

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

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NOTIFICATION FOR SEPT/OCT 2021 WRITTEN EXAMINATIONS

PROCEDURES FOR REGISTRATION

This is to inform all students that the University has scheduled **Main Timed Test (MTT)** and **Final/Annual Examinations (AE)** for **three weeks** from **20th September 2021** to **08th October 2021** to be conducted at all OUT Regional/Coordination centers. The **Online Examination Registration System** is open from **16th August 2021** to **10th September 2021**, and is accessible from <http://des.out.ac.tz> or <http://www.out.ac.tz>.

Examination Fee for each registered exam is **TZS 10,000/=** for **Undergraduate and Non-Degree course** and **TZS 20,000/=** for **Postgraduate** courses. All payments **MUST** be done using **GePG Control Number system** as strictly **No CASH payments** will be accepted.

Registration Procedures

Along with the Conditions and Regulations stipulated in the **University Prospectus of 2020/2021**, students should meet the following specific conditions for their registrations to be successful:

1. A student applying for **Main Timed Test (MTT)** and **Annual Examination (AE)** of a given course unit should have (i) Registered for the course for this Academic Year (2020/2021) (ii) Paid **FULL FEES** as indicated in **SARIS Invoice Printout (SIP)**.
2. Applicants are advised to apply for courses which do not clash in the timetables as no student will be allowed to sit for more than one exam in the same session. No changes in the timetable will be entertained.

3. Upon exam registration, a successful applicant will be able to get the **Examination Hall Ticket (EHT)** bearing student's basic **personal information, examination center**, and a list of approved **tests and exams**.
4. **PID Code Issuance: The Randomly Generated Permission Code ("PID Code")** is **automatically** and **self-generated** from SARIS by filling-in the **SIP Code**. The generated PID Code shall then be used as usual to register for examinations and print Examination Hall Ticket (EHT). The availability of EHT is instant upon completion of registration and confirmation by the respective student.
5. 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.
6. 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.
7. **Students with Admission of July 2021 Intake** should sit for their examinations in February 2022 session.
8. Students are also advised to be attentive to the University's website for any updates regarding examination sessions.
9. Only students with valid EHT (endorsed by DRC) together with student ID or any of the following IDs *NIDA, Driving License, Travelling Passport, and Voters ID* shall be granted permission to enter the examination room. Students are advised to keep them appropriately.
10. For further guidance, please contact our Regional Offices. International students are advised to get in touch with the office responsible for International Students (DLIA) by writing to iso@out.ac.tz.

Your Sincerely

Dr. Said Ally
Director of Examinations Syndicate
The Open University of Tanzania
