

# THE OPEN UNIVERSITY OF TANZANIA

## DIRECTORATE OF TEACHING, LEARNING AND EXAMINATION SERVICES

P.O. Box 23409,  
Dar Es Salaam, Tanzania  
<http://www.out.ac.tz>  
E-mail: [des@out.ac.tz](mailto:des@out.ac.tz)



Direct Line: +255-22-2668835  
General Line: +255 22 2668992  
Ext. 132/3  
Fax: +255-22-2668759

## NOTIFICATION FOR JUNE 2024 WRITTEN EXAMINATIONS

### PROCEDURES FOR REGISTRATION

This is to inform all Students that the University has scheduled **Special Main Timed Test (MTT)** and **Annual/Supplementary Examinations** from **3<sup>rd</sup> June to 21<sup>st</sup> June 2024**. These examinations will be conducted at all OUT Regional/Coordination centres and approved district-based examination centres. The **Online Exam Registration System** will be open from **08<sup>th</sup> April to 24<sup>th</sup> May 2024** 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 examination 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**. **Strictly No CASH payments** will be accepted.

### SPECIFIC CONDITIONS FOR REGISTRATION

Along with the Conditions and Regulations stipulated in the **Current University Prospectus**, students **MUST** 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 examination (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

examination 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 examination registration, a successful applicant will be provided with the **EHT** bearing students basic **personal information, examination center**, and a list of approved courses for **tests and examinations**.
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 and 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

Friday 5<sup>th</sup> April, 2024