



## UGANDA NATIONAL EXAMINATIONS BOARD

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**To All Heads of UCE & UACE Centres  
and UNEB Examination Centre Supervisors**

### **REGISTRATION OF CANDIDATES FOR 2016 UCE AND UACE EXAMINATIONS**

The registration of candidates for the year 2016 UCE and UACE examinations is set to start in **April 2016. ALL candidates will be registered through the Electronic registration process.**

Foreign candidates with equated results and adult candidates permitted to register will be facilitated to register electronically. Every adult candidate or candidate with equated results should approach UNEB for a unique number that will enable them register electronically.

#### **1. e-REGISTRATION PROCESS**

This process involves use of electronic methods to carry out registration of candidates and these include;

- Windows-based desktop application
- On-line registration
- Bulk registration through the web-portal.

As the first step, the Board has designed and developed a Windows-based desktop system for electronically registering UCE and UACE candidates. This system contains in-built controls for the most common checks that we routinely carry out manually during the registration process. The e-Registration process is simple and only requires one to possess minimal computer skills.

The system was designed bearing in mind that the internet is not yet widespread in Uganda. The system will, therefore, allow centres to register candidates from a location without internet connectivity and then send the data to UNEB from another location where there are internet services.

This is achieved through an export facility which allows the user of the system to extract data and export it into an Excel workbook that can subsequently be uploaded to the **UNEB web portal**.

UNEB also recognizes that a number of centres may not have computer facilities of their own. This SHOULD NOT deter a centre from electronically registering candidates. This is because a single computer can be used to register candidates from several centres. A School/Centre may request a nearby School to give assistance in e-Registration by providing the ICT facilities. Centres can also hire equipment for a one time off use. The use of electronic registration process will take an evolutionary (phased) approach whereby the prevalence and proliferation of technologies will determine the specific mode a particular centre uses. The initial phase is the one where users shall use the desktop application. As technologies improve and become more spread and affordable, e-Registration will evolve into a fully-fledged on-line registration system in which Examination Centres will register candidates on-line.

The purpose of this circular, therefore, is to inform you that UNEB introduced **electronic registration** of candidates starting last year for UCE and UACE. With your cooperation, this innovation will reduce congestion at our offices and improve on the overall efficiency and effectiveness of service delivery in the Board.

## 2. MINIMUM REQUIREMENTS

For proper utilization of the e-Registration programme, a School/Centre should have the following:

- (a) Digital photographs of candidates
- (b) Computer with Windows Operating System
- (c) Internet connection: In the absence of an internet connection at the centre, the data can be exported to an Excel workbook, then go to an area with internet facilities.
- (d) A trained person to do e-Registration.

Examination centres may meet the minimum requirements by teaming with Schools in their neighborhood or hire equipment.

## 3. TRAINING AND INSTALLATION

UNEB has carried out training of all Users/Heads of examination centres in March 2016. The training focused on how to install and use the e-Registration programme.

## 4. SENDING DATA TO UNEB

**All the required information for registration of candidates should be entered in the TEMPLATES provided in the e-registration system.**

- (a) The only method of submitting Registration data to UNEB is by using the UNEB portal.
- (b) Note that data should be uploaded to the UNEB portal after thorough verification and confirmation of accuracy.
- (c) Institution choices **SHALL BE** submitted at the time of registration.

## 5. PAYMENT FOR e-REGISTRATION

A payment gateway has been developed. This implies that when candidates' data is uploaded, an invoice is generated and the information is automatically relayed to the participating banks (**Stanbic Bank** and **Centenary Bank**). Schools will select their preferred bank and mode of payment. The **invoice number** is the key reference to be presented to the bank. Once payment is received, the records are automatically updated. The accepted modes of payment are **cash** or **bank draft** only. EFT/RTGS will **NOT** be allowed. No cash payment will be allowed within UNEB offices.

**NOTE:** A single bill will be generated for any submitted number of candidates, and will include:

**UCE:** Registration fee,  
Private candidate fee (where applicable)  
Late registration surcharge fee (where applicable)

**UACE:** Registration fee (including entry fee and PCF)  
Private candidate fee (where applicable)  
Late registration surcharge fee (where applicable)

**NB:** 1. Costs of Institution Choices form (A5) and Photo collection form (PCF) have been included in the new fees. No extra charges should be levied for those items. The money must be paid within a **maximum of three** days after submission of data. A Centre is deemed to have registered candidates only if the registration fees have been fully paid.

