



UNEB/DE/EM/TT/001

UGANDA NATIONAL EXAMINATIONS BOARD
TIMETABLE FOR P.L.E.
NOVEMBER 2023

DAY AND DATE	PERIOD	TIME	SUBJECT	DURATION
TUESDAY 7TH NOVEMBER	MORNING	9.00 a.m.	Briefing of candidates by Headteachers	2 hours
WEDNESDAY 8TH NOVEMBER	MORNING	9.00 a.m.	Mathematics	2h 30 min
	AFTERNOON	2.00 p.m.	Social Studies & Religious Education	2h 15 min
THURSDAY 9TH NOVEMBER	MORNING	9.00 a.m.	Integrated Science	2h 15 min
	AFTERNOON	2.00 p.m.	English	2h 15 min

GENERAL INSTRUCTIONS

The time allowed for each paper is shown on the **Timetable** and **NO EXTRA TIME IS TO BE ALLOWED**. In case of any discrepancy, the time shown on the timetable must be taken as correct. Time for reading through questions is included in the total time shown.

- N.B.**
1. Calculators are not allowed
 2. Mobile phones are not allowed in and around examination rooms.

CANDIDATES WITH SPECIAL NEEDS

These candidates will be **allowed 45 extra minutes** for each paper.

IMPORTANT

Your attention is drawn to the instructions below. Headteachers of P.7 schools are requested to ensure that all necessary steps are taken to bring the following instructions to the notice of the candidates who are to take the examinations this year. Headteachers and P.7 teachers are advised to make sure that the candidates are carefully briefed to follow the instructions. Parents are also encouraged where possible to attend these briefings. **NB: After briefing, there must be no more teaching/coaching.**

INSTRUCTIONS TO CANDIDATES

1. You should arrive at the examination hall/room by 8.30 a.m. and 1.30 p.m. ready to be identified and checked.
2. Relieve yourself before entering the examination room. **You will not be allowed to leave the examination room before the end of the period allocated to the paper, except by special permission of the chief invigilator.** If you are permitted, you should be accompanied and must not take a question paper out of the examination room.
3. Present yourself at the entrance to the examination room/hall for **checking** by the Chief Invigilator/Invigilator. They have been instructed to check you thoroughly including your pockets, shoes etc.
4. Do not take materials e.g. notes, textbooks, etc into the examination room. **Do not** get involved in any form of examination **malpractice**.
5. At the start of each examination, make sure that one of you examines the examination paper envelope(s) to see if it has/they have **not been opened** or **tampered** with before. If the envelope(s) is/are opened outside the examination room, **report** the case straight to the Executive Director, UNEB, P. O. Box 7066, Kampala, Tel: 0312-260753, 0414-699005, 0414-286173/289399. Mobile: 0772-410878, Fax 0414-289397 and 0312-260752. **P.T.O**
8. You should **attend carefully** to the general instructions that are given on the front page of the question paper, e.g. the time allowed.

9. **Do not write the name of your school on the Question Paper. Write the RANDOM Number of your school only.**
10. You should **write** your **Personal Number** and **Name** clearly as shown on the Computer print Registers. Do not write a name or Index No. of any other candidate or person as this act will be regarded as a malpractice.
11. Remember that handwriting and spelling will be taken into account. Write your answers with blue/black ballpoint pens or ink pens. In case your pen stops writing ask the invigilator to provide you with another pen because work written in pencil will not be marked except in drawings.
12. If you arrive late, you will be expected to give a satisfactory reason to the Chief Invigilator before he/she allows you to do the examination. **No extra time** will be given to you. You will **not be permitted** to do the examination if you arrive **15 minutes after** the start of the examination.
13. You must **NOT** take away any unused question papers from the examination room. These should **all be handed** to the Chief Invigilators and Invigilators only, and should all be left at the school with the Headteacher.
14. **Do not** go out immediately at the end of the examination. Witness the checking and sealing of the scripts before leaving the examination room.
15. The following are some **examples of malpractice**, which will lead to **disqualification** of a candidate and cancellation of the entire results.
 - (a) Smuggling of unauthorized material inside the examination room
 - (b) Copying from one another or collusion
 - (c) External assistance given by teachers, supervisors, invigilators and any other persons
 - (d) Prior knowledge of examination questions (leakage)
 - (e) Impersonation (i.e. hiring somebody else to sit the examination on your behalf)
 - (f) Improper behaviour e.g. making noise, disobeying, threatening and attacking Scouts, Chief Invigilators, Invigilators etc.
 - (g) Substitution of examination scripts
 - (h) Irregularity e.g. taking longer time than that stated on the Question Paper.
 - (i) Any other cases that shall be deemed to have interfered with the proper conduct of the examination.
 - (j) Teaching of candidates after briefing.
 - (k) Writing another candidate's Number or name on your script.

The Headteacher must not allow an unregistered person to sit in place of an absent candidate.

COMPLIANCE WITH INSTRUCTIONS

Please note that breach of the directions/regulations, irregularity, misconduct or dishonesty (cheating) in connection with UNEB examinations will lead to cancellation of results of a candidate or all candidates at a centre. **Failure** to comply with the instructions above will lead to **disqualification** from the examination.

Candidates and all concerned persons should report directly to the Board any person (could be another candidate, teacher, headteacher, chief invigilator, invigilator, scout or even a UNEB official) suspected to be indulging in examination malpractice. Use address: EXECUTIVE DIRECTOR, UNEB, P. O. BOX 7066, KAMPALA. Tel: 0414289397, Email: uneb@uneb.ac.ug.

The Board will publish the names of all candidates, chief invigilators, invigilators, schools or anyone who will be found having involved themselves in any form of examination malpractice.

When results are released candidates will be able to access their PLE Results through SMS by using the following procedure: Go to Messages menu, type **PLE**, leave a space, type the **full index number** and send to **6600 e.g. PLE 003456/001**


Dan N. Odongo
EXECUTIVE DIRECTOR