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Alternative Format

If you require Additional Assessment Policy document in an alternative format, please contact the Student Support Team via <http://www.open.ac.uk/contact/> (phone +44 (0)300 303 5303), or your dedicated Student Support Team via StudentHome if you are a current Open University student.

If you are a student and you live in Wales, you can speak with a student support adviser in Welsh on 029 2047 1170.

Introduction

Each module has a Module Result Panel (MRP) that recommends module results for individual students. The MRP members use their academic judgement to decide if each student has met the standard required to be awarded credit for the module.

If the panel cannot decide what the most appropriate module result outcome is, they may decide that an Additional Assessment is required to gather more information on how you have achieved the relevant learning outcomes for a particular result status. The circumstances under which the MRP could decide to offer an Additional Assessment are outlined below in [section 2.1](#). The decision of the MRP cannot be challenged. MRP's are held to account and must evidence consistent decision making when offering Additional Assessments. The Open University reviews the offers of Additional Assessments to ensure consistency as part of our quality assurance processes to ensure academic integrity and standards are maintained.

Any terminology that may be unfamiliar is explained throughout the policy and in the [definitions section](#) at the end of this document. Throughout this document, where you see references to 'we', 'us', or 'our' this means The Open University. 'You' refers to you as our student.

Scope

What this policy covers

This document covers Additional Assessments, which may be offered after the end of the module but before a module result outcome can be awarded.

The Additional Assessment policy applies to all taught courses at The Open University, whether you are studying a module or standalone course or are studying a registered undergraduate or taught postgraduate qualification, including an apprenticeship, as defined in the [Academic Regulations](#).

What this policy does not cover

The Additional Assessment policy does not apply to the following:

- Postgraduate research students should refer to the [Code of Practice for Research](#).
- Learner studying a Microcredential: please contact your [Student Support Team](#)
- Vocational Qualification learners: please contact the [vocational qualification team](#).

Support and Information

How to contact us

If you have any queries about this policy, please [Contact Us](#). If you want to contact your Student Support Team (SST), please refer to the '[Contact the OU](#)' Help Centre webpage. To check the contact details for the Open University, please see [OU Offices](#). If you are studying an apprenticeship, please contact the Apprentice Enrolment and Support Team (AEST) by email on apprentice-support@open.ac.uk, or telephone (+44 (0) 300 303 4121). Welsh-speaking Students and Learners may speak with a student support adviser in Welsh on +44 (0) 29 2047 1170. Research

Degree Students can contact the Research Degrees Office via email research-degrees-office@open.ac.uk.

Help Centre Articles

Help Centre – [Pending results and Additional Assessments | Help Centre | The Open University](#)

Reporting Bullying and Harassment

The Open University is committed to creating a diverse and inclusive environment where everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. We encourage staff, students, learners and visitors to report incidents of assault, bullying harassment, hate crime or sexual harassment through [Report + Support](#). This platform also provides information about what you can do if you or someone you know experiences such incidents, and where you can find support.

Policy

1. Policy Purpose

- 1.1 The purpose of this policy is to explain what the University does when the Module Result Panel (MRP) is unclear about the result outcome to award for a module result. For more details on how we decide your module results, please refer to the [Module Results Determination Policy](#).
- 1.2 This policy sets out when we may offer you an Additional Assessment, your responsibilities, and our responsibilities when you are offered an Additional Assessment. It does not replace a resit or resubmission, which are explained in the [Resit and Resubmission Policy](#).

- 1.3 The objectives of this policy are to:
- i) Define when we may offer an Additional Assessment
 - ii) Define roles and responsibilities for students and Open University staff members
 - iii) Set out the procedure for offering, accepting and completing Additional Assessments
 - iv) Define how your module result is calculated after your Additional Assessment
 - v) Set out the process for appealing an incorrect result
- 1.4 Roles and responsibilities:
- i) It is the role of the MRP to determine if you should receive an Additional Assessment, design the task and determine the appropriate result status for you once you have completed your Additional Assessment.
 - ii) It is the role of the Additional Assessment Team to facilitate the Additional Assessment and act as your contact point to The Open University.
 - iii) It is your responsibility to accept, complete, and submit the task in the timeframes set out by the Additional Assessment Team.

2. Policy Principles

- 2.1 The policy ensures that students whose module result is not conclusive are able to present further evidence of successful study that may improve their results. The MRP will determine if an Additional Assessment is appropriate.