2. **Any alteration/ amendment to already submitted registration data will attract UNDER PROTEST fees.**

3. **The Registration fees are EXCLUSIVE of bank charges.**

## 6. CHECKING REGISTRATION STATUS

At the end of registration in June, UNEB will broadcast a message to alert Candidates of the end of registration. Parents/Guardians of candidates will be able to check the status of the candidates (whether registered or not) by sending an sms using a code to be provided at a later time.

### **Registration period**

- (i) Normal registration for all candidates candidates will close on **May 31, 2016**.
- (ii) **Late Registration with 50% surcharge for all candidates** all will start on **June 01, 2016** and close on **June 30, 2016**.

## 7. ENTRY REQUIREMENTS

### PLE/UCE Results:

This shall be verified automatically by the registration programme. Head teachers should verify and confirm that candidates provide the correct index number and year of sitting.

There is **no age limit** for candidates taking the UCE and UACE Examinations.

**UCE:** Only candidates who have **passed** PLE (Grades 1, 2, 3, and 4) or its equivalent and have attended a full lower Secondary (i.e. four years of Ordinary Level) may be registered for UCE examination. Only candidates who sat PLE in 2012 or earlier shall be allowed to register. Candidates registering under USE must be those who sat PLE in 2012 only.

A candidate who is **20 years old and above** and did not sit for PLE may be allowed to register for UCE examination as an ADULT PRIVATE CANDIDATE without considering his/her PLE result, with special permission from the Executive Secretary, UNEB. This condition applies to Ugandan Citizens only.

**UACE:** Only candidates who have **passed** UCE (Grades 1, 2, 3, and 4) and obtained the **Uganda Certificate of Education**, or an equivalent qualification, and have pursued an Advanced Level course of at least **two years** can be registered for UACE examination. Candidates registering under UPOLET must be those who sat UCE in 2014 only.

- N.B**
- (i) The minimum number of candidates to be registered by a center is **10 at each level** (UCE & UACE). Centers with less than 10 candidates should seek permission from the Executive Secretary, UNEB, to register under other centers as **school private candidates**.
  - (ii) **Do not register candidates beyond the maximum capacity assigned to your center by UNEB**, except after **re-validation** and expansion of your center capacity, or with special permission from the Executive Secretary, **UNEB**. This applies to USE and UPOLET schools as well.  
A Centre that does not abide with the above condition will be subjected to a penalty of **50,000/=** per candidate

(b) Accuracy of Candidates' Registration

It is the responsibility of the **candidates and Heads of Centres** to ensure that their entries are in order and correctly entered. Candidates must proof read and sign on the printed copy of registered candidates.

(d) **The correct age, entry code, gender, funding, disability, citizenship and district code** should be properly filled for the corresponding categories of candidates.

(i) The Index Numbers

- (1) Give index numbers **systematically**, without skipping any index numbers for candidates who are absent or are pending registration for one reason or another. Index numbers for UCE start with 001, while those for UACE start with 501 onwards, after writing the center number.
- (2) Candidates must not share index numbers.
- (3) A candidate must not have more than one index number, i.e. he/she must entered once.
- (4) Do not substitute or alter the names and subject choice of already registered candidates.
- (5) Any additional candidate must be given the next index number on your registration list.
- (6) Once a candidate's registration is submitted under a given index number, this **WILL NOT** be changed.

**NB:** All candidates from the same center must use the same district code, i.e. where the School/Centre is located. District codes are appended at the end of this circular. Any relocation of a school/examination centre to another district must be communicated to UNEB by the Head of centre in writing immediately.

(ii) The different **entry codes** for **UCE** candidates are as follows:

- CODE 1: for school candidates and private school candidates sitting for the first time
- CODE 2: for school candidates repeating the examination
- CODE 3: for purely private candidates sitting for the first time
- CODE 4: for private candidates repeating the examination
- CODE 0: for visually impaired candidates sitting for the first time or as repeaters.

(iii) The different **entry codes** for **UACE** candidates are as follows:

- CODE 5: for school candidates and private school candidates sitting for the first time
- CODE 6: for school candidates repeating the examination
- CODE 7: for visually impaired candidates sitting for the first time or as repeaters
- CODE 8: for purely private candidates sitting for the first time
- CODE 9: for private candidates repeating the examination.

