

1. UNMEB Schedule of activities after re-opening

Following guidance by Ministry of Education and Sports (MoES) regarding the re-opening of Education Institutions for 2020 academic year final students of the year 2020, UNMEB hereby communicates the proposed dates for the conduct of its mandatory duties as follows;-

| NO | ACTIVITY | SCHEDULED DATES |
|------|--|--|
| I. | Reporting of students | 28 th September 2020 |
| II. | Online examination registration of December 2020 candidates | 29 th – 15 th October 2020 |
| III. | Validation of examination centres for examination preparedness | 18 th – 23 rd October 2020 |
| IV. | Conduct of December 2020 UNMEB Semester Examinations | 30 th November – 10 th December 2020 |
| V. | Online examination registration for March 2021 candidates | 4 th – 23 rd January 2021 |
| VI. | Conduct of March 2021 final Semester examinations | 29 th March – 2 nd April 2021 |

2. Guideline on March 2021 Final Candidates studies

All March 2021 Final Semester candidates will NOT go home for holidays after the Pre-final semester examinations in December 2020. All students will remain at school to continue with coverage of the final semester load.

3. Submission of candidate examination registration forms to UNMEB

Academic Registrars must ensure that all candidates examination registration forms for December 2020 UNMEB Examinations are forwarded to the UNMEB Examination Centre validation Team upon visit to each centre. Non Submission of forms makes the school liable for any errors and Omissions which will be corrected at a fee on Academic Transcripts and Certificates.

4. Procedure for replacement of group Academic Documents lost by the school

- I. Submit minutes of the governing council where the Principal presented circumstances under which the academic documents were lost highlighting the resolution made by the Governing Council;
- II. Copy of news papers where an advert for the loss of documents was inserted
- III. Police letter reporting loss of the said academic documents;
- IV. Proof of payment of uganda Shillings fifty thousand (Ugx. 50,000) per lost document that must be replaced by the UNMEB;
- V. Letter to the Executive Secretary requesting for replacement of the lost document(s)

5. Compliance to Standard Operating Procedures

All Principals must ensure compliance to SOPs as guided by Ministry of Education and Sports (MoES) and Ministry of Health during all UNMEB activities. Failure to do so may have implications on the Centre.