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Date: 27th June 2016

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KAMPALA, Uganda.

CIRCULAR TO ALL UACE SCHOOLS OFFERING SUBSIDIARY ICT (S850)

USE OF *SUPPORT FILES* IN THE SUBSIDIARY ICT PRACTICAL EXAMINATION PAPERS S850/2 & 3 AT UACE

This is to remind examination centres offering S850 that examining of the practical papers using support files will commence this year 2016.

EXAMINATION FORMAT:

- **PAPER 1 THEORY TEST (2 ½ HOURS)**

The paper consists of **twenty (20)** structured questions set from the entire syllabus. All the questions will be **compulsory**. Each question will carry **5 marks**. (Format remains unchanged)

- **PAPER 2&3 PRACTICAL TEST (2 HOURS)**

The paper consists of **five (5)** questions set from the topics *Word Processing, Electronic Spreadsheets, Electronic Presentation, Electronic Publication and Databases*. A candidate will be required to answer *any three (3)* questions. Each question will carry **20 marks**.

(Where applicable, support files will be provided to supplement the set questions)

Assessment Weighting:

Paper 1 (*Theory*) **40%**

Paper 2/3 (*Practical*) **60%**


Procedure for Support Files:

- a) The Support Files shall be uploaded on the UNEB portal **one week** before the practical examination.
- b) The uploaded files shall be in a folder that reflects the current year e.g. **“UNEB Support Files 2016”**
- c) The schools should download the files on a CD and test them to find out if they are running and opening.
- d) The computers in the laboratory should be checked and cleaned.
- e) The computer teachers should then put the Support Files on the Computer Desktops in the Computer laboratory.
- f) Candidates should not access the laboratory after the Support Files have been put on the Desktops until the time of the practical examination.
- g) After each shift and before the next shift of the examination, the Computer teacher should be allowed in the laboratory to make sure each Desktop has only the original Support Files.

NOTE:

- 1. All candidates should have **new** blank Compact Discs (CD) provided by the school. **Flash Disks will no longer be accepted.**
- 2. The CDs of the candidates should be packed in smaller boxes and the printed copies of the candidates work to be sealed in the return envelopes. These should then be sealed together in another properly labeled bigger box to avoid the separation and misplacement of the printed copies.

Please find attached the reviewed minimum requirements for teaching Subsidiary ICT.


Dan N. Odongo
EXECUTIVE SECRETARY

Copy to: Permanent Secretary, MoES
 Director BSE
 Director NCDC
 Director DES

Enc.

MINIMUM REQUIREMENTS FOR TEACHING SUBSIDIARY ICT

1. Desktop Personal Computers or laptops (*for students and teachers' use*)
 - Intel Pentium 4(2.0 GHz +) or AMD processor (1.5 GHz+)
 - 512 MB RAM
 - 80 GB HDD
 - DVD/CD-RW Combo Drive
 - 17" / 19" CRT Monitor
 - Computer Speakers, keyboard and Mouse.
2. A closed and simple Computer Network with at least one network hub.
3. Fire Extinguisher.
4. Safe Electrical Installations (*provide a socket for each computer set*)
5. Uninterruptible Power Supply (UPS) Units and a stable power source.
6. Internet Connectivity
7. Printer accessible on a network.
8. Subsidiary ICT Teaching Syllabus.
9. Must have appropriate software for:
 - (a) Word Processing.
 - (b) Spreadsheet.
 - (c) Presentation.
 - (d) DBMS.
 - (e) Publication
10. Software versions should not be more than ten (10) years old from the year of examinations.

It is important to keep the ratio of computers to students as favourable as possible (*recommended for this subject is a ratio of 1 computer: 2 learners per stream*).