(iv) Entry codes for disabilities/special needs **A-G** must be filled by **all** the affected candidates in their respective categories. These should be accompanied with separate written explanations for categories A-F to enable UNEB make the necessary arrangements to meet the needs of such candidates during examinations.

(e) **Subject/Paper Codes**

Candidates should be informed about the **correct subject/paper codes** in PART 3. They should also be informed of **compulsory subjects** i.e. at UCE 112 English Language, 456 Mathematics, 535 Physics, 545 Chemistry and 553 Biology; and at UACE, S101 General Paper.

Special attention must be given to optional subjects and subjects with **optional** papers.

There are THREE options of PRACTICAL PAPERS in 535 Physics, 545 Chemistry and 553 Biology. **All centres should first of all register candidates for practicals (535/3, 545/3 and 553/2).** It is only where the number of candidates is too large to be handled in a day, that some candidates can be registered for option 535/4,5; 545/4,5 and 553/3,4.

**The minimum number of candidates for each option is 10.** A centre should not have more than **TWO SHIFTS** of candidates for any practical paper in a day.

It should be noted that **241 History** has the following independent papers:

241/1	Paper One	East Africa ( <b>Compulsory</b> )
241/2	Paper Two	West Africa
241/3	Paper Three	Central Africa
241/4	Paper Four	South Africa

A candidate must offer Paper One **and any other one paper** chosen from options 2-4, by entering only one of the optional papers.

**Candidates offering 610 Art at UCE must register for 3 papers including Paper 5 (compulsory) and any other two papers chosen from 1-4.**

Candidates registering for **IPS subjects** (612 Art and Design, 654 Textile Science and Garment construction, 665 Foods and Nutrition, 736 Mechanical Practice, 745 Building Practice and 753 Electrical Practice), **must not** confuse them with the traditional subjects of similar nature. Candidates offering **612 Art and Design** must **register for Paper 1 and any other 3.**

**Note:**

- (i) **UCE** School candidates and private school candidates must register for a minimum of 8 and maximum of 10 subjects. These subjects must include: Group I (English Language), at least one subject chosen from each of the Group II (Humanities), IV (Mathematics), and Visually impaired candidates may offer 500 General Science and/or 527 Agriculture in Group V. However, they should not register for Geography, Physics, Chemistry, Biology, Home Science, Art and Technical subjects. Candidates with other special needs/disabilities must get clearance from the Executive Secretary, UNEB, on presentation of written explanations from the Headteacher.

**Private candidates** attending full time lessons in licensed or registered schools by the Ministry of Education, Science, Technology and Sports must register for a minimum of 8 and maximum of 10 subjects (which must include the core science subjects); while **Repeaters** may register for one or more subjects but not exceeding 10.

**Purely private** candidates register for a minimum of 8 subjects and a maximum of 10 subjects.

- (ii) **UACE** candidates must register for General Paper and **EITHER**
- 3 Principal subjects and Subsidiary Mathematics OR
  - 3 Principal subjects and Subsidiary Computer.

Repeaters and Private candidates should register for General Paper and at least one Principal subject or any of the above combinations. No candidate should register for **more than 3 Principal and 2 Subsidiary subjects including General Paper** (maximum is 5 subjects).

- All candidates offering **Principal Mathematics (P425)** must register for **Subsidiary ICT (S850)**.
- All candidates offering combinations that include **Economics (P220)**, but without Principal Mathematics (P425), **must register for Subsidiary Mathematics (S475)**.
- All Candidates offering **Science** combinations without Principal Mathematics (e.g. PCB, BAG, GCB) **must register for Subsidiary Mathematics (S475)**.
- The rest of the candidates outside the above categories are free to choose between either Subsidiary ICT (S850) or Subsidiary Mathematics (S475) at their discretion.
- Blind candidates, Purely Private candidates and Repeaters cannot register for Subsidiary ICT and Subsidiary Mathematics but General Paper only.

In no case can a student attending a school recognized by the Ministry of Education, Science, Technology and Sports be accepted for examination as a pure private candidate.

- Candidates offering **P615 Art** at UACE must register for any **four** papers. Check carefully that candidates' choices of subjects comply with the regulations stated in the syllabus.
  - Candidates are advised to avoid selecting more than one subject from groups that are usually timetabled together. UACE candidates are particularly advised to **avoid combining Science subjects with Arts subjects**, e.g. Sciences with Languages, Physics with Geography, and Biology with Economics etc. (*Refer to 2015 timetable*).
- (iii) Ensure that all candidates have entered the correct subjects and Papers, whether they are compulsory or optional, to avoid paying 50,000/= Under Protest fee per paper.

