

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

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**INTERNAL MEMO**

**TO: ALL STUDENTS**

**FROM: DIRECTORATE OF EXAMINATIONS SYNDICATE**

**DATE: 11<sup>th</sup> DECEMBER 2018**

**RE: REGISTRATION FOR JAN/FEB 2019 MAIN TIMED TEST  
AND ANNUAL/SUPLIMENTARY EXAMINATIONS**

**Dear Students**

This is to inform you that, the **Main Timed Test (MTT)**, **Annual/Special Examinations (AE)** and **Supplementary Examinations (SUPP)**, are expected to be conducted from **28<sup>th</sup> Jan to 15<sup>th</sup> Feb 2019** as indicated in the respective Timetables as follows:

- **AE/SUP: From 28<sup>th</sup> Jan to 03<sup>rd</sup> Feb 2019**
- **MTT: From 04<sup>th</sup> to 15<sup>th</sup> Feb 2019**

Therefore, students are hereby informed that examination registrations for **Jan/Feb 2019 Session** shall commence on **10<sup>th</sup> December 2018** and end on **15<sup>th</sup> Jan 2019**. Along with the conditions and regulations stipulated in the **University Prospectus of 2018/19**, students should meet the following specific conditions for their registrations to be complete:

1. A student applying for a **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 (2018/2019).
  - 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 **Main Timed Test (MTT), Annual Examination (AE) or Supplementary Examinations** should note that:
  - a) First Year (New students) are allowed to sit for **MTT ONLY**
  - b) Continuing Students **can also only sit for MTT for courses that they have register in this academic year i.e. 2018/19 and write the respective AE in June/July 2019 session**, however they are allowed to sit for both MTT and AE of a given course provided they were registered in the last academic year (2017/18) or beyond.
  - c) Students who were admitted in **batch four** are eligible to sit for Annual Examinations
  - d) 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 2018/2019.
  - (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) The examination fee is **Tsh 5,000/=** for each registered exams for undergraduate and non degree students and **Tsh 20,000/=** for postgraduate students.
  - (v) All the exam fees 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 11<sup>th</sup> December 2019 to 15<sup>th</sup> Jan 2019.**

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 centres and approved district centres with not less than **40 candidates**.
10. The online course registration system will also be opened to meet the need of students who got their admission late and those who are yet to register for courses in this academic year.

**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 office responsible for International Student 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**