



## UGANDA NATIONAL EXAMINATIONS BOARD

**OUR REFERENCE:** UNEB/DE/EM/S&R/E/REG/001

*Plot 35, Martyrs Way, Ntinda  
P O Box 7066, Kampala, Uganda*

**YOUR REFERENCE:**

April 1<sup>st</sup>, 2025

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

### REGISTRATION OF CANDIDATES FOR 2025 UCE AND UACE EXAMINATIONS

The registration of candidates for the year 2025 UCE and UACE examinations is set to start on **2<sup>nd</sup> April, 2025**. ALL candidates will be registered through the **Electronic registration process**.

#### 1. REGISTRATION PERIOD

- (i) **Normal** registration for all candidates will close on **31<sup>st</sup> May, 2025**.
- (ii) Late registration attracting a surcharge of 50% for all affected candidates will start on **1<sup>st</sup> June, 2025** and close on **30<sup>th</sup> June, 2025**.
- (iii) Late registration attracting a surcharge of 100% for all affected candidates will start on **1<sup>st</sup> July, 2025** and close on **31<sup>st</sup> July, 2025**.

**N.B. There will be no more registration after 31<sup>st</sup> July, 2025.**

#### 2. THE E-REGISTRATION PROCESS

This process involves the 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.

The Board has designed and developed a Windows-based desktop system for electronic registration of UCE and UACE candidates. This system contains in-built controls for the most common checks to eliminate any fraudulent attempts by candidates to get registered. The e-Registration process is simple and only requires one to possess minimal computer skills.

**NB: The results of any candidate whose registration is established to be fraudulent shall not be released.**

The system was designed considering that some parts of the country may not have internet coverage. Therefore, it will allow centres to register candidates from a location without internet connectivity and then send the data to UNEB from another location with internet access. This is facilitated through an export feature that allows users of the system to

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extract data and export it into an Excel workbook, which can then be uploaded to the **UNEB web portal**.

UNEB also acknowledges that some centres may not have computer facilities. Therefore, the e-registration system has been designed in such a way that a single computer can register candidates from many centres. A school or centre may request assistance from a nearby school to provide ICT facilities for e-registration. Additionally, centres can hire equipment for one-time use. As technology continues to improve, become more widespread, and affordable, e-registration will evolve into a fully online registration system, enabling examination centres to register candidates online.

### 3. MINIMUM REQUIREMENTS FOR E-REGISTRATION

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

- (a) Digital and good quality **coloured** passport size photographs of candidates
- (b) Computer with windows operating system
- (c) Internet connection

In the absence of an internet connection at the centre, one can export the data to an excel workbook stored on a device (flash or DVD) then go to an area with internet facilities.

- (d) A person trained to do e-Registration

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

### 4. TRAINING AND INSTALLATION

UNEB will devise a strategy to carry out training for all new Users/Heads of examination centres before they register their candidates. The training will focus on how to install and use the e-Registration software. Centres that have used the programme before may not need training. In case they encounter challenges and need help during the registration process, they are encouraged to call the UNEB help lines or visit UNEB registration office.

### 5. PHOTOGRAPHS

All Centres registering candidates electronically should have standard digital, coloured passport size photographs taken by a professional photographer. The photograph should have a 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 should be used to take the photographs then, store them in digital form.

Please, do not interchange photographs of candidates. Candidates must verify and confirm the correctness of the photographs posted against their index numbers and names.

## 6. ENTRY REQUIREMENTS FOR THE 2025 UCE AND UACE EXAMINATIONS

### 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 PLE/UCE.

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 the UCE examination. Candidates who sat PLE in 2020 or earlier shall be allowed to register.

A candidate who is **20 years old and above** and did not sit for PLE may be allowed to register for the UCE examination as an ADULT PRIVATE CANDIDATE with special permission from the Executive Director, UNEB. This condition applies to Ugandan Citizens only. The request for permission should be made in writing to the Executive Director. Documentary **authentic** proof of age **MUST** be attached to the request.