**NB:** Candidates' well developed permanent **signatures**, and **not** names or initials should be used where they are to sign **personally**. Initials and names will not be accepted for signatures. **No other person should sign for a candidate.**  
**Blind candidates can use thumb prints.** Candidates must be able to reproduce the **same signatures** whenever required.

- (f) A Centre should submit a **generated/typed list** of the candidates with their corresponding index numbers, names, gender, entry code, age and total number of subjects offered by each candidate, whether USE or Non-USE, UPOLET or Non-UPOLET, when submitting the Entries to UNEB for registration. For manually registered candidates this information must correspond with those on entry forms and albums.
- (g) **All the candidates at a Centre should be registered once. When registering any additional Candidate(s) avoid duplicating index numbers.**

- (h) Where there are **blind or visually impaired candidates**, another **list** of such candidates (extracted from the main list) indicating their index numbers, names, gender, whether totally/partially blind, subjects and papers, should be submitted separately to UNEB at the time of registration. Indicate whether a candidate needs **Braille or enlarged print**. For enlarged print, please state the **font size**.

## 8. PHOTOGRAPHS

Centres registering candidates electronically should have normal digital passport size photographs. Get a professional photographer to take **colour** photographs with high resolution. The prescribed dimensions shall be **1.5 inch width by 2 inch height** and edit them for clarity. A camera of 9 mega pixels and above preferably should be used to take the photographs then, stored in digital form.

**NB:** Do not interchange photographs of candidates. Candidates must verify and confirm the correctness of the photographs posted against their index numbers and names

## 9. LOCATION OF THE CENTRE

On a separate sheet of paper:-

- (i) Draw a **sketch map** clearly showing the **location and direction to your school** from the storage station, indicating the approximate distance in kilometres.
- (ii) All centres should submit the sketch map to UNEB Ntinda together with electronically generated class list signed by all candidates confirming their data, not later than July 15, 2016.

## 10. PRIVATE HALLS

- (a) In addition to the above mentioned points, it should be noted that Centres branded as **Private Halls** register candidates as "PRIVATE". Such Centres may register up to **150 candidates** only except with special permission from the Executive Secretary, UNEB.
- (b) Private Halls managed by DIS/DEO **must** register candidates for General Science, but **not** Pure Sciences (Agriculture, Physics, Chemistry, Biology) Home Sciences, Art 610/4 at UCE and P615/4 at UACE and Technical subjects involving practicals, except with special permission from the Executive Secretary, UNEB. Such halls can register **purely private candidates** but not school candidates attending full time lessons in schools licensed or registered by the Ministry of Education, Science, Technology and Sports. This is because Halls have no facilities such as laboratories, workshops and specialists to set the apparatus and try out the experiments.
- (c) Private Halls managed by the Area Supervisors or attached to schools with recognized UNEB centers may register private candidates for pure/core sciences, but not Art 610/4 at UCE and P615/4 at UACE. Such Halls can register **private school candidates** attending full time lessons in licensed or registered schools.



## 11. REGISTRATION OF CANDIDATES FROM OTHER SCHOOLS

A school with a UNEB center number is not allowed to register candidates from another school without a UNEB Centre Number, except with special permission from the Executive Secretary, UNEB. Such candidates must register for core science subjects at UCE and be given Entry Code 1. They should be declared as **private school candidates** and pay **private candidates fees of Shs 15,000/= for UCE, and Shs 18,000/= for UACE** at registration.

Heads of Centre (except Private Halls) who **do not seek permission** to register private candidates or do not declare them at registration time will be considered for **disciplinary action**, which may include withdrawal of the centre number or an extra surcharge of **Shs 50,000/=** per candidate.

## 12. REGISTRATION FEES

The registration fees for both UCE and UACE 2016 has been indicated in a separate detailed circular.

### Closing Date for Registration

- (i) Heads of Centre should make sure that all candidates at their Centres are registered for examinations before the **deadline**. Critically observe the closing dates for **normal** and **late** registration of candidates, because the Board will **not** accept registration of candidates after the deadline. Late conversion of results from other examination bodies and verification of results will **not** be considered as valid reasons for late registration.
- (ii) Centres awaiting re-validation results for **expansion** of their centre capacities **must register candidates up to the current ceiling before deadline** to avoid late registration surcharge.

