



ZAMBIAN OPEN UNIVERSITY

OFFICE OF THE REGISTRAR

ANNOUNCEMENT

DECEMBER 2022 EXAMINATIONS

The Zambian Open University (ZAOU) wishes to inform all its students that the following arrangements have been made for **December 2022 Examinations** for both January and Mid-Year intakes:

1. DISTANCE LEARNING AND FULLTIME STUDENTS

Distance Learning Students, both undergraduate and Post graduate, except Fine Arts students will write their examinations on a **'Take home'** basis. This means that:

- a. No **Face to face examinations** will be conducted.
- b. Examination question papers will be uploaded onto the Moodle Platform.
- c. Examination question papers for all the courses for which the candidate is registered will be posted on each candidate's portal and should be downloaded.
- d. Students will then answer the questions during the period of **four (04) days** from **Monday 5th at 08:00 hours to Thursday 8th December, 2022 at 23:59 hours**.
- e. Examination answers must be typed and uploaded onto the portal using the Moodle Learning Management System, **as is the case with assignments**.
- f. All students must have completed the **continuous assessment and submitted both assignments** before they can write and upload examination answer sheets.
- g. Candidates are advised to upload examination answers as they finish writing each examination paper.
- h. Candidates are further advised to upload onto the portal one course (examination answer sheet) per day. Do not wait to upload all the four courses on the last day.
- i. The last examination answer sheet (course) must be uploaded by Thursday, 8th December, 2022 at 23:59 hours.
- j. Handwritten and scanned examination answer scripts will **NOT** be accepted.
- k. Examination answers will be screened for plagiarism, therefore candidates are strongly advised to resist the temptation of lifting materials from books, modules or any others sources.
- l. **Special arrangements shall be made for the visually impaired students to write their examinations using brail and or Computer.**

2. FINE ARTS STUDENTS

Examination arrangements for the Fine Arts candidates are as follows:

- a) 4th Year will have their Examinations from **14th to 24th December, 2022.**
- b) The rest 1st, 2nd, and 3rd Year will have their examinations from **21th to 24th December 2022.**

Students are advised to find accommodation near the examination venue since examination sessions usually extend to late hours of the evening.

3. DEADLINE FOR PAYMENT OF FEES AND REGISTRATION FOR EXAMINATIONS.

- a. The deadline for the payment of full fees (**100%**) and registration for examinations for Distance learning students both undergraduate and Postgraduate has been extended to **Tuesday 21st November 2022. NO REGISTRATION WILL BE ALLOWED AFTER 21st November, 2022.**
- b. **Students who will have paid their fees but were late for registration are advised to write to their Dean requesting to defer their examinations to the next semester.**

For **more information** Students are advised to get in touch with their Deans, Heads of Department or the academic office. (**0976123055, 211427600, /0977826753/0957831980**).

You may also visit our website (www.zaou.ac.zm) or like the ZAOU Facebook page.



Amb. Dr. Francis Musonda
ACTING REGISTRAR

7nd November, 2022

Zambian Open University
"University without Walls"