**Adult candidates are advised to desist from presenting forged birth certificates and National identity cards.**

**CA:** Only candidates who have submitted Continuous Assessment (CA) to UNEB for all the subjects and project scores for S. 3 qualify for 2025 UCE registration. This also applies to adult private candidates.

**REPEATERS:** Those who wish to repeat UCE must have complete CA scores of S.3 and S.4 for all subjects taken and project work.

**NB:** Candidates whose S. 3 CA scores have been submitted to UNEB are advised **not** to change names and optional subjects at S.4 registration.

**UACE:** Only candidates who have **passed** UCE (Grades 1, 2, 3, and 4) and obtained the **Uganda Certificate of Education in 2023 or earlier**, or possess an equivalent qualification, and have pursued an Advanced Level course of at least **two years** can be registered for the 2025 UACE examination. Candidates

registering under UPOLET must be in **UPOLET centres and sat UCE in 2023 only.**

USE and UPOLET sponsorship is only available to Ugandan citizens.

**NB:**

- (i) The minimum number of candidates to be registered by a centre is **10 at each level** (UCE & UACE). Centres with less than 10 candidates should seek permission from the Executive Director, UNEB, to register under other centres as **school private candidates.**
- (ii) **Centres must not register candidates beyond the maximum capacity assigned to the centre by UNEB,** except after re-validation and expansion of the centre capacity. This applies to USE and UPOLET schools as well.
- (iii) Centres with Annexes **MUST** register up to the maximum capacity (499) in the main centre before registering candidates in the Annex centre.
- (iv) With the advent of the NLSC, no existing Hall shall be allowed to register the 2025 UCE candidates, schools are encouraged to apply for their own centre numbers.
- (v) Centres are not allowed to register non-school candidates except with express permission from the Executive Director.
- (vi) Do not register candidates who have already been registered in other centres.

## **7. ASSIGNING THE INDEX NUMBERS**

- a) 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.
- b) Candidates must not share index numbers.
- c) A candidate must not have more than one index number, i.e. he/she must be entered once.
- d) Do not **replace/substitute** or alter the names and subject choices of already registered candidates. Any additional candidate must be given the next index number on the registration list.
- e) Once a candidate's registration is submitted under a given index number, this **WILL NOT** be changed. If a candidate is registered in error, request UNEB in writing to delete such a candidate from the register.

**NB:**

- 1. All candidates from the same centre 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 immediately communicated to UNEB in writing by the Head of centre.

2. 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.

## 8. REGISTRATION CODES

### (a) Entry codes for UCE candidates

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

**CODE 0:** for visually impaired candidates sitting for the first time or as repeaters.

**CODE 1:** for school candidates sitting for the first time

**CODE 2:** for school candidates repeating the examination

**CODE 4:** for private candidates repeating the examination

**CODE 5:** for private school candidates sitting the examination for the first time  
(candidates from schools without UNEB centres)

### (b) Entry codes for UACE candidates

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

**CODE 5:** for 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

**CODE 10:** for private school candidates sitting the examination for the first time  
(candidates from schools without UNEB centres)

(c) 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

## 9. VERIFYING THE ACCURACY OF THE CANDIDATES' REGISTRATION

It is the responsibility of the **candidates and Heads of Centres** to ensure that their entries are in order and accurately entered. Candidates must proof read and sign on the printed copy of the registration slip downloaded from the UNEB portal reflecting the registered candidates.

**The correct name, date of birth, entry code, gender, funding, disability status/type, citizenship and district code** should be confirmed for the corresponding categories of candidates.

There will be a mandatory period for centres to display the candidates' Registers. This will run from **August 01, 2025 to October 11, 2025**. During this period, all examination centres must display registers in conspicuous places to allow easy access by candidates and parents to check the **final copy of the Registration slip** which has been signed by individual candidates against their registration records.

