

THE OPEN UNIVERSITY OF TANZANIA
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INTERNAL MEMO

TO: ALL STUDENTS

FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE

DATE: 18th AUGUST 2017

SUBJECT: REGISTRATIONS FOR ON DEMAND EXAMINATIONS (ODEX) SEPTEMBER 2017 SESSION

The Main Timed Tests (MTT) and Annual/Supplementary Examinations (AE) under ODEX system are expected to be conducted **from 11th to 22nd September, 2017**. Therefore, students are hereby informed that the ODEX registrations for **the said exams** shall commence on **21st August and end on 9th September 2017**. Along with the conditions and regulations stipulated in the **University Prospectus of 2016/17**, students should meet the following conditions for their ODEX registrations to be complete:

1. A student applying for **ODEX MTT/AE** of a given course unit should have:
 - a) Registered for the course for 2016/17 academic year. Those who did not register for courses online in this academic year or want to add new courses must perform online course registration and pay the fees indicated.
 - b) Have the student's portfolio signed by academic staff during face to face session. Only courses the assessor has given approval for sitting AEs will be allowed to be registered by students.
 - c) Paid full fees including the **ODEX Examination Fee** which is **30,000/=** per exam. So, a student expecting to sit for both **M-TT** and **AE** should pay **60,000/=** for each course.

2. A successful applicant will be provided with **ODEX Examination Hall Ticket (O-EHT)** bearing student's basic personal information, examination centre, and a list of approved MTTs and AEs.
3. Applicants are advised to observe timetable carefully and make sure they arrive on time at ODEX centre. The ODEX courses do not clash in the timetable.
4. Copies of evidence of fees payment, ODEX Examination Fee and other required evidences must be attached with the approved O-EHT to be submitted by the student to the Director of the respective Regional Centre.
5. **The Registration Mode:** The registration mode will be **ONLINE** as follows
 - 5.1 A student needs to visit ant nearest regional centre for authentication and verification for eligibility to sit for the exam as elaborated previously including presentation of evidence for fees payment and ODEX examination fee.
 - 5.2 Upon verification (5.1. above), the DRC will issue the student with a "permission code" which will be used to access the system for self registration. Note that previous "permission codes" are not re-usable
 - 5.3 The availability of O-EHT is instant upon completion of registration and confirmation by the respective student. However, students are advised to carefully follow the online instructions available in the system to avoid unanticipated results on the O-EHT as no excuse will be accepted for failure to follow the instructions.
 - 5.4 The system will be available at <http://des.out.ac.tz> (or <http://www.out.ac.tz>) from **21st August to 09th September, 2017.**
6. **The O-EHTs APPROVAL:**
 - (a) An O-EHT will only be recognized officially after having been approved by the respective DRC. So, students are required to consult the DRC for the approval before the start of ODEX exams.
 - (b) Note that **ONLY O-EHTs for AEs of courses with VISAs in the student's portfolio will be approved.** Therefore, those students who intend to sit for annual exams are strictly advised to clear their portfolios before registering for the ODEX exams.

7. **The ODEX Centres:** The ODEX exams for **SEPTEMBER 2017** session shall take place in ALL OUT- Regional Examination Centers.
8. Candidates whose courses were collided during the May/June 2017 exams session may be exempted to pay ODEX fee provided that; Collided courses belong in the same department and same study level e.g. OEI 101 and OEI 102 and not **OEI 101 and OEI 202** or **OEI 101 and OEP 101**. **Please submit your May/June 2017 Examination Hall Ticket (EHT) and the respective time table to your DRC for verification.**
8. **ALL courses on-offer for the 2016/2017 Academic Year will be assessed.**

Thank you for your understanding

Dr. Lawi Yohana

DIRECTOR OF EXAMINATIONS SYNDICATE-DAR ES SALAAM