



UGANDA HEALTH PROFESSIONS ASSESSMENT BOARD

Plot 157, Ssebowa Rd, Kiwatule, Kampala, P.O.Box 236 Ntinda, Tel: 0393000638,
Email: info@uhpab.go.ug, uhpab2025@gmail.com, Website: www.uhpab.go.ug



CIRCULAR No. UHPAB/ES/25/004

21st October, 2025

GUIDANCE ON ASSESSMENT AND REGISTRATION OF TRAINEES

To: All Principals of Health TVET Provider Institutions in Uganda.

Uganda Health Professions Assessment Board (UHPAB) is continuously undertaking stakeholder engagement and involvement as a strategy for ensuring that all stakeholders are aligned with the TVET Act of 2025. This Circular follows UHPAB engagement with Principals of Health TVET Provider Institutions and the respective Academic Registrars that was convened on the 15th October, 2025, where matters of importance regarding Assessment and Registration of Trainees were discussed.

This Circular therefore is to relay additional guidelines for Assessment and Trainee registration that were resolved by the 15th October, 2025 meeting as follows; -

i. Issuance of Health Trainee Assessment Number (HTIN) as a Unique Identifier for each Trainee

All TVET Health Trainees enrolled from 1st July, 2025 shall apply to UHPAB for Health Trainee Identification Numbers (HTIN). These shall be issued by UHPAB within the first semester of study and shall not change throughout the Training period. All Trainees enrolled before 1st July, 2025 shall continue with their existing Registration Numbers or Nursing Student Identification Numbers (NSIN) and therefore do not need to re-apply.

ii. Candidates' waiting period to retake a failed paper:

All candidates who fail **50% or less papers** of the same Semester shall retake the failed papers in a period of **6 months**. The Trainees shall stay within the training Institution and attend classes and practicum of that Semester. Absenteeism from school shall not be accepted. The Board will therefore set all papers every semester to allow all candidates to sit their papers.

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iii. Referral or stay of a candidate in the same semester.

All Trainees who fail **more than 50%** of the papers in the same semester shall be referred for six months. Such Trainees shall re-take only the failed papers and shall stay at school to attend classes and field attachment.

iv. Candidates with retakes in the second last semester

All Trainees who still have retakes should not be registered for the final semester assessment before passing the preceding semester load. This will encourage the Trainees to complete their studies within the stipulated Training period. This guideline exempts **ONLY** the Allied Health Trainees whose final Semester **ends in December, 2025.**

v. Conduct of Amnesty Assessment:

There will not be any other Amnesty Assessment prepared for Trainees who did not sit their failed papers and therefore did not complete their studies in time. All Assessments shall be conducted as guided by the Curricula.

vi. Failure of more than 50% of the papers in year 1 semester 1

All Direct Diploma or Certificate candidates who fail more than 50% papers of Year 1 semester 1 shall be discontinued from the program. The Trainee may, if interested, apply to rejoin the Program. Such a Trainee shall be issued with a new HTIN.

vii. Registration for assessment in more than two semesters.

A candidate shall not register for assessment in more than two Semesters. This will enable the Trainee to concentrate and pass the failed papers.

viii. Assessment of Trainee's competencies using the Practical Logbook.

The Practical Logbooks for all Trainees should be used as a tool to monitor acquisition of competencies during clinical/ community practice. The competencies displayed by the Trainee shall be rated by the Mentors/Preceptors during the continuous assessment per semester. Uganda Health Professions Assessment Board shall undertake support supervision and will provide additional guidelines to this effect.

Signature

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Ministry of Education and Sports

ix. Submission of continuous assessment results:

Submission of Continuous Assessment / School Based Assessment scores is mandatory for all Trainees. This shall continue for all Trainees undertaking Allied Health programs while all Nursing and Midwifery Trainees shall commence submission of Continuous Assessment /School Based Assessment Scores for the June, 2026 Assessment Series. Additional guidelines shall be issued to this effect.

x. UHPAB assessment fees for December, 2025 Assessment series

The Assessment fees for the December, 2025 Assessment series shall be maintained as they were in the June, 2025 UHPAB Assessment series. While the Engagement of 15th October, 2025 proposed harmonized assessment fees, the Proposal shall be presented to the Honourable Minister of Education and Sports for consideration and subsequent approval as guided by Section 80 (2) (K) of the TVET Act of 2025.

Xi: Registration of candidates for the December, 2025 Semester Assessment

The Registration of candidates for the December, 2025 Semester Assessment Series commenced on the 16th October, 2025 and shall be closed on the 28th October, 2025. All candidates shall express interest to be assessed by filling the Assessment Registration forms under guidance by the Institution Management. The Institution shall thereafter capture and submit the candidate registration information onto the UHPAB Online Trainee Registration System (OTRS) after payment of Assessment fees to the Board Account. All Year 1 Semester 1 Trainees shall after successful verification, fill the HTIN Application Forms before registration for Assessment. The forms were sent to all Institution Emails and also uploaded on UHPAB website (www.uhpab.go.ug). The Forms are a property of the UHPAB and therefore shall be submitted to the Board.

xii. UHPAB Assessment Centre Codes

In view of the ongoing registration of candidates for the December, 2025 UHPAB Semester Assessment and the cyclical nature of assessment activities, UHPAB has allocated an Assessment Centre Code to each Health TVET Provider Institution. Attached to this Circular is a list of codes allocated. This will be followed by an "Accreditation of Assessment Center" exercise that will take place from **3rd to 7th November, 2025**. The exercise shall establish each Institution's suitability to host a UHPAB Assessment. UHPAB





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shall withdraw the Assessment Centre codes for all Institutions that will not meet the minimum standards.

In view of the above, all Health TVET Provider Institutions that are not allocated Assessment Center Codes should apply for the code in writing by 5:00pm of 23rd October, 2025. These Institutions must have a Training License issued by the Ministry of Education and Sports (MoES) - Health Education and Training Department (HET) before commencement of the TVET Act and have candidates due for 1st year 1st Semester Assessment in December, 2025. Applicants will be advised on a case by case basis.

UHPAB shall issue more Assessment guidelines from time to time.

HELEN MUKAKARISA KATARATAMBI (MRS.)
EXECUTIVE SECRETARY, UHPAB.
21st OCTOBER, 2025