## **10. SUBJECT/PAPER CODES**

Candidates should be informed about the **correct subject/paper codes**. They should also be informed of **compulsory subjects** i.e. (UCE: 112 English Language, 456 Mathematics, 535 Physics, 545 Chemistry, 553 Biology, 273 Geography, 241 History & Political Education; and at UACE: S101 General Paper.)

**Please note:** The UCE candidates for the examination under the New Lower Secondary Curriculum are expected to enter for a **minimum of 8 (eight) subjects** and a **maximum of 9 (nine) subjects**.

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

Candidates with Special Needs will enter for **General Science** in lieu of the Traditional Sciences (Physics, Chemistry, and Biology).

Please note that the categories of candidates allowed to register for General Science are the following:

1. Candidates who are blind
2. Candidates with low vision
3. Candidates who have Dyslexia
4. Candidates who are severely Physically handicapped, and
5. Candidates who are inmates.

There are **TWO** options of PRACTICAL PAPERS in 535 Physics, 545 Chemistry and 553 Biology. **All centres MUST first register candidates for practicals (535/2, 545/2 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 535/3, 545/3 and 553/3.

A centre should not have more than **TWO SHIFTS** of candidates for any practical paper in a day.

The candidates can opt for an additional **one** or **two** other elective subjects chosen from the groups outlined below.

Candidates with Special Educational Needs, can select **three subjects** from **at least two** of the groups:

**Elective Group I:** Ugandan Sign Language, Kiswahili, Literature in English, Local language, Foreign Language.

**Elective Group II:** Performing Arts, Art and Design, Agriculture, Entrepreneurship, Physical Education, Nutrition and Food Technology, Information and Communication Technology (ICT), Technology and Design.

**Elective Group III:** Christian Religious Education (CRE) **OR** Islamic Religious Education (IRE)

**NB:**

1. Please note that, a candidate can choose one or two electives from any one or two groups. Schools are strongly advised to offer career guidance on this matter so that candidates avoid making wasteful choices or choosing subjects that are usually timetabled together.
2. The subjects and paper codes shall be as disseminated by the Board.
3. **NO candidate shall be exempted from the requirements of Continuous Assessment.**

(i) **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 either Subsidiary ICT (S850) or Subsidiary Mathematics (S475).

- Blind candidates, Purely Private candidates and Repeaters may not 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 and Sports be accepted for examination as a pure private candidate.

- Candidates offering **P615 Art** at UACE must register for any **four** art papers.

**NOTE:**

**Check carefully that candidates' choices of subjects comply with the regulations stated in the syllabus.**

**Any candidate who flouts this regulation shall not receive results/will not be graded.**

- 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.
- (ii) Ensure that all candidates have entered the correct subjects and Papers, whether they are compulsory or optional, to avoid paying an Under Protest fee.

A Centre should submit the following to UNEB after registration:

- a **generated Registration slip from the UNEB portal** of the candidates with their corresponding index numbers, names, photograph, gender, entry code, date of birth and total number of subjects offered by each candidate, whether USE or Non-USE, UPOLET or Non-UPOLET. The Registration slip should be printed from the **UNEB portal**. The summary of entries is printed from the e-registration application revealing the number of candidates per subject/paper, Number of candidates per funding source.
- Candidates' photo album
- Packing figures
- Location map of the school from the storage station
- Summary of entries (extracted from the application)

**All the candidates at a Centre should be registered once. When registering any additional Candidate(s) avoid duplicating index numbers.**

Where there are **Special Needs Education (SNE) candidates**, an SNE Access Arrangement Form of such candidates indicating their index numbers, names, gender, level of disability, subjects and papers, and their needs should be submitted separately to UNEB at the time of registration. Indicate whether a candidate needs **Braille or enlarged print**, interpreter or support personnel. The form should be accompanied with a sketch map clearly showing the location and direction of the school/centre from the storage station/District headquarters/nearest town.

