THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

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PROCEDURES FOR AUGUST 2019 EXAMINATIONS REGISTRATION

Dear Students

This is to inform you that, the Online Exam Registration System will be activated and become accessible from **22nd July 2019** to **10th August 2019** for all interested candidates to register. The **Main Timed Test (MTT)** and **Final Examinations (FE)** will be conducted from **19th August 2019 to 06th September 2019** in all Regional Centers and the following District Centers: *Ikwiriri, Karagwe, Biharamulo, Tukuyu, Mbinga, Mwanga, Korogwe, Lushoto, Kyela, Mbulu, Mpwapwa, Nzega, Kondoa, Longido, Karatu, Kasulu, Kibondo, Serengeti, Mafinga, Masasi, Ngara, Chato, Makete, Ifakara, Urambo, Ukerewe, Nkasi, Kiteto, Kilwa, Mafia,* and *Inyonga* with at **least 40** candidates registered.

Note that **MTT session** will run for 7 days from **19th August 2019** to **27st August 2019** while the **FE session** will run for 8 days from **28th August 2019** to **06th September 2019** as indicated in the respective Timetables.

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 successful:

1. A student applying for **Main Timed Test (MTT), Annual Examination (AE) and Supplementary Examinations** of a given course unit should have **(i)** Registered for the course for this Academic Year (2018/2019) **(ii)** Paid **FULL FEES** Tuition and Examination fees) as indicated in **SARIS Invoice Printout** (**SIP**).

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

4. Copies of **Evidence of Fees Payment**, **Saris Invoice Printout** 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. These items shall grant permission for one to enter the examination room, so keep them appropriately.

5. **The Registration Mode** will be **ONLINE** accessible at **http://des.out.ac.tz** (or **http://www.out.ac.tz**) from **22nd July 2019 to 10th August 2019**. Also note that:
   (a) **PID Code Issuance: The Randomly Generated Permission Code ("PID Code")** is **automatically** and **self** generated from SARIS by filling-in the SARIS Invoice Printout Code (**SIP Code**) available only IF **(i)** Performed **Online Course Registration** for 2018/2019 **(ii)** Paid **TUITION FEE (iii)** Acquired OUT Receipt from the Regional Centre and payments recorded in SARIS.
   (b) **Examination Fee** for each registered exam is **Tsh. 5,000/=** for **UG** and **ND** students and **Tsh 20,000/=** for **PG** students.
   (c) The generated PID Code shall then be used as usual to register for examinations and print Examination Hall Ticket (EHT).
   (d) 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.

6. **EHTs APPROVAL:** An EHT will only be recognized officially after having been approved by the respective DRC.

7. The **Online Course Registration System** is **OPEN to** meet the need of students who got their admission late and those who are yet to register for 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 center (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. International students are advised to get in touch with office responsible for International Student for assistance by writing to **iso@out.ac.tz**

Thank you for your anticipated courtesy and cooperation.

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