

# THE OPEN UNIVERSITY OF TANZANIA

## DIRECTORATE OF TEACHING, LEARNING AND EXAMINATION SERVICES

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## NOTIFICATION FOR JANUARY/FEBRUARY 2023 WRITTEN EXAMINATIONS

### PROCEDURES FOR REGISTRATION

This is to inform all Students that the University has scheduled **Main Timed Test (MTT)** and **Special Annual/Supplementary Examinations** from **30<sup>th</sup> January** to **17<sup>th</sup> February 2023**. These will be conducted at all OUT Regional/Coordination centers. The **Online Exam Registration System** will be open from **05<sup>th</sup> to 25<sup>th</sup> January 2023** through [des.out.ac.tz](http://des.out.ac.tz) or [www.out.ac.tz](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** course. All payments **MUST** be completed through **GePG Control Number system** as strictly **No CASH payments** will be accepted.

### Registration Procedures

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

1. A student applying for **MTT** and **AE** examination of a given course unit should have (i) Registered for the course for which s/he intends to attempt the exam. (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 **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 **EHT** to be submitted by the student to the Director of the Regional Centre (DRC) for EHT endorsement.
6. 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.
7. As usual, the candidates are reminded to observe the Conditions and Regulations stipulated in the **University Prospectus**.
8. For further guidance, please contact our Regional Offices. International students should get in touch with the Office responsible for International Students (ICU) by writing to [iso@out.ac.tz](mailto:iso@out.ac.tz) or [dlia@out.ac.tz](mailto:dlia@out.ac.tz).
9. Students are also advised to be attentive to the University Teaching Calendar and Website for further updates regarding examination sessions.

**Issued by**

Director of Teaching, Learning and Examination Services

The Open University of Tanzania

Wednesday 4<sup>th</sup> January, 2023