

THE OPEN UNIVERSITY OF TANZANIA
DIRECTORATE OF EXAMINATIONS SYNDICATE

P.O. Box 23409
Dar es Salaam, Tanzania

<http://www.out.ac.tz>



Direct Line: 255-22-2668835

General Line +255 22 2668992 Ext.
132

Fax: 255-22-2668759

INTERNAL MEMO

TO: ALL STUDENTS

FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE

DATE: 22nd APRIL 2018

**RE: REGISTRATION FOR JULY 2018 SPECIAL MAIN TIMED
TEST AND ANNUAL/SUPLLIMENTARY EXAMINATIONS**

Dear Students

This is to inform you that, the **Special Main Timed Test (S-MTT), Annual Examinations (AE) and Supplementary Examinations (SUPP)**, are expected to be conducted from **02nd to 20th July 2018** as indicated in the respective Timetables as follows:

- **S-MTT: From 02nd to 9th July 2018**
- **AE/SUP: From 10th to 20th July 2018**

Therefore, students are hereby informed that examination registrations for **July 2018 Session** shall commence on **23th April 2018** and end on **22nd June 2018**. Along with the conditions and regulations stipulated in the **University Prospectus of 2017/18**, students should meet the following specific conditions for their registrations to be complete:

1. A student applying for a **Special Main Timed Test (S-MTT), Annual Examination (AE) and Supplementary Examinations** of a given course unit should have:
 - a) Registered for the course for this academic year (2017/2018).
 - b) Paid **FULL 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. A student applying for **Special Main Timed Test (S-MTT), Annual Examination (AE) or Supplementary Examinations** should note that:
 - a) Student is allowed to sit for both S-MTT and AE of a given course in the same examination session; in this case July 2018 Session.
 - b) If one sits for Annual Exam (AE) without coursework a ZERO mark is automatically slotted on the missing Timed Test to complete the assessment.
 - c) In case one writes again a paper for which a record exists, unless if it is a case of supplementary exam or repeat exam, the new marks will be ignored and therefore not posted in SARIS.

3. 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 **tests and exams**.

4. 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/exam during the time meant for one test/exam only or even during tea/lunch breaks.

5. 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.

6. Items mentioned in section 5 above shall grant permission for one to enter the examination room, so the items should be kept appropriately by the candidate.

7. **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 **SUPPLEMENTARY**, should pay **TShs. 5,000/=** for each course with SUPP for undergraduate and non degree and **20,000/=** for postgraduate students.
 - (v) For undergraduate students with REPEAT CASE and intends to redo the course, should pay **TShs. 10,000/=** for each repeated course i.e. **TShs. 5,000/=** for MTT and **TShs. 5,000/=** for AE.
 - (vi) For postgraduate students with REPEAT CASE and intends to redo the course, should pay **TShs. 40,000/=** for each repeated course i.e. **TShs. 20,000/=** for MTT and **TShs. 20,000/=** for AE.
 - (vii) All the exam fees stated here will be indicated in student's 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 23rd April 2018 to 22nd June 2018.

- 8. 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.
- 9. Examinations** will be conducted in all regional and approved district centres; in this regard examinations will be administered in the following new district centres; **Kondoa, Kiteto, Kilwa and Mafia**. All other centres can be found in the registration system.

10. Specific Information

- (i) New students who have been admitted in batch three are required to make online course registration as per guidelines given on 4th October 2017 announcement which is also displayed on our notice boards and website. Such students can sit for **Special MTT only** in July 2018 exam session; they will be eligible to sit for Annual exams in October 2018 or Jan 2019.
- (ii) Masters students who missed trimester exams may sit for TT or AE in this session.

- (iii) The online course registration system will also be opened to meet the need of students who got their admission late and those who want to make some amendment in their registered courses.

NOTE:

- (i) *A student is supposed to submit duplicate copies of his/her "raw" EHT to the DRC for approval whereby the original is for the student and the copy should be left at the Centre.*
- (ii) *Upon approval, the student should write his/her name in the list of prospective candidates and sign.*
- (iii) *Candidates will only be allowed to attend the approved tests/exams at examination centre(s) indicated on their EHTs*
- (iv) *Sufficient time has been provided to make sure that you complete your registration on time.*

For further clarification and guidance, please contact our regional offices. Our International students are advised to get in touch with the International Student's Office (ISO) for assistance by writing to iso@out.ac.tz

Thank you for your anticipated courtesy and cooperation

Dr. Lawi Yohana

DIRECTOR OF EXAMINATIONS SYNDICATE- DAR ES SALAAM