



## UGANDA NATIONAL EXAMINATIONS BOARD

*OUR REFERENCE:* EA/GEN/1

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

*YOUR REFERENCE:*

March 13, 2023

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

### **REGISTRATION OF CANDIDATES FOR 2023 UCE AND UACE EXAMINATIONS**

The registration of candidates for the year 2023 UCE and UACE examinations is set to start on **March 15, 2023. ALL candidates will be registered through the Electronic registration process.**

All candidates with foreign results **MUST** have their results equated by UNEB (Directorate of Research and Development) before registration. Every adult candidate or candidate with equated results should approach UNEB (Directorate of Examinations- Entries Unit) for a **unique code** that will enable them register electronically. This procedure also applies to candidates who have been authorized to use legally changed names.

#### **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.

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 carried 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 **UNEBC web portal.**

UNEBC also recognizes that a number of centres may not have computer facilities of their own. This is why the e-registration system was designed in such a way that 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. 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.

## 2. MINIMUM REQUIREMENTS FOR E-REGISTRATION

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

- (a) Digital **coloured** 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 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 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 programme. 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.

## 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 only be sent to UNEB after thorough verification and confirmation of accuracy **by the candidates themselves**.
- (c) Institution choices **SHALL BE** submitted at the time of registration.

## 5. 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; and if data on register is accurate**) by sending an SMS e.g UCE U0028/001 or, UACE U0028/501 to 6600.

### Registration period

- (i) **Normal** registration for all candidates will close on **May 31, 2023**.
- (ii) **Late** registration attracting a surcharge of 50% for all affected candidates will start on **June 01, 2023** and close on **June 30, 2023**.
- (iii) **Late** registration attracting a surcharge of 100% for all affected candidates will start on **July 01, 2023** and close on **July 31, 2023**.

**N.B. There will be no more registration after July 31, 2023.**

## 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 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 UCE examination. Candidates who sat PLE in 2019 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 UCE examination as an **ADULT PRIVATE CANDIDATE** without considering his/her PLE result, 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 proof of age **MUST** be attached to the request.

**UACE:** Only candidates who have **passed** UCE (Grades 1, 2, 3, and 4) and obtained the **Uganda Certificate of Education in 2020 or earlier**, or possess an equivalent qualification and have pursued an Advanced Level course of at least **two years** can be registered for 2023 UACE examination. Candidates registering under UPOLET must be those who **sat UCE in 2020 only**.

USE and UPOLET sponsorship is only available to Ugandan citizens.

### **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 Director, 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. 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

## 8. 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 the registration slip printed from the UNEB portal reflecting the registered candidates.

**The correct date of birth, entry code, gender, funding, disability, citizenship and district code** should be properly filled for the corresponding categories of candidates.

This year (2023) UNEB will continue to have a period of display of Registers. This will run from **August 01, 2023 to October 13, 2023**. During this period, all candidates and parents should be allowed access to the **final copy of the Registration** slip which has been counter-signed by individual candidates against their registration records.



(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 be entered once.
4. Do not substitute or alter the names and subject choices of already registered candidates.
5. Any additional candidate must be given the next index number on the 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 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 3: for purely private candidates sitting for the first time

CODE 4: for private candidates repeating the examination

CODE 11: for private school candidates sitting the examination for the first time

(iii) 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

- (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.

**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 **TWO** options of PRACTICAL PAPERS in 535 Physics, 545 Chemistry and 553 Biology. **All centres MUST first 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, 545/4 and 553/3.

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 registering for **IPS subjects** (612 Art and Design, 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), Group IV (Mathematics) and Group V (core Science subjects). Visually impaired candidates must register for a minimum of 8 subjects. They may offer 500 General Science and 527 Agriculture in Group V as options. However, they should not register for Geography, Physics, Chemistry, Biology, Home Science, Art and Technical subjects.

(ii) 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 and Sports must register for a minimum of 8 and maximum of 10 subjects (which must include the core science subjects); while **Repeaters** who have qualified for the UCE certificate may register for one or more subjects but not exceeding 10.

**Purely private** candidates must register for a minimum of 8 subjects and a maximum of 10 subjects. They **MUST** register for at least one of the Pure Science subjects taken from Group V. **PURELY PRIVATE CANDIDATES ONLY REGISTER IN HALLS APPROVED BY UNEB.**

(iii) **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.

**NOTE:**

**Any candidate who flouts this regulation shall not receive results.**

- 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** 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 2022 timetable*).

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

**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.

A Centre should submit a **generated Registration slip from the UNEB portal** of the candidates with their corresponding index numbers, names, 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.

**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**, a **list** 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 list 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.

## 9. 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.

## 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 Director, UNEB.
- (b) Private Halls managed by DIS/DEO **must** register candidates for **at least one** core Science subject selected from Group V. The managers of the Halls are expected to select and liaise with a school that has capacity to accommodate the registered candidates to sit practical exams. 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 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 IPS Art 612/4 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. Centres that register non USE/Non UPOLET candidates under the USE/UPOLET category will equally face disciplinary action and surcharge of 100% of examination fees.

**Centres with Annexes MUST register up to the maximum capacity (499) in the main centre before registering candidates in the Annex centre.**

## 12. 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.

### NOTE

1. Candidates with equated results are those who sat examinations outside Uganda. Their results **MUST** be equated by Research and Development Directorate of UNEB (UNEB Ntinda offices Room 9/10). Thereafter, they shall present the equated results to Entries Unit (Directorate of Examinations) for verification and issuing of codes.

2. 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 passport size photo attached.)
  - (ii) A birth certificate
  - (iii) An introduction letter from the centre where they intend to register.
  - (iv) National Identity Card.
3. 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 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.

### 13. REGISTRATION FEES

The registration fees for both UCE and UACE 2023 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 **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 to the deadline.

### 14. 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 Director, UNEB by **31<sup>st</sup> August, 2023**. 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.

## 15. 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 31, 2023**.

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

  
Dan N. Odongo  
**EXECUTIVE DIRECTOR**

cc 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

CODE	DISTRICT
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	KYEGEGWA

CODE	DISTRICT
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	RUKUNGIRI
128	KAZO
129	KIKUUBE
130	KITAGWENDA

131	KWANIA
132	MADI-OKOLO
133	NABILATUK

134	OBONGI
135	RWAMPARA
136	TEREGO