

THE OPEN UNIVERSITY OF TANZANIA

DIRECTORATE OF EXAMINATIONS SYNDICATE

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NOTIFICATION FOR JAN/FEB 2022 EXAMINATIONS AND ONLINE COURSEWORK ASSESSMENT

PROCEDURES FOR REGISTRATION

This is to inform all students that the University has scheduled a first round assessment for 2021/2022 academic year to be conducted as per the following important *dates* and *facts*:

- The **Coursework Assessment** for 2021/2022 academic year will be conducted by either **written Main Timed Test** in all regional centers or **Online Coursework Assessment** through e-Learning Moodle Platform (MCA). Students have opportunity to choose the route they want for their coursework assessment for each course between **Written MTT** and **Online MCA** and are also required to observe the rules and guiding procedures for each assessment mode.
- The **Main Timed Test (MTT)** and **Special Annual/Supplementary Examinations (AE/SUPP)** will be conducted for **three weeks** in all OUT Regional/Coordination centers from **24th January 2022** to **11th February 2022**. The **Online Examination Registration System** is open from **27th December 2021** to **17th January 2022**, and is accessible from <http://des.out.ac.tz> or <http://www.out.ac.tz>.
- **Online Coursework Assessment (MCA)** will be conducted through Moodle e-Learning Platform from **21st February 2022** to **18th March 2022**.
- **Examination Fee:** Exam fee for each registered written exam is **TZS 10,000/=** for **Undergraduate** and **Non-Degree students** and **TZS 20,000/=** for **Postgraduate** students. Students are informed that No Exam Fee will be charged for coursework assessment conducted online through Moodle Platform.
- **Payment Mode:** All payments **MUST** be completed using **GePG Control Number**. Strictly **No CASH payments** will be accepted.

Registration Procedures

Along with the Conditions and Regulations stipulated in the **University Prospectus of 2021/2022**, students should meet the following specific conditions for their registrations to be successful:

1. A student applying for **Main Timed Test (MTT) and Special Annual/Supplementary Examinations (AE/SUPP)** of a given course unit should have **(i) Registered** for the course for this Academic Year (2021/2022) **(ii) Paid at least 50%** of all University Fees for those sitting for **MTT** and **100%** for those sitting for **SUPP/Final exams** as indicated in their **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 November 2021 Intake** should sit for their final examinations in June 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 dlia@out.ac.tz.

Issued by:

Dr. Said Ally,

Director of Examinations Syndicate

The Open University of Tanzania