

**THE OPEN UNIVERSITY OF TANZANIA**  
**DIRECTORATE OF EXAMINATIONS SYNDICATE**

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**INTERNAL MEMO**

**TO: ALL STUDENTS**

**FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE**

**DATE: 15<sup>th</sup> JANUARY 2018**

**RE: REGISTRATION FOR APRIL 2018 MAIN TIMED TEST  
EXAMINATIONS**

**Dear Students**

**This is to inform you that, the Main Timed Test (MTT) examinations, are expected to be conducted from 03<sup>th</sup> to 16<sup>th</sup> April 2018 as indicated in the respective Timetables.**

Therefore, students are hereby informed that examination registrations for **April 2018 Session** shall commence on **22<sup>nd</sup> January 2018** and end on **22<sup>nd</sup> March 2018**. Along with the conditions and regulations stipulated in the **University Prospectus of 2017/18**, students should meet the following conditions for their registrations to be complete:

1. A student applying for a **Main Timed Test (MTT)**, of a given course unit should have:
  - a) Registered for the course for this academic year (2017/2018).
  - b) Paid **UNIVERSITY FEES** including Tuition and Examination fees for the case of degree, non degree and postgraduate students.

- c) All the fees are indicated in the invoice printed from SARIS during online course registration.
2. Upon exam registration, a successful applicant will be provided with **Examination Hall Ticket (EHT)** bearing student's basic **personal information, examination centre**, and a list of approved **exams**.
3. Applicants are advised to apply for courses that do not clash in the timetables as no student will be allowed to sit for more than one test during the time meant for one test only or even during tea/lunch breaks.
4. Copies of **evidence of fees payment** (Section 1(b)), **Saris Invoice Printout** (for degree, non degree and postgraduate students) and other required evidences must be attached with the **Examination Hall Ticket (EHT)** to be submitted by the student to the Director of the respective Regional Centre (DRC) for EHT endorsement.
5. The **Examination Hall Ticket** shall grant permission for one to enter the examination room and to participate in all field/practical courses such as **Teaching Practice (TP), Science Practicals, Field attachment** etc, so the items should be kept appropriately by the candidate.
6. **The Registration Mode:** The registration mode will be online as follows:

### 7.1 PID Code Issuance

- a) For the Non Degree, Undergraduate students and Postgraduate students, the PID Code is generated automatically from SARIS.
- b) In order for a student to be able to generate a PID Code from SARIS, the following conditions must be met:
  - (i) Performed Online Course Registration for this academic year 2017/2018.
  - (ii) Having paid **TUITION FEE** as indicated in the **SARIS Invoice Printout (SIP)**.
  - (iii) Acquire OUT Receipt from the Regional Centre and his payments recorded in the SARIS.
  - (iv) For student intends to sit for **MTT**, should pay **TShs. 5,000/=** for each course for undergraduate and non degree and **20,000/=** for postgraduate students.
  - (v) All the fees in (iv) shall be displayed in your invoice

- c) Upon completion of (**section 7.1 (b)**), a student can be able to “**self**” generate a “**Special Randomly Generated Permission Code (PID Code)**” by filling-in the SARIS Invoice Printout Code (SIP Code).
- d) The generated PID Code shall then be used as usual to register for examinations and print Examination Hall Ticket (EHT).
- e) The availability of EHT is instant upon completion of registration and confirmation by the respective student. However, students are advised to carefully follow the online/inbuilt instructions available in the system to avoid unanticipated results on the EHT as no excuse will be accepted for failure to follow the instructions.

**7.2 The system will be available at <http://des.out.ac.tz> (or <http://www.out.ac.tz>) from 22<sup>nd</sup> January to 22<sup>nd</sup> March 2018.**

**7. EHTs APPROVAL:** An EHT will only be recognized officially after having been approved by the respective DRC. Therefore, students are required to consult the DRC for the approval before the Examinations/TTs start.

#### **8. Specific Information**

- (i) No Special or Supplementary exams which shall be assessed in April 2018 session, such exams will be available in main exam session in June 2018; however such exams can be requested by candidates under ODEX system.
- (ii) All students are strongly advised to participate in **teaching and learning** activities embedded in the MOODLE platforms. The assessment in the MOODLE will prepare you to sit for the **MTT**, the MTT shall weigh **30%** and final exam in June shall carry **70%**
- (iii) The Annual and Supplementary examinations shall be administered in June 2018.

**Dr. Lawi Yohana**

**DIRECTOR OF EXAMINATIONS SYNDICATE- DAR ES SALAAM**