must be shown in the list of tables</p>	
7	<p>List of acronyms or abbreviations</p> <p>Acronyms used should be given in alphabetical order with their full meaning shown</p>	0.5 marks
8	<p>Introduction</p> <p>i) Location and description of place of field attachment</p> <p>ii) Objectives of field attachment</p> <p>iii) Structure, organisation</p> <p>iv) Tasks carried out by the place attached to e.g. if District Local Government describe its role in society</p>	1.5 Marks
9	<p>Main body of the report</p> <p>i) Description of work carried out</p> <p>ii) Duties and responsibilities assigned and how they were carried out</p> <p>iii) New knowledge and skills gained</p> <p>iv) Relationship with other staff and supervisor</p> <p>v) Problems experienced and how they were handled</p>	6.5 marks
10	<p>Conclusions</p> <p>A brief summary of knowledge gained as outlined in the objectives</p>	1 mark
11	<p>Recommendations</p> <p>i) For improving Industrial Training, usually derived from problems experienced</p> <p>ii) For improvement of work output at the place of work (this is included if allowed by the field supervisor)</p>	0.5 marks
12	<p>References</p> <p>i) Design standards and guidelines used during training</p> <p>ii) Books and internet material</p> <p>iii) Harvard style of referencing must be used for example Kyalikisa R (1510), "Effect of window net on the reduction of Malaria," Journal Health Construction, Vol 17, Pg 123-127</p>	1 mark
13	<p>Appendices</p> <p>i) Drawings</p> <p>ii) Photographs, etc</p>	0.5 marks
	TOTAL	15 Marks

Appendix 7: 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.

Exam level (Certificate, Diplomas)	
Centre Number	
Centre Name	
District	
Station No. & Name	
Candidate Name	
Candidate Number	
Year of Exam	

Programmes Offered *(For Certificate/ Diploma)*

S/N	Course Name	Course Code	Course Level
	Certificate Programmes		
	Diploma Programmes		

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 Technical and Business Examination Board (UBTEB) with medical reports and candidate's photograph where necessary.



For more details, please contact;

Executive Secretary

Uganda Business and Technical Examinations Board
P. O. Box 1499, Kampala Uganda

Email: es@ubteb.go.ug; esubteb@gmail.com;
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