

COVER LETTER

**TORORO UNIVERSAL COLLEGE**

P.O. Box 978  
Tororo, Uganda  
olokidan1995@gmail.com  
0771312989  
25/3/2025

The Executive Director  
Uganda National Examinations Board (UNEB)  
P.O. Box 7066  
Kampala, Uganda

THRU

The Special Needs Education Office  
Tororo District

THRU

DEPUTY HEAD TEACHER

TORORO UNIVERSAL COLLEGE

**SUBJECT: APPLICATION FOR THE POSITION OF AMANUENSIS**

Dear Sir/Madam,

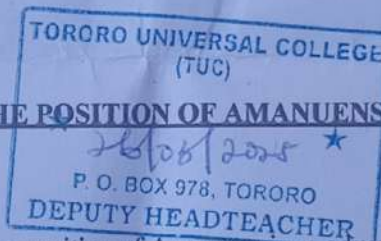
I am writing to express my interest in the position of Amanuensis as advertised. I am confident that my skills and experience make me a suitable candidate for this role. My background and dedication to supporting learners with special needs align with the requirements of the position. I possess the ability to physically support candidates with severe physical impairments and mobility challenges affecting both fine and gross motor skills. My experience working with individuals with special needs has enabled me to develop patience, attentiveness, and the capacity to provide necessary assistance to ensure candidates' success. I hold a Uganda Ordinary Level Certificate of Education with a credit in English, meeting the academic qualifications required for this position. Additionally, I have enclosed a copy of my National Identification Card for verification. I also hold a Bachelor's Degree in Science Education, which has equipped me with skills to effectively support students in an academic setting. Thank you for your time and consideration. I am available for an interview at your convenience and can be reached via the contact details provided above.

Yours faithfully,

**Oloki Daniel**



FORWARDED  
FOR CONSIDERATION  
SJA



Recommended  
for consideration  
SJA



**UGANDA NATIONAL EXAMINATIONS BOARD  
DIRECTORATE OF RESEARCH AND DEVELOPMENT  
NATIONAL ASSESSMENT OF PROGRESS IN EDUCATION**

CONTRACT AGREEMENT FOR THE ITEM SCORING/TRANSCRIBING ACTIVITY FOR  
NATIONAL ASSESSMENT AT S 2 CLASS LEVEL

BETWEEN

UGANDA NATIONAL EXAMINATIONS BOARD (UNEB)

AND

OLOKI DANIEL (Scorer/Transcriber)

This Contract is made effective this 5<sup>th</sup>, day of September 2025 between Uganda National Examinations Board (herein after referred to as "UNEB") and OLOKI DANIEL of TORORO GIRL'S SCHOOL (School) (herein after referred to as "ITEM SCORER/TRANSCRIBER") on the other part, to undertake specific tasks related to the item scoring/transcribing exercise of 2025 NAPE assessment at S 2 class level.

NOW THEREFORE THIS AGREEMENT WITNESSES AS FOLLOWS:

**TERMS:**

That OLOKI DANIEL undertakes to participate in every aspects of this item scoring/transcribing activity as stipulated in the programme from 5<sup>th</sup> - 10<sup>th</sup>, September 2025.

**Obligation of the item scorer/transcriber;**

In respect to the work to be performed, this Contract supersedes all prior oral or written agreements, if any between the parties. That you undertake to;

1. Offer quality services and on timely basis.
2. Carry out the assignment in a professional manner that will not bring the Board into disrepute.
3. Not divulge and disclose your identity as a NAPE item scorer/transcriber to unauthorised person(s) or parties in your curriculum vitae without express permission of the Board.
4. Not indulge in behaviour likely to disrupt the smooth running of the item scoring/transcribing exercise either before, during or after arriving at the venue. Such behaviour includes lateness, absenteeism, dishonesty and inciting others to strike against lawful authority of the Board.



# UGANDA NATIONAL EXAMINATIONS BOARD

## DIRECTORATE OF EXAMINATIONS

OUR REFERENCE: EA/S/6

Plot 35, Martyrs Way, Ntinda  
P O Box 7066, Kampala, Uganda

YOUR REFERENCE:

4<sup>th</sup> September, 2025

OKOKI DANIEL  
TUC

### APPOINTMENT AS CHIEF INVIGILATOR OCTOBER/DECEMBER 2025 UCE/UACE EXAMINATION

I am pleased to inform you that you have been appointed Chief Invigilator for the 2025 UCE/UACE examination. Your initial duty centre will be ASINCE Centre No U0552

However, the Area Supervisor has been asked to deploy you to other centres at intervals during the course of the examination. WK 2 ST LAWRENCE

As the Chief Invigilator, you are responsible for the conduct of the examination at the Centre. You are also responsible for the management of the Invigilators posted to the centre. This position, therefore, carries a heavy responsibility and requires honesty, vigilance and a high level of integrity. It also requires that you should be conversant with the rules and regulations on conduct of the examination. The Board is confident that you will discharge this responsibility satisfactorily, and without negligence, and conduct the examination at your centre without any form of malpractice.


Please report to the Area Supervisor on 3/10/2025 for a detailed briefing on your specific duties. You are also expected to brief your invigilators on their specific duties.

You will be paid a consolidated fee of **Sh.45,000/=** per day for the days you will be on duty during the examination.

You are, therefore, required to sign an acceptance form, which will be submitted to the Board. Please countersign any documents that may be presented to you by the UNEB scout(s).

Thank you for accepting to serve this country.

Please see overleaf for details of your duties.

  
Dan N/Odongo  
EXECUTIVE DIRECTOR

Ntinda Office Tel: +256-417-773100, 414-286635/6/7, 289397 Kyambogo Office Tel: +256-417-773256, 414-286173  
Email: [unecb@unecb.ac.ug](mailto:unecb@unecb.ac.ug) [unecbsecretariat@gmail.com](mailto:unecbsecretariat@gmail.com) website: [www.unecb.ac.ug](http://www.unecb.ac.ug)