**Internal Memo**

To: Principal Systems Analyst

From: ICT Manager;

Date: 11th July 2018

**Subject: Absence from Office**

I shall be away from Office for a short leave from 16th to 24th July 2018. During my absence, you will be in charge of the ICT Department and in particular take care of the following:

* Biometric access at the printer & Ntinda;
* CCTV at Ntinda;
* Repair CCTV in the printer;
* Checking for registration status – this needs clearance from the Executive Secretary;
* Data Quality checks;
* Printing Photos on Results slips;
* Procurement of jamming equipment;
* User rights for Entries’ staff;
* Generation of information to be placed on the corporate website
* Follow up on the procurement of the firewall in preparation for taking over control of the portal from SMS One; and
* Take care of any other matters that may arise that require ICT Department’s action or attention.

## Data Quality Checks

1. Version of the registration software is current;
2. Centres that had candidates last year but don't have any this year candidates this year;
3. Old centres that did not have candidates last year but have this year;
4. Uniqueness of candidates at UCE and UACE using the index number and year of sitting the previous level;
5. UCE & UACE have consistent details (names and gender) from PLE & UCE respectively;
6. For equated results and adult candidates, to ensure that the codes are valid;
7. Equated results and adult candidates' codes are unique for each candidate;
8. All UCE and UACE candidates without equated results but have the 'Equated Results/ Adult Candidate' Flag to crosscheck their previous results;
9. Check for adult candidates to ensure the conditions are met;
10. Ensure that PLE and UCE results used have not been used before;
11. USE conditions; *and*
12. All flagged candidates are handled before the official registration ration period

Peter P. **Wakabi-Waiswa, PhD**

c.c. Executive Secretary

c.c. Heads of Department

c.c. All Staff of ICT Department