

# THE OPEN UNIVERSITY OF TANZANIA

## DIRECTORATE OF TEACHING, LEARNING AND EXAMINATION SERVICES

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## NOTIFICATION FOR MAY/JUNE 2022 WRITTEN EXAMINATIONS

### PROCEDURES FOR REGISTRATION

This is to inform all students that the University has scheduled **Special Main Timed Test (S-MTT)** and **Final/Annual Examinations (AE)** for **three weeks** from **30<sup>th</sup> May 2022** to **17<sup>th</sup> June 2022** to be conducted in all OUT Regional/Coordination centers and approved district-based examination centers.

#### Important Dates and Facts

##### 1. Examination Centers: Exams will take place in:

- a. All Regional and Coordination centers including Kahama and Tunduru.
- b. The following district based examination centers with at least 40 students registered: Manyoni, Mafia, Ikwiriri, Karagwe, Biharamulo, Ngara, Tukuyu, Kyela, Mbinga, Mwanga, Korogwe, Lushoto, Handeni, Mbulu, Longido, Loliondo, Kiteto, Karatu, Mpwapwa, Kondo, Nzega, Urambo, Kasulu, Kibondo, Serengeti, Mafinga, Makete, Ludewa, Masasi, Newala, Chato, Nyang'wale, Ifakara, Malinyi, Ukerewe, Magu, Nkasi, Inyonga and Kilwa.

##### 2. Examination Days:

- a. Session length is **15** working days from **30<sup>th</sup> May 2022** to **17<sup>th</sup> June 2022**.
- b. **S-MTT** session will last for **7** days from **30<sup>th</sup> May 2022** to **7<sup>th</sup> June 2022**.
- c. **AE** session will last for **8** days from **08<sup>th</sup>** to **17<sup>th</sup> June 2022**.

3. **Exam Registration Mode** is ONLINE and the system will be open from **01<sup>st</sup> to 23<sup>rd</sup> May 2022**.
4. **Exam Registration Link:** <http://des.out.ac.tz> or <https://www.out.ac.tz>
5. **Examination Fee: Examination Fee** for each registered exam is **TZS 10,000/=** for **Undergraduate and Non-Degree** course and **TZS 20,000/=** for **Postgraduate** course. All payments **MUST** be completed through **GePG Control Number system** as strictly **No CASH payments** shall 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 **Special Main Timed Test (S-MTT) and Annual Examination (AE)** of a given course unit should have **(i) Registered** for the course for this Academic Year (2021/2022) **(ii) Paid FULL FEES** as indicated in the **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.
3. **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.
4. Upon exam registration, a successful applicant will be provided with the **Examination Hall Ticket (EHT)** bearing student’s basic **personal information**, **examination center**, and a list of approved **tests** and **exams**.
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 are also advised to be attentive to the University website for any updates regarding examination sessions.
8. As usual, the candidates are reminded to observe the Conditions and Regulations stipulated in the **University Prospectus of 2021/2022**.
9. Only students with valid EHT (endorsed by DRC) together with student ID or any of the following IDs *NIDA, Driving License, and Voters ID* shall be granted permission to enter the examination room.
10. **Students with Admission of April 2022 Intake** will sit for their examinations in Sept/Oct 2022 Session as per the teaching calendar.
11. For further guidance, please contact our Regional Offices. International students are advised to get in touch with the Office responsible for International Students (ICU) by writing to [iso@out.ac.tz](mailto:iso@out.ac.tz) or [dliia@out.ac.tz](mailto:dliia@out.ac.tz).

**Dr. Said Ally**  
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