This may be where:

- i) You have not demonstrated all the learning outcomes for a particular module outcome. For example, this could occur because you have not met a module-specific threshold which you must achieve to pass the module.
- ii) The Open University has identified inconsistencies in your assessment record which means it is not clear what module outcome is appropriate. For example, where there is a large difference between your Overall Continuous Assessment Score (OCAS) and Overall Examinable Component Score (OES) on the module.
- iii) You have told us about Special Circumstances that have affected your performance and the MRP would like to seek more evidence of how well you have demonstrated the learning outcomes on the module.
- iv) The Open University has been unable to verify that the work is your own as part of an academic conduct investigation.
- v) You have experienced maladministration on the part of The Open University which may have affected your module result outcome.

2.2 Additional Assessments can only be offered by The Open University. You are not entitled to request an Additional Assessment. However, please get in touch with your Student Support Team (SST), or Apprenticeship Enrolment and Support Team (AEST) if you have concerns about your module result, as described in [Module Results Determination Policy](#).

2.3 You may be asked to complete an Additional Assessment before you can be offered a resit or resubmission result.

2.4 The Additional Assessment task will normally be a new piece of assessment that will test the learning outcomes the Module Result Panel considers have not been demonstrated. Exceptionally, you may be asked to repeat a piece of assessment, as the Additional Assessment, where this is required to pass the module.

- 2.5 An Additional Assessment task is usually a TMA-style written task. Other forms of Additional Assessment might be an oral assessment (by video conferencing software such as Microsoft Teams or Adobe Connect rooms), an iCMA or an examined task. If the Additional Assessment has been offered to you as part of an academic conduct investigation where The Open University has been unable to verify your work, this will normally be offered as an oral assessment. As with any assessment, you will be able to request reasonable adjustments for your Additional Assessment and instructions on how to do this will be included with the Additional Assessment offer.
- 2.6 You will not receive a mark or any feedback on the task. Instead, your module result outcome will be amended to reflect the result.
- 2.7 Where an Additional Assessment is offered as part of an academic conduct investigation, the purpose of the Additional Assessment will be to determine whether the assignment(s) under investigation can be counted as part of your assessment record. In these cases, if you do not engage with or complete the Additional Assessment then a decision will be taken without this piece of evidence. This could result in you receiving a zero score for the assignment(s).
- 2.8 In all other circumstances, your module result following the Additional Assessment cannot be lower than the result you have already achieved based on your previous assessments.
- 2.9 In the Additional Assessment offer letter, you will be informed of the result status you will receive should you choose not to respond to the offer letter or complete the Additional Assessment. If you choose not to take the Additional Assessment, or do not respond to the offer letter, your result will be released to you with no change.
- 2.9.1 The outcome of an Additional Assessment will not normally be more than one result status higher than the outcome detailed in your Additional Assessment offer letter.

- 2.9.2 Having considered your specific circumstances, the Module Result Panel may decide to increase your overall module result outcome by more than one result status, however, this is uncommon and is an academic decision which means it cannot be requested or appealed.
- 2.10 There is never a fee to pay for an Additional Assessment.
- 2.11 You can only be offered an Additional Assessment after module results are released. If you are offered an Additional Assessment, your module result will show as 'pending' and the information on StudentHome will confirm that you will be offered an Additional Assessment.

Procedure

3. Accepting an Additional Assessment offer

- 3.1 You will normally receive your Additional Assessment offer letter via email within 10 working days of module results being released. Your Additional Assessment offer letter will inform you of the result which will be awarded to you if you do not accept the Additional Assessment. The Additional Assessment offer letter will give you some indicative details about the task you will be asked to undertake. Full details will be sent to you after you have accepted the offer for the Additional Assessment.
- 3.2 You must respond to the offer via email within 14 calendar days if you wish to accept the offer. You can ask any relevant questions prior to accepting the Additional Assessment if you wish. Should you have reasonable adjustments agreed during your module, these will be applied throughout the Additional Assessment process including the offering and accepting of your Additional Assessment. If we have not heard from you after 14 calendar days, we will proceed as if you have declined the offer and release your result as it stands.

- 3.3 Students in Secure Environments (SiSE) will have a longer period of time to accept, undertake and submit their Additional Assessment due to potential restrictions on internet access. This will be clearly outlined in their Additional Assessment offer letter.
- 3.4 You will be given a timescale to complete the Additional Assessment, which will normally be within 90 calendar days of the offer being made. If your Additional Assessment is an oral assessment, the Additional Assessment team will liaise with you and the academic members of staff conducting the Additional Assessment to agree an appropriate date and time.

4. Accepting an Additional Assessment offer in Welsh

- 4.1 Under the Welsh language standards, you have a right to use Welsh in your Additional Assessment if you are a student in Wales. If you would like to use Welsh, you should indicate this upon accepting the Additional Assessment offer. If the Additional Assessment is oral and not all the attendees speak Welsh, we will arrange simultaneous translation to allow you to do this. Using Welsh will not affect the outcome of your Additional Assessment.

