

Draft Timetable
UGANDA BUSINESS AND TECHNICAL EXAMINATIONS BOARD
DEPARTMENT OF BUSINESS AND HUMANITIES
CERTIFICATES EXAMINATIONS
AUGUST, 2023

GENERAL INSTRUCTIONS:

1. The time allowed for each paper is shown against the name of the paper. **NO EXTRA TIME IS TO BE ALLOWED.** In case of any discrepancy, the time shown on the question paper must be taken as correct.
2. It must be observed that the morning session begins at 9:00 a.m. and afternoon at 2.00 p.m.
3. Briefing the candidates by the Principals and Heads of Centres on the conduct of the examinations will be done on **Friday 4th August, 2023.** All candidates **MUST** attend this briefing at their respective centres of registration.
4. No candidate is allowed to take more than one paper in each time block per day.

DAY & DATE	SESSION	PAPER CODE(S)	PAPER NAME	DURATION
FRIDAY 4th August, 2023	MORNING 09:00 a.m.	Briefing of Candidates on Directions and Caution about examinations		3 Hours
MONDAY 7th August, 2023	MORNING 09:00 a.m.	NCBK111	Bookkeeping	2½ Hours
		PCSE115	Database Programming (Theory)	2½ Hours
		NCIT113/NCBM113	Basic mathematics	2½ Hours
		CST1102	Mathematics Paper 1	2½ Hours
		NCJM112-2	Principles of News Writing and Reporting (Theory)	2½ Hours
	AFTERNOON 02:00 p.m.	NCJM112-1	Principles of News Writing and Reporting (Prac)	2 Hours
		NCGC111	Basic Guidance and Counselling	2½ Hours
		PCSE112	Elementary Programming Using C	2½ Hours
		PCIM115	Digital Media Production	2½ Hours
TUESDAY 8th August, 2023	MORNING 09:00 a.m.	NCSS112	Basic Communication Skills	2½ Hours
		PCBC114	Business Communication	2½ Hours
		NCJM111	Fundamentals of Mass Communication	2½ Hours
		CST1101	Physics Paper I (Theory)	2½ Hours
	AFTERNOON 02:00 p.m.	PCIM112	Principles of Design	2½ Hours
		NCHC113-1	Food Production (Theory)	2½ Hours
PCSE113		Website Designing (Theory)	2½ Hours	
		CST1101-2	Physics Paper I (Prac)	2½ Hours
WEDNESDAY 9th August, 2023	MORNING 09:00 a.m.	NCSSM115	Typewriting I	2½ Hours
		CST1103	Introduction to ICT and Internet	2½ Hours
		NCHC113-2	Food Production (Prac)	4 Hours
		PCSE113	Website Designing (Prac)	3 Hours
		NCPPM111	Procurement Process	2½ Hours
		NCCF111	Fundamentals of Clearing and Forwarding	2½ Hours
		NCIT111	Fundamentals of Information Technology	2½ Hours
		NCLS113	Introduction to Library Science	2½ Hours