## 13. TRANSFER AND WITHDRAWAL OF CANDIDATES

### (a) Transfer

**Transfer of registered candidates** from one Centre to another is **discouraged** by the Board, except in some very special circumstances such as illness, or the occurrence of natural disasters. **Suspension and dismissal** of students do not fall under these special circumstances. In case a candidate has to transfer, a written permission must be obtained from the Executive Secretary, UNEB by **31<sup>st</sup> August, 2016**. There is a transfer fee of **Shs 250,000/=** per candidate to be paid. A transferred candidate shall be de-registered from the former centre, and will be required to register afresh at the new centre.

Heads of Centre who accept or encourage illegal transfer of candidates will be considered for disciplinary action and such candidates will not get their results.

(b) **Withdrawal of candidature**

If a candidate has withdrawn his/her candidature, the **index number** of such a candidate should not be given to another candidate. Examination fees are **not** refundable nor transferable after withdrawal.

**14. IDENTIFICATION OF CANDIDATES**

It is becoming increasingly difficult to identify candidates during examination time. Identity cards are issued as late as on the day of sitting the first paper. UNEB will only accept (as valid) identity cards issued not later than the last date of registration – **July 15, 2016**.

**NB:** Registering for UNEB Examinations implies that one has understood and is in full agreement with Entry Regulations and these guidelines.

**M.B.B. Bukenya**  
**EXECUTIVE SECRETARY**

cc Permanent Secretary, Ministry of Education ,Science, Technology and Sports  
All District Education Officers  
All District Inspectors of School  
All Municipal Education Officers  
All Municipal Inspectors of School

## DISTRICT CODES

CODE	DISTRICT
001	ADJUMANI
002	APAC
003	ARUA
004	BUGIRI
005	BUNDIBUGYO
006	BUSIA
007	BUSHENYI
008	GULU
009	HOIMA
010	IGANGA
011	JINJA
012	KABALE
013	KABAROLE
014	KALANGALA
015	KAMPALA
016	KAMULI
017	KAPCHORWA
018	KASESE
019	KATAKWI
020	KIBAALE
021	KIBOGA
022	KISORO
023	KITGUM
024	KOTIDO
025	KUMI
026	LIRA
027	LUWEERO
028	MASAKA
029	MASINDI
030	MBALE
031	MBARARA
032	MPIGI
033	MOROTO
034	MOYO
035	MUBENDE
036	MUKONO
037	NAKASONGOLA
038	NEBBI
039	NTUNGAMO
040	PALLISA

CODE	DISTRICT
041	RAKAI
042	RUKUNGIRI
043	SOROTI
044	SSEMBABULE
045	TORORO
046	KABERAMAIDO
047	KAMWENGE
048	KANUNGU
049	KAYUNGA
050	KYENJOJO
051	MAYUGE
052	NAKAPIRIPIT
053	PADER
054	SIRONKO
055	WAKISO
056	YUMBE
057	AMOLATAR
058	AMURIA
059	BUKWO
060	BUTALEJA
061	IBANDA
062	ISINGIRO
063	KAABONG
064	KALIRO
065	KIRUHURA
066	KOBOKO
067	MANAFWA
068	MITYANA
069	NAKASEKE
070	ABIM
071	AMURU
072	BUDAKA
073	BUDUDA
074	BUKEDEA
075	BULIISA
076	DOKOLO
077	LYANTONDE
078	NAMUTUMBA
079	OYAM
080	MARACHA

CODE	DISTRICT
081	AMUDAT
082	BUIKWE
083	BUYENDE
084	KYEGEGWA
085	LAMWO
086	OTUKE
087	ZOMBO
088	AGAGO
089	ALEBTONG
090	BUHWEJU
091	BUKOMANSIMBI
092	BULAMBULI
093	BUTAMBALA
094	BUVUMA
095	GOMBA
096	KALUNGU
097	KIBUKU
098	KIRYANDONGO
099	KOLE
100	KWEEN
101	KYANKWANZI
102	LUUKA
103	LWENGO
104	MITOOMA
105	NAMAYINGO
106	NAPAK
107	NGORA
108	NTOROKO
109	NWOYA
110	RUBIRIZI
111	SERERE
112	SHEEMA