

## GUIDELINES ON HANDLING OF COURSEWORK ASSESSMENT

### PART 1

#### **CURRENT SENIOR 4 LEARNERS OF 2024 UNDER THE NEW LOWER SECONDARY CURRICULUM**

- a) For each registered learner UNEB shall receive:
- The Learner's subject achievement for one term, that is **S.4 term two** of 2024, obtained from the **Continuous Assessment Observation Checklists** provided by UNEB. **(implications!)**
  - For **each S.4 registered learner**, Scores for Activities of Integration (AoI's) for five terms that is,
    - 2023- S.3 term one, scores **for each of the subjects offered by the learner.**
    - 2023- S.3 term two, scores **for each of the subjects offered by the learner.**
    - 2023- S.3 term three scores **for each of the subjects offered by the learner.**
    - 2024- S.4 term one scores **for each of the subjects offered by the learner.**
    - 2024- S.4 term two scores **for each of the subjects offered by the learner.****(implications!)**
  - Learner's project achievement for one of the projects done by the learner during S.3 or S4.** This shall be obtained from the **Observation Checklist for the project provided by UNEB.** **(implications!)**
- b) Submission of learners' achievement for subject, project and AoI scores shall be done electronically via the UNEB portal starting on **4th June 2024 and ending on 4th October 2024.** **(implications!)**
- c) Continuous Assessment Checklists for all the subjects and the project can be accessed via the UNEB portal, the UNEB website, and the desktop tool.
- d) The Board shall not receive learners' achievement and AoI scores after **15th October 2024.** **(implications!)**
- e) **Any candidate without coursework assessment for the project and the subjects offered shall not be graded.** **(implications!)**
- f) **Any head teacher who admits a learner from another school, should ensure that he/ she obtains the Coursework Assessment records for that learner from the previous school(s).** **(implications!)**

## PART 2

HANDLING OF COURSEWORK ASSESSMENT OF 2025 FOR THE **CURRENT SENIOR 3 LEARNERS OF 2024** UNDER THE LOWER SECONDARY CURRICULUM.

a) For each current S.3 learner UNEB expects to receive ; -

i. Learner's **subject achievement for term two, of S. 3, 2024**, obtained from the Continuous Assessment Observation Checklists provided by UNEB for each of the subjects offered by the learner. **(implications!)**

Scores for **Activities of Integration (AoI's) for two terms** that is, term one and two of S.3, 2024. for each of the subjects offered by the learner. **(implications!)**

ii. Learner's project **achievement for project planning** obtained from the observation checklist for **the project provided by UNEB.** **(implications!)**

b) Submission of learners' achievement for the subject, project and Aoi' scores shall be done electronically via the UNEB portal by **Friday 13th September 2024.** **(implications!)**

c) Continuous Assessment Checklists for all the subjects and the project can be accessed via the UNEB portal, the UNEB website, and the desktop tool.

d) The Board shall not receive learners' achievement and Ails scores for S.3 Term two of 2024 after **30th September** 2024. **(implications!)**

e) Any candidate without coursework assessment for the project and the subjects offered shall not be graded. **(implications!)**

f) **Any head teacher who admits a learner from another school, should ensure that he/ she obtains the Coursework Assessment records for that learner from the previous school(s).** **(implications!)**

## PART 3

### 3. UACE Candidates 2024

(for those subjects with a coursework component only in our case - **Fine Art**)

- a) UNEB shall receive course work scores for;
  - i. Term two and term three of the pre-candidate class i.e. **S.5 of 2023**.  
Term one and term two of the candidate class that is, **S.6 of 2024**
- b) Submission of all coursework scores shall be done electronically via the UNEB portal starting on **15th August 2024 and ending on 30th September 2024**.  
**(implications!)**
- c) Submission of coursework scores after 30th September 2024 shall attract a surcharge of 50,000/=Ugx per candidate. **(implications!)**
- d) The Board shall not receive course work scores after **15<sup>th</sup> October 2024**.  
**(implications!)**
- e) **Any candidate without coursework scores in subject/papers where it is a requirement shall not be graded. (implications!)**
- f) Any head teacher who admits a learner from another school, should ensure that he/ she obtains the Coursework Assessment records for that learner from the previous school(s). **(implications!)**

## OTHER IMPLICATIONS!

A lot of well-coordinated consistent input is required from the teachers, learners and administrators for us to meet the UNEB expectations.