## 11. REGISTRATION OF CANDIDATES FROM OTHER SCHOOLS

A school with a UNEB centre number is not allowed to register candidates from another school without a UNEB Centre Number, except with special permission from the Executive Director, UNEB. They should be declared as private school candidates and pay the private candidates fee 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. Centres that register non USE/Non UPOLET candidates under the USE/UPOLET category will equally face disciplinary action and pay a surcharge of 100% of examination fees.

## 12. 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 only be sent to UNEB after thorough verification and confirmation of accuracy **by the candidates themselves. The candidates should append their signatures as proof that they have verified the information. Parents should also be encouraged to check the correctness of their own candidate's registration data on the registration slip.**
- (c) Institution choices **SHALL BE** submitted at the time of registration.

## 13. PROCEDURE FOR REGISTRATION OF CANDIDATES WITH EQUATED RESULTS/ADULTS:

The categories of candidates listed below should obtain registration codes from UNEB before they can be permitted to register:

- (a) Candidates with equated results.
- (b) Candidates who sat PLE in 2005 or earlier and wish to register for UCE.
- (c) Candidates who sat UCE in 1987 or earlier and wish to register for UACE.
- (d) Candidates who never sat PLE and wish to register for UCE.
- (e) Candidates who have been authorized to use legally changed names and there is evidence to that effect.

## NOTE

- a. Candidates with equated results are those who sat examinations outside Uganda. Their results **MUST** be equated by the Research and Development Directorate of UNEB. Thereafter, they shall present the equated results to the Entries Unit (Directorate of Examinations) for verification and issuing of codes.
- b. Private adult candidates must present the following to UNEB prior to issuing of a code:
  - (i) An application letter requesting to register for UCE (with a passport size photo attached).
  - (ii) A birth certificate
  - (iii) An introductory letter from the centre where they intend to register.
  - (iv) A National Identity Card.
- c. Candidates who sat PLE or UCE in the years mentioned in 12 (b) and (c) should present original result slips or letters of verification to the Entries Unit (Directorate of Examinations) before they can be issued with registration codes.

Any candidate in the above category who registers without a code shall not receive results and candidates are advised to do the above process before CA registration.

## 14. CHECKING REGISTRATION STATUS

At the end of registration in July, UNEB will 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; and if data on register is accurate**) by sending an sms e.g UCE U0028/001 or, UACE U0028/501 to 6600

## 15. REGISTRATION FEES

The registration fee for both UCE and UACE 2025 has been indicated in a separate detailed circular.

### Closing Date for Registration

- (i) Heads of Centres should ensure that **all** candidates at their Centres are registered for examinations before the July 31<sup>st</sup> **deadline**. Critically observe the closing dates for **ALL** 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 having their candidates unable to register due to the deadline.

## 16. 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, written permission must be obtained from the Executive Director, UNEB by **31<sup>st</sup> August, 2025**. There is a transfer fee of **Shs 250,000/=** per candidate to be paid. The transfer will be done by UNEB registration office.

Heads of Centres 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. Request should be sent to UNEB for such a candidate to be deleted.

## 17. 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 – **31<sup>st</sup> July, 2025**.

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

  
Dan N. Odongo  
**EXECUTIVE DIRECTOR**

**Copied to:** Hon Minister of Education & Sports  
Hon Minister of State (Higher Education)  
Permanent Secretary, Ministry of Education 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
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
081	AMUDAT
082	BUIKWE
083	BUYENDE
084	KYELEGWA
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
113	KAGADI
114	KAKUMIRO
115	OMORO
116	RUBANDA
117	RUKIGA
118	KYOTERA

119	BUTEBO
120	NAMISINDWA
121	BUNYANGABO
122	PAKWACH
123	BUGWERI
124	KALAKI
125	KAPYELEBYONG
126	KARENGA
127	KASSANDA
128	KAZO

129	KIKUUBE
130	KITAGWENDA
131	KWANIA
132	MADI-OKOLO
133	NABILATUK
134	OBONGI
135	RWAMPARA
136	TEREGO