



UGANDA NATIONAL EXAMINATIONS BOARD

MINIMUM CRITERIA TO BE FULFILLED BY INSTITUTIONS APPLYING FOR A NEW EXAMINATION CENTRE

FOR A NEW UCE/UACE CENTRE:

The following minimum conditions must be fulfilled by any school applying for a UNEB examination centre.

1. Must be a registered institution with the Ministry of Education and Sports (MoE&S). For a government aided school applying for a UCE/UACE centre, there must be official written permission while private institutions should have a certificate of registration.
2. There should be proof of land ownership. There should therefore, be a land title, a tenancy agreement or if the premises are rented, the contract should be valid for not less than 5 years.
3. Must be headed by a full-time, graduate, trained and registered teacher with at least five years' teaching experience. If the headteacher is appointed on contract, such a contract should be running for at least two years.
4. Must have at least twelve (12) full-time, qualified, registered teachers teaching full time in the school. For a UACE centre, there must be at least a full-time graduate trained registered teacher for each principal subject. Each level of examination should have a full-time and duly appointed laboratory attendant.
5. Should have a minimum of at least 10 (ten) students in the examination class. This condition, however, does not obtain for special schools that offer education for learners with Special Educational Needs.
6. Must be conducting formal education with students enrolled in S.1 to S.4 or S.5 to S.6.
7. Must be offering the basic secondary school subjects that conform to the UCE or UACE entry requirements as specified in the UNEB examinations syllabuses.
8. Must have permanent buildings/structures and sufficient furniture that include:
 - a) A large hall that can accommodate a minimum of 50 candidates at the recommended spacing of candidates' desks of at least 1.2 metres apart. The hall should have windows and doors with shutters that can be locked and floor that is

screeded. It must have sufficient natural lighting and the roof should be free from leakage. Where ordinary classrooms are used, they should have a minimum sitting capacity of 35 candidates at the recommended spacing of at least 1.2 metres apart.

A classroom block can be built with collapsible partitioning which can be rolled back to join the classrooms into a large hall during the examination period. Such halls and/or classroom blocks **must not** be near dormitories.

- b) A functional laboratory (or laboratories) for carrying out science practical examinations with sufficient chemicals and science apparatus and equipment. The adequacy of the chemicals and science apparatus shall be considered in relation to the entire school population. The laboratory must be able to seat at least 40 candidates under examination conditions. For a UCE and UACE centre, there must be at least two such laboratories. Rooms, if used, must exceed 52 square metres. Each laboratory should have at least 35 stools and a minimum of 8 (eight) large tables of 180 cm length X 75cm width.
 - c) Schools applying for a UACE centre must have a computer laboratory with at least 5(five) functional computers and a minimum of 2 (two) printers.
 - d) Enough single desks and chairs that can seat the candidates. Each candidate to a single seater desk and a chair. Single arm chairs are not suitable for examinations and shall not be accepted.
9. Security of examinations materials:
- a) A strong and safe headteacher's office to store examination papers temporarily during the day. The office must be burglar proofed, with a concrete or hardwood ceiling or with walls built up to the roof.
 - b) The headteacher's office must not be shared with any other person.
 - c) Headteacher must be committed to collect instructions to schools and other examination stationery from UNEB offices and to keep these with utmost confidentiality.
 - d) Headteacher must be committed to collect examination papers from, and return scripts to the storage station for the duration of the examination.
10. Environment: The school must be located in an environment conducive for students' relaxation and play. A school with its buildings located in between shops, or on top of other buildings, or in noisy surroundings **may not** be considered as having an ideal environment.

11. The applicants shall be required to pay a non-refundable validation fee of Uganda shs**500,000/=(excluding bank/mobile money charges)**, which may be revised from time to time. UNEB shall undertake only **two** validation Phases, preferably in the first quarter of each year. Late submission of online applications shall be carried forward to the following year. No additional payment shall be charged by UNEB even if the application fees have been changed.
12. Schools applying for Annexes must have exceeded the maximum of **499 candidates** in the main centre. Both the main and Annex centres **must be** in the same campus/geographical location. The Annex, once given, shall **not** be used until the main centre is full.

Note: An examination centre number, even when granted to a school, shall remain the property of UNEB. The Board may, at any time, re-inspect any centre to ensure that the facilities are adequate for the proper conduct of its examinations. The Board shall withdraw the centre number from any school for any involvement in examination malpractice and/or irregularities, unethical conduct of the centre management, poor centre facilities, poor staffing levels, relocation of centre premises without approval of the Board, failure to adhere to Board rules and regulations, and any such acts that are, or are likely to be prejudicial to the proper functioning of the Board.

FOR A NEW PLE CENTRE:

Below are the minimum requirements for a primary school before applying for a new PLE centre number:

13. Must be a registered institution with the Ministry of Education and Sports (MoE&S) with an Education Management Information System (**EMIS**) Number, Certificate of Registration and License of Operation. Government schools must have official written permission from the MoE&S.
14. There should be proof of land ownership. There should therefore be a land title, a tenancy agreement or contract of not less than 5 years if the premises are being rented.
15. Headteacher of the school should be a full-time, qualified, registered teacher with a minimum qualification of Grade III teachers' certificate and 5 (five) years teaching experience and duly appointed by the school.
16. There should be at least 6 (six) permanent teachers on the staff excluding the head teacher and they should at least have attained a grade III teachers certificate. They should also be full time, registered by the Ministry of Education and Sports and duly appointed by the school.

17. For any school to be considered for a PLE centre, it must be in position to register a minimum number of 15 (fifteen) candidates. This condition does not obtain for special schools offering education for learners with Special Educational Needs.
18. The School should have a hall with a sitting capacity of over 50 candidates or large classrooms with a sitting capacity of 35 candidates each, which can be used for examinations at a recommended spacing of candidates' desks of at least 1.2 meters apart. The hall should have windows and doors with shutters that can be locked and a floor that is cemented. It must have sufficient natural lighting and the roof should be free from leakage.
19. The school should have adequate single seater furniture to be used during examinations. Two- seater desks and arm chairs are not allowed for use during examinations.
20. The headteacher's office should be secure with lockable cupboards or drawers for storage of Questions Papers/Scripts temporarily during the day. The office must be burglar proofed, with a concrete or hardwood ceiling or with walls built up to the roof. The headteacher's office must not be shared with any person.
21. The school should be located in an environment which is conducive to learning and above all, examinations. Good sanitation is also a requirement.
22. The applicants shall be required to pay a non-refundable validation fee of Uganda shs **500,000= (excluding bank/mobile money charges)**, which may be revised from time to time. UNEB shall undertake only **two** validation Phases, preferably in the first quarter of each year. Late submission of online applications shall be carried forward to the following year. No additional payment shall be charged by UNEB even if the application fees have been changed.

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