

THE OPEN UNIVERSITY OF TANZANIA

OFFICE OF THE DEPUTY VICE CHANCELLOR (ACADEMIC)

TO: ALL STUDENTS

FROM: DVC (ACADEMIC)

DATE: 10th November 2010

SUBJECT: REGISTRATIONS FOR JANUARY/FEBRUARY 2011 EXAMINATIONS

Main Timed Test (MTT), Special Timed Test One (TT1), Special Timed Test Two (TT2), Special Annual Examinations (Special AE), and Supplementary Examinations (SUPP) are expected to be conducted from **24th January 2011** to **16th February 2011** as indicated in the respective Time Tables. Therefore, students are hereby informed that examination registrations for **January/February 2011 Session** shall commence on **20th November 2010** and end on **25th December 2010**. Along with the conditions and regulations stipulated in the **University Prospectus of 2010/11**, students should meet the following conditions for their registrations to be complete:

1. A student applying for a **Main Test** of a given course unit should have:
 - a) Registered for the course for this academic year.
 - b) Paid full fees or the prescribed portion of it including normal annual examination fee (30,000) which entitles a student for Timed Tests and Annual Exams for the courses registered at the beginning of the academic year.
2. A student applying for **Special Timed Test** or **Special Annual Exam (AE)** should:
 - a) Be eligible to sit for that particular TT or AE. An eligible student is one who has an evidence of the accepted/approved request for postponement of the given Timed Test or Annual Examination done in previous sessions.
 - b) Have paid T.Shs. 30,000/= as special TT/exam fee if he/she would be eligible but for no reasons did not inform the University about the postponement. Note that this is different from the normal annual examinations fee paid during registration for new academic year as in 1(b) above.
 - c) Note that, under the new assessment system, no student is allowed to sit for both MTT and Special Annual Exam (or Annual Exam and Special MTT) of a given course in the same examination session; in this case January/February 2011 Session.
 - d) Understand that if one sits for Annual Exam (AE) without coursework a zero mark is automatically slotted on the missing Timed Test to complete the assessment. However, one can, for example, sit for MTT in Jan/Feb but fails to sit for AE in May/June of that particular year. In this case the test results are carried forward and the candidate can sit for Special AE in January/February of the following year noting that conditions 2(a) and 2(b) above shall be in force.
 - e) Lastly, note that January/February 2011 examination session shall be the **LAST OPPORTUNITY** for those students who want to clear their courses being studied under the old system. Therefore, apart from Special TT2 which is only for old system candidates,

those wishing to sit for Special TT1 (old system) should register for MTT but should indicate TT1 instead of MTT during exam registration and on their answer booklets.

3. A successful applicant will be provided with Examination Hall Ticket (EHT) bearing student's basic personal information, examination centre, and a list of approved tests and exams.
4. Applicants are advised to apply for courses that do not clash in the time tables as no student will be allowed to sit for more than one test/exam during the time meant for one test/exam only or even during tea/lunch breaks.
5. Copies of evidence of fees payment (Section 1(b) and 2(b)) and other required evidence must be attached with the approved Examination Hall Ticket to be submitted by the student to the Director of the respective Regional Centre (DRC).
6. **The Registration Mode:** The registration mode will be online as follows:
 - 6.1 A student needs to visit **ANY** nearest Regional Centre for authentication and verification for eligibility to sit for the examination as elaborated previously including presentation of evidence for fees payment.
 - 6.2 Upon verification (6.1. above), the DRC will issue the student with a "**permission code**" which will be used to access the system for self registration. This is expected to reduce a number of problems including misplacement of documents, claims for incorrect registration data, time limits, etc. Note that previous "**permission codes**" (e.g. those issued/used in May /June 2010 or earlier) are not re-usable.
 - 6.3 The availability of EHT is instant upon completion of registration and confirmation by the respective student. However, students are advised to carefully follow the online/inbuilt instructions available in the system to avoid unanticipated results on the EHT as no excuse will be accepted for failure to follow the instructions.
 - 6.4 The system will be available at <http://des.out.ac.tz> (or <http://www.out.ac.tz>) from **20th November 2010** to the **Midnight of 25th December 2010**.
7. **EHTs APPROVAL:** An EHT will only be recognized officially after having been approved by the respective DRC. Therefore, students are required to consult the DRC for the approval before the Examinations/TTs start.

NOTE:

- (i) *A student is supposed to submit duplicate copies of his/her "raw" EHT to the DRC for approval whereby the original is for the student and the copy should be left at the Centre.*
- (ii) *Upon approval, the student should write his/her name in the list of prospective candidates and sign.*
- (iii) *Candidates will only be allowed to attend the approved tests/exams at examination centre(s) indicated on their EHTs.*

Please, observe the deadline to avoid last minute rush.

Prof. E. T. K. Bisanda
DVC (Academic)