



UGANDA NATIONAL EXAMINATIONS BOARD

E-REGISTRATION 2020

WHAT IS REGISTRATION?



- ▶ Process through which UNEB gets the Candidates' details as follows:
 - i. Biodata
 - ii. Candidate's coloured passport size photograph
 - iii. UNEB centre
 - iv. index number
 - v. Subject papers the candidate intends to do.

REGISTRATION CONTINUED



- ▶ Administration and processing of examinations' activities are done using information generated through the registration process.

IMPORTANT!

- ▶ Accuracy of registration information is paramount to the success of the administration and processing of examinations.

WHAT IS REGISTRATION? Contd



- ▶ **Eligibility of Schools** to present candidates should have such a status:
 - a UNEB Centre.
 - no pending balance with UNEB.
 - not suspended or blocked.
- ▶ **Completion of Registration:** Registration is deemed complete only if candidates' information is availed to UNEB through the portal and registration fees have been fully paid.

2020 REGISTRATION



Registration

- ▶ period (22nd October- 20th November 2020)
- ▶ PLE: NON UPE : Registration Fee: **UGX 34,000**
- ▶ UCE: NON USE : Registration Fee: **UGX 164,000**
Additional for a private candidate **UGX 15,000.**
- ▶ UACE: NON UPOLET: Registration Fee: **UGX 186,000**
Additional for a private candidate **UGX 18,000.**

2020 REGISTRATION



Other Charges/Penalties

- ▶ Undeclared private candidate: **UGX 50,000**
- ▶ Undeclared NON UPE candidate **UGX 34,000** plus **100%** surcharge(**UGX 68,000**)
- ▶ Undeclared NON USE candidate **UGX 164,000** plus **100%** surcharge(**UGX 328,000**)
- ▶ Undeclared NON UPOLET candidate **UGX 186,000** plus **100%** surcharge(**UGX 372,000**).
- ▶ Amendment Fees 21st Nov 2020- start of examinations: **UGX 50,000** for all biodata changes and **UGX 50,000** per new paper added.
- ▶ Under-protest Fee charged after start of examinations: **UGX 100,000** per paper added.

DATA CAPTURE: PLE Level



- ▶ Anybody who has not enrolled or has not spent more than one term in a post primary institution or secondary school is eligible to sit PLE.
 - UPE: A Ugandan studying in a UPE government school. The ES has a prerogative to declare a non Ugandan a UPE candidate.
 - NON UPE: A Ugandan or Non Ugandan not in a UPE government school.
- ▶ **Documents requirements:**
 - Candidate's birth certificate/National ID,
 - letter of consent from parents about the candidate's name & selection choices,
- passport size photo of a candidate and
 - document having all the candidates' biodata and
 - index number are necessary for data capture.
- ▶ A centre cannot register less than 15 candidates unless it is a special needs school.

DATA CAPTURE: UCE Level



- ▶ Should have passed PLE and got either grade 1,2,3,or 4 or its equivalent and should have attended a full lower secondary(4yrs). *This implies that only those who sat PLE in 2016 or earlier are eligible.*
- ▶ A Ugandan who did not sit for PLE and is above 20 years of age with the ES' s permission is also eligible. Such a person needs to provide proof of his/her age.
- ▶ Ugandans who sat PLE in 2016 and scored aggregate 28 or better qualify to be USE candidates.(These should be in a USE school)
- ▶ Centre cannot register less than 10 UCE candidates unless it's a special needs school.
- ▶ A centre cannot register more than its allocated capacity.
- ▶ **For all candidates who sat PLE in 2016, once the PLE index number is input into the application, the name, date of birth and gender fields will be filled automatically. These fields will not be editable.**

DATA CAPTURE: UCE Level Cont'd



- ▶ All centres should have candidates for 535/3,545/3,553/2.
- ▶ Its only where a centre has too many candidates to handle in a day that some candidates can be registered for 535/4,545/4 or 553/3.
- ▶ There should not be more than 2 shifts of a practical paper on a given day.
- ▶ A candidate is not allowed to sit for more than one practical paper of a given subject.