	AFTERNOON 02:00 p.m.	<i>NCHC114-2</i> <i>NLO115</i> <i>NCBS115</i> <i>NCPA111</i> <i>NCCM111</i> <i>NCSW113</i> <i>NCTH115</i> <i>NCJM113</i>	<i>Food Service (Prac)</i> <i>Basic Library Operations & Management</i> <i>Elements of Business Statistics</i> <i>Basic Public Administration and Management</i> <i>Computer Fundamentals</i> <i>Fundamentals of Social Work</i> <i>Tourism Planning and Development</i> <i>Principles of Radio Production</i>	<i>4 Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i>
THURSDAY 10 th August, 2023	MORNING 09:00 a.m.	<i>NCRM114</i> <i>NCIT112</i> <i>NCPM114</i> <i>CST1104</i> <i>PCOA111</i> <i>NCSM114</i> <i>NCBE114</i> <i>NCJM114</i> <i>NCCM112</i>	<i>Fundamentals of Records Management</i> <i>Microsoft Office Applications (Prac)</i> <i>Procurement Ethics</i> <i>MS Office (practical)</i> <i>MS Office Application (Prac)</i> <i>Shorthand I</i> <i>Introduction to Business Ethics</i> <i>Ethics in Journalism</i> <i>Basic Electricity</i>	<i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>3 Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i>
	AFTERNOON 02:00 p.m.	<i>NCIP115</i> <i>NCTH114</i>	<i>Introduction to Psychology</i> <i>Tour Guiding Techniques</i>	<i>2½ Hours</i> <i>2½ Hours</i>
FRIDAY 11 th August, 2023	MORNING 09:00 a.m.	<i>NCJM115</i> <i>NCHC115</i> <i>PCSE115</i> <i>NCPM113</i> <i>NCBA113</i> <i>NCPD113</i> <i>PCIM113</i> <i>CST1105</i> <i>NCOP113</i> <i>NCCC114</i>	<i>Social Concepts in Media</i> <i>Introduction to Hygiene and Safety</i> <i>Database Programming (Practical)</i> <i>Principles of Management</i> <i>Fundamentals of Business Administration</i> <i>Procurement Documentation</i> <i>Introduction to Photoshop (Practical)</i> <i>Introduction to Photoshop (Practical)</i> <i>Office practice</i> <i>Contemporary Social Challenges</i>	<i>2½ Hours</i> <i>2½ Hours</i> <i>3 Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>3 Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i>
	AFTERNOON 02:00 p.m.	<i>NCHC114-1</i> <i>NCCF113</i> <i>NCTH113</i> <i>NCCP113</i> <i>NCLS115</i>	<i>Food Service (Theory)</i> <i>Customs operations</i> <i>Fundamentals of Tourism</i> <i>Career Planning</i> <i>Fundamentals of Classification</i>	<i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i> <i>2½ Hours</i>

INSTRUCTIONS TO CANDIDATES

1. Candidates should ease themselves before entering the examination room. No candidate shall be allowed to leave the examination room before the end of the examination.
2. Candidates should be seated in the examination hall/room at least 15 minutes before the start of the examination. **Any candidate who comes thirty (30) or more minutes after the official start of the examination will not be allowed to sit the examination paper.**
3. Do not smuggle unauthorized materials e.g. notes, text-books, etc. in the examination room. Do not engage in any form of examination malpractice.

4. Programmable calculators and Mobile Phones are not allowed in and around examination rooms.
5. Candidates are instructed to present themselves at the entrance to the examination rooms/halls for checking by the examination supervisors and then should be checked their pockets, shoes or any other part where smuggled information could be hidden.
6. At the start of each examination, a candidates' representative should examine the question paper envelope(s) to find out whether (it is), they are intact or already opened. In case the envelopes are already opened, report this matter to the Executive Secretary UBTEB, P.O. Box 1499 Kampala Line 0393255225 or 0393193194: Email: info@ubteb.go.ug
7. Attend carefully to the instructions given on the question paper rubric. **Do not answer more questions than asked for. The examiner will not mark the extra questions answered.**
8. Write your correct names, registration number and paper number on each page of your answer booklets and any separate sheet(s) used. Poor handwriting may lead to loss of marks and results.
9. Sit only the examination paper you registered for. No results may be issued for papers sat but not registered for. Register your attendance for each paper with the examination supervisor.
10. Sit the examination only at the Centre where you have registered to take it.
11. At the end of the examination, stop writing when instructed to do so, arrange your scripts in order, make sure that they all have your registration number written on them and fasten together at the left-hand corner.
12. Do not go out immediately at the end of each examination. Witness the checking, sealing of the scripts in the return envelope.
13. Leave all the used and unused booklets and other official stationery inside the examination room.
14. Sharing of Calculators, Mathematical/Reference tables, charts is NOT allowed during examination period. Borrowing of pens shall be done after consulting examination supervisor.
15. Do NOT write anything on the Question paper. All rough work should be done in the official answer booklet provided. Afterwards rough work should be cancelled.

Oyesigye Onesmus (CPA)
EXECUTIVE SECRETARY