We are supposed to immediately initiate changes in a number of areas details of which shall be discussed in our beginning of term two staff meeting and in the internal staff workshop. Every member of staff should prepare to attend matters to discuss concern each of us.

- 1) Considering the recent updates from UNEB, all teachers have to adjust their approaches.
  - The subject syllabus should be adhered to.
  - Specific termly topics and competencies for which continuous assessment scores are required have been listed by UNEB.
  - It has become very risky to leave un taught syllabus content since each term has its own termly assessments to be made.
  - For our teachers that left untaught content, the time for recovery must be found- this is on you!
  - Scheme of work must rhyme with termly syllabi.
  - Learners books and other teaching aids are extremely essential, use this time to prepare. ICT integration is a must in all subjects.
  - Appropriate learner centered teaching methods – whoever is still using old-style is jeopardizing the learner's chances of passing the final exam. Please adapt to the change.
  - Activities of integration MUST be conducted on schedule. Accumulation of work/syllabus backlog on your side is becoming very problematic.
  - Efficient records management is a must. Even when you enter the marks you must keep a backup copy for yourself – you are accountable for your learners scores.
  - We have had a number of students and some parents complaining that the scores that you put on the report card do not tally with the raw marks on the student's scripts! So they are going to come to you for the correct score now that they know the value of a classwork score.
  - Scores awarded MUST be authentic UNEB sends out officers to schools to verify the authenticity of the scores submitted they need to see the assessment tools, the students work or some of it plus the raw scores lists.

- Whoever taught the current S.4 candidates in S3 to date **MUST** provide the relevant scores in the required format by the end of this term (We need full cooperation on this matter from students, teachers, administrators, parents)
- All S3 and S4 learners **MUST** be accounted for. Whoever misses a score will not be graded, and questions will come right up to the subject teacher who was assigned to that class to explain for such learners.
  1. When you study the Sample UNEB UCE papers, you notice that just as expected they are directly related to,
    - the Sample marking guide provided and also related to
    - the continuous assessment checklist provided by UNEB.

You then realize that for your learners to be able to answer the NEW exam format, **you must teach them in a particular – learner centered style** which is given to you in your respective subject continuous assessment checklist provided by UNEB. Those three tools should guide you to tailor your teaching methods so that your learners have the competence to answer the upcoming exams.

- There is a very clear and specific criterion for assessment that all schools are supposed to follow.
- All NEW students joining the school midway (those from other schools) **MUST** produce a certified record of their continuous assessment from their previous school before being admitted.
- Similarly, our students wishing to change to other schools due to one reason or another are going to come to us to demand for their scores and they expect us to have them ready!! Are we ready for that moment?
- Our previous project work and scores **are not compliant** with the new format required by UNEB. (Unless otherwise) We shall have to redo class project in a new style – UNEB gives us a theme and a student shall be a liberty to interpret the task and pursue his /her project majoring/anchored in any of the subject that he/she does offer but with links to many other subjects. The project scores shall be obtained using the **Observation Checklist for the project provided by UNEB.**

## OTHER CONCERNS,

- 2) Being at the mid-year point, we need to review and evaluate the implementation of the 2024 academic improvement work plan
- 3) We need a review of the proceedings and resolutions from last terms departmental meetings and issues for follow up so as to make progress.
- 4) We need to review of last terms assessments for the different classes

|     |                                                                 |
|-----|-----------------------------------------------------------------|
| S.1 | Was subjected to 2 activities of integration                    |
| S.2 | Was subjected to 2 activities of integration and one exam       |
| S.3 | Was subjected to 2 activities of integration and one exam       |
| S.4 | Was subjected to 1 activity of integration and two sets of exam |
| S.5 | Was subjected to one set of exam                                |
| S.6 | Was subjected to two sets of exam                               |

- Your students are very eager to receive their results from the end of term exams they did. We hope you are working on compiling the results. They want to gauge their strength and sharpen up.
  - What do the results show?
  - What should we adjust?
  - What other internal assessment format should we adopt this term?

5). We need to plan for the terms activities very efficiently, Poor time management is going to cost us a lot. So what activities are you planning to have in your class, subject department that may affect other learners time? We have to synchronize all such programs. Come with your proposals next week in our beginning of term 2 staff meeting on Wednesday 22<sup>nd</sup> may 2024 at 10am.

In the meantime- brainstorm on all the issues above so that we come up with practical solutions in our upcoming staff meeting.

**Keep time.**

**15/5/2024**

**DOP**