DATA CAPTURE: UACE Level



- ▶ Candidates who have passed UCE with grades 1,2,3,or 4 and obtained the Uganda Certificate of Education or its equivalent and have pursued an Advanced Certificate of Education of at least 2 years are eligible. *This implies that only those who sat UCE in 2018 or earlier qualify.*
- ▶ Ugandans who sat UCE in 2018 and obtained a minimum of credit 6 in each of the subjects in their combination and got Division 3 or better qualify for UPOLET.
- ▶ Centre cannot register less than 10 UACE candidates unless it's a special needs school.
- ▶ A centre cannot register more than its allocated capacity.
- ▶ **For all candidates who sat UCE in 2018, once the UCE index number is input into the application, the name, date of birth and gender fields will be filled automatically. These fields will not be editable.**

CODES NEEDED FOR REGISTRATION



Who needs codes to register?

- ▶ Candidates with equated results for both UCE and UACE.
- ▶ Adult candidates.
- ▶ Candidates who sat PLE in 2005 or earlier.
- ▶ Candidates who sat UCE in 1987 or earlier.
- ▶ *All candidates who use codes for registration will be verified by the portal and those with non existing codes will not be uploaded.*

UCE & UACE DATA CAPTURE



Documents needed before UCE registration:

- ▶ Original PLE results slip for UCE
- ▶ Original UCE results slip for UACE
- ▶ Birth certificate/National ID
- ▶ Equated or Adult code document.
- ▶ Document containing all candidates' biodata, subjects and papers to sit and the index numbers allocated to each candidate
- ▶ Selection choices document for UCE
- ▶ Labelled coloured passport size photos of candidates

SPECIAL NEEDS EDUCATION (SNE)



- ▶ The Centre Head is to download and fill in the *access arrangement form*.
- ▶ A *medical form* should be attached to this form and submitted to UNEB.
- ▶ UNEB will conduct *psycho-educational assessment* of all candidates whose details were submitted in order to find out the potential challenges faced by the candidate and put in place the necessary interventions.

INSTALLATION



System requirements for eReg software

- ▶ Working computer
- ▶ Windows 7 or above
- ▶ RAM 2Gb
- ▶ Installed pdf reader
- ▶ Installed printer which should be set as the default
- ▶ Trained personnel

Procedure

- ▶ Check whether there is an older version of the application already installed. Go to 'Control Panel'.
- ▶ If an earlier version is found, please uninstall
- ▶ Then install the latest version.

DATA CAPTURE & CLEANING



- ▶ Using the document containing the following:
 - ▶ candidates' details & photos,
 - ▶ data should be input into the eRegistration application.
- ▶ After data capture, generate the following:
 - ▶ **candidates' list** (given to Candidates to verify the accuracy of their data).
 - ▶ **Summary report** (candidature, Status - USE< NON USE< UPOLET)

Errors (if any)

- ▶ **Candidates' list** - They should be amended and after all amendments have been done, a new candidates' list should be generated and given to candidates to verify and then sign.
- ▶ **Summary sheet** is used by schools to verify that the number of candidates registered for a particular paper is correct if not there should be an amendment.

UNEB PORTAL



▶ **Definition:**

A framework to provide a single point of access to a variety of information.

▶ **Importance:**

- provides information to centres,
- enables centres do registration of candidates,
- enables centres to upload files of course work, fees defaulters
- informs centres about the amount they owe UNEB,
- avails candidates 'results to centres and allows centres communicate to UNEB.

▶ **Accessibility to the Portal:**

A centre needs credentials to access the Portal.

▶ **Flexibility of the Portal:**

- Look at re-setting the password on the portal login page,
- changing contact details and credentials, support centre

UPLOADING DATA ONTO THE PORTAL



School requirements (conditions):

- ▶ Clean data,
- ▶ Excel file generated from the eRegistration application.
- ▶ Upload the Excel file

UPLOADING DATA ONTO THE PORTAL contd



Procedure

- Go to the application,
- select the relevant level (UPE, UCE or UACE),
- “Submit to UNEB” bar
- input the centre number, then select ‘Load’.
- After the page is populated by the candidates’ information, select ‘Export to Excel’.
- Fill in the necessary information about the file path and name (meaningful names should be used for the files).
- **Backup** the generated Excel file because it’s the file to be used to recover the candidates’ info in case of a catastrophe.
- Log into the portal using your user credentials(<https://ereg.uneb.ac.ug>), select ‘Upload data’, in the form which appears, fill the necessary info and browse to the excel file. Then select ‘Upload’.

