



## UGANDA NATIONAL EXAMINATIONS BOARD

### REGISTRATION FILES FOR PLE CENTRES - 2023

**Note:** After each CENTRE has completed the registration process – by submitting candidates' registration data to UNEB, a FILE should be prepared promptly and handed over to the District / City / Municipal **Inspector of Schools** for onward submission to UNEB.

#### Contents of the File:

1. A **sketch map** indicating location of the School (*from the Storage Station or the nearest police station*).
  2. A **Declaration Form** – (PLE 2023 REGISTRATION DECLARATION FORM) obtained from the portal – duly filled in and endorsed.
  3. Downloaded **Registration Slips** – obtained after registration data has been uploaded – bearing all candidates' registration information as well as **each candidate's authentic signature** as evidence to confirm the correctness of their details as captured and submitted.
- Note:** Candidates' Lists are **NOT to be submitted to UNEB anymore**.
4. **Candidates' Photo Album** – downloaded (from UNEB **e-Reg portal**) and printed in full colour.
  5. **Evidence of Payment** – for candidates registered as **NON-UPE**.

**\*\* All the file contents specified (above) MUST bear evidence of verification and authentication of the Head teacher i.e. official stamp and signature.**