

**THE OPEN UNIVERSITY OF TANZANIA**  
***DIRECTORATE OF EXAMINATIONS SYNDICATE***

P.O. Box 23409  
Dar es Salaam,  
Tanzania  
<http://www.out.ac.tz>



Direct Line: 255-22-2668835  
General Line +255 22 2668992  
Ext. 132  
Fax: 255-22-2668759  
E-mail: [des@out.ac.tz](mailto:des@out.ac.tz)

**INTERNAL MEMO**

**TO: UNDERGRADUTE STUDENTS**

**FROM: DES**

**DATE: 23<sup>rd</sup> MARCH 2017**

**GUIDELINES FOR FACE TO FACE SESSION IN 2017**

Dear Students

This is to inform you that, the University expects to conduct the normal Face to Face session in April and May as indicated in the almanac, you are requested to observe the following:-

**A: Eligibility**

- i. All undergraduate and postgraduate diploma students with Face to Face/ Field Hall Ticket (FHT)
- ii. Any student without FHT will not be allowed. However, such students will be eligible to register and sit for examinations (S-MTT and AE) in May and June 2017 provided they submit Student Progress Portfolio (SPP) online in the MOODLE.

## **B: Activities during F2F**

- i. Discussion on difficult areas or questions (please submit those difficult areas/questions to your DRC before 10<sup>th</sup> April 2017)
- ii. Sharing experiences on Blended Mode of learning in particular the use of the MOODLE platform
- iii. Oral presentation for students who have fully participated in the MOODLE activities i.e. at least submitted assignments and participated in discussion in Knowledge Area One to Three (KA1-KA3) of a particular course (*these are qualified students for oral presentation*).

## **C: Mode of Oral Presentation for qualified students**

- i. During presentation, the team of assessors will randomly select one of the assignments from KA1-3 and ask the respective student to present the answers orally for 10 minutes and 5 more minutes will be used for questions.
- iii. The distribution of marks will be based on effective delivery (eye contact, appropriate tone, gestures etc), evidence of independent or creativity and mastery of the subject matter.
- iv. Students in this category should also fill the SPP online by summarizing the discussion on the MOODLE from KA1-4 and send the same to the course instructors online. This will be marked and weighted as earlier proposed
- v. Students who will appear for oral presentation will not be required to sit for Special MTT and those who will miss the oral presentation for whatever a reason even if they were eligible should register and sit for Special MTT.

## **D: Guidelines for students who did not qualify for oral presentation in C**

As communicated earlier, the MTT have been replaced by various activities embedded in the MOODLE. However, this has not been possible to some students due to various reasons e.g. late admission, missing material or course in the MOODLE, lack of interaction with the course instructor etc. Consequently, it has been decided as follows;

Students who failed to participate in the MOODLE activities for whatever a reason should register and sit for Special MTT in May and June 2017. The

*MITT will worth 30%. Participating in the MOODLE activities is defined as submitting assignments and involved in online discussion in KA1 up to KA3 by 15<sup>th</sup> March 2017. Note that KA1 was to be covered in December 2016, KA2 in Jan 2017 and KA3 in Feb 2017.*

**NB: All students must register and sit for Annual Examination in June 2017. Guidelines for examination registration will be communicated shortly.**

For more information or clarification, please contact your DRC or Head of Department

Thank you for your understanding

Dr. Lawi Yohana

**DIRECTOR OF EXAMINATIONS SYNDICATE-DAR ES SALAAM**