UPLOADING DATA ONTO THE PORTAL contd



- ▶ The portal gives a summary of what the file you are trying to upload has and the invoice total which will be generated if you confirm the upload.
- ▶ Documents automatically generated include:
 - a draft register
 - Candidates' list
 - album and
 - invoice

UPLOADING DATA ONTO THE PORTAL contd



- ▶ In case of failure, an error message will be returned with the reason why the failure occurred.

What Next?

- ▶ Download the documents (Album, Invoice and Register)
- ▶ input the centre number/candidate's index number.
- ▶ After this, the application will be populated by the candidate's info.
- ▶ Amend (where necessary)
- ▶ save,
- ▶ regenerate the excel file for backup.
- ▶ For amending the info on the portal, use the filter on the application to generate only the excel file of those candidates who need amendments. Upload the file and verify the documents including the album.

AMENDMENTS



- ▶ But what is an amendment?
Change of permissible biodata
- ▶ When is it done?
Before the end of the registration period

IMPORTANT!

At all levels: the following fields cannot be amended by the school

- Index number
- Candidate's name
- Funding code from non government to government
- Date of birth and gender for UCE candidates who sat PLE in 2016 and UACE with UCE of 2018

All other fields are amendable by the school without generation of an invoice.



AMENDMENTS cont'd ...

- ▶ After the end of the registration period:
 - All amendments are done by UNEB staff on receiving an official request from the school and providing the necessary documents.
 - Amendments are billed during this period.
- ▶ For all amendments done by UNEB staff, the school should provide an amended excel file for only the candidates whose data need amendment together with the necessary documents.
- ▶ The documents include:
 - birth certificate/National ID,
 - parent's name consent agreement,
 - results slips, equated codes,
 - transfer authorization and
 - proof of paying the transfer fee.



WHAT TO SUBMIT AFTER REGISTRATION

▶ PLE

- ▶ CANDIDATES' LIST (coloured) from the registration application signed by candidates and stamped & signed by the head teacher
- ▶ Biodata of candidates with choices
- ▶ Downloaded coloured candidates' album
- ▶ Candidates' birth certificates (photo copies)
- ▶ Declaration forms both UPE and NON UPE
- ▶ A sketch map of the school from the storage station
- ▶ They should be in a transparent folder.



WHAT TO SUBMIT AFTER REGISTRATION

▶ UCE and UACE

- ▶ Candidate list got from the registration application signed by candidates and signed & stamped by head teacher.
- ▶ Draft register downloaded from the portal and signed by head teacher.
- ▶ Sketch map of school from the storage station.
- ▶ Each level should be in a different folder.

PAYMENTS



The **Reference Number** generated on the invoice is the one against which payment is made.

Mode of Payment:

- ▶ Mobile Money Airtel /MTN (Note: upper limit per transaction **UGX 5,000,000**)
- ▶ By Bank - Cash over the counter
- ▶ Payment status: changes/shows '**Cleared**'.
- ▶ **Failure to change**, visit the Accounts office(UNEB) to settle the invoice.
- ▶ Please carry both the school and national IDs and proof of payment.

SECURITY AND BACKUP



Ensure:

- ▶ Physical security of hardware
- ▶ Good passwords
- ▶ UPS
- ▶ Anti virus
- ▶ Backups on regular basis

TAKE NOTE



THE REFERENCE FOR ALL THAT IS IN
THESE SLIDES ARE CIRCULARS AND
THESE ARE ALREADY ON THE PORTAL

CONTACTS



▶ Primary

Phone: 0414699637/0414672393/0417773150/0417773177

Email: eRegPrimary@uneb.ac.ug

▶ Secondary/Annex

Phone: 0414699638/0414672394/0414672395/0417773200/0417773139

Email: eRegSecondary@uneb.ac.ug

▶ Accounts

0414699654/0417773194/0417773137/0417773176

▶ Use the support menu on the dashboard