5. Completing the additional assessment

- 5.1 Once you have accepted the Additional Assessment offer, you will be sent the Additional Assessment task and details of how to submit it. You must complete and submit the task before the deadline.
- 5.2 You may contact the Additional Assessment team before the deadline of your assessment to request an extension. Extensions of up to 21 calendar days can be granted by the Module Team Chair. Extensions of over 21 calendar days or where the submission date is more than 90 calendar days after the offer of the Additional Assessment must be approved by the Assessment Exceptions Group (AEG). You may need to provide evidence to support your request. All data will be collected and processed in accordance with the [Student Privacy Notice](#).

- 5.3 If you require support to complete your Additional Assessment, you should contact your [Student Support Team](#) or [Apprenticeship Enrolment and Support Team \(AEST\)](#) who can arrange for you to receive an individual student support session with a tutor. This may be with a different tutor to the one you had on the module.
- 5.4 If you require reasonable adjustments to enable you to complete your Additional Assessment, which we are unaware of, then you can request them by contacting the Additional Assessment team as set out in your Additional Assessment offer letter. For more information and support on requesting reasonable adjustments please contact your [Student Support Team](#) or [Apprenticeship Enrolment and Support Team \(AEST\)](#) as appropriate.
- 5.5 If you do not submit your Additional Assessment task or request an extension before the deadline, your module result will be released as it stands.

6. Special Circumstances

- 6.1 Special Circumstances information which was submitted in the presentation when your module result was originally considered will not be passed to the Module Result Panel when they consider your result as it has already been taken into account to offer you an Additional Assessment. Therefore, if you have experienced circumstances that have negatively affected your performance on your Additional Assessment, either new or continuing, then you should bring them to the attention of the Module Result Panel as outlined in section 6.2.
- 6.2 If you wish to submit Special Circumstances in relation to the completion of your Additional Assessment, please contact the Additional Assessment team as described in your offer letter. This information will be passed to the Module Result Panel Chair or their delegate when your result is determined.

7. Receiving your final module result

- 7.1 As the Additional Assessment is intended as a qualitative assessment it is not marked in the same way as a standard assessment, so you will not receive a score or feedback for the task. The only result you will receive is your module result outcome.

Your module result outcome represents the decision of the Module Result Panel after considering your assessment record on the module and your performance on the Additional Assessment task.

- 7.2 If you are undertaking an Additional Assessment as part of an academic conduct investigation, you will receive a separate communication from the Academic Conduct Officer detailing their findings and any penalty which may be applied.
- 7.3 For help and support associated with receiving your module result, you can contact your [Student Support Team](#) or [Apprenticeship Enrolment and Support Team \(AEST\)](#).

8. Methods of appeal

- 8.1 You cannot directly appeal against the outcome of an Additional Assessment because this is an academic decision as part of the overall determination of your module result.
- 8.2 If you have evidence that your module result has been determined incorrectly following an Additional Assessment you can request a [Module Result Check](#). Please follow the guidance online. If you cannot request your module result check via the link given, please contact your [Student Support Team](#) for assistance.
- 8.3 If you believe that the Additional Assessment was not conducted appropriately, you can submit a complaint. There is further information about [how to make a complaint or appeal](#) on the [complaints and appeals section](#) of the Help Centre.

- 8.4 Please submit your complaint or module result check request within 28 calendar days of receiving your result. If you submit a concern or MRC after this and are unable to provide a good reason why your submission was outside the set timeframe your request is likely to be refused.

Definitions

Additional Assessment

Where a Module Result Panel (MRP) decides, it would like to obtain more evidence before agreeing your module result, it may offer you an Additional Assessment. The MRP decides on the format of that assessment – it may be written, spoken or both. We will tell you that you are being offered an Additional Assessment at or before the module result release date. A separate communication will be sent about the format of the Additional Assessment and when it will be held. The module result is held pending the outcome of the Additional Assessment. Additional Assessments are not available to students on request.

Academic Conduct Investigation

The Open University may investigate if there is cause for concern that your work may not be your own, raised either through plagiarism detection software or by a marker. Please refer to the [Academic Conduct Policy](#) for more details.

Exam (examination)

An exam is a time restricted final assessed task. Exams have a set start time and must be submitted within a specific time frame. The submission deadline is typically between 2-4 hours, but can be up to 24 hours, as specified by the module team. Some exams will be invigilated by an online invigilation provider; you will be told if this applies to your module.

iCMA

This is an interactive form of assessment made up from a series of questions and submitted online.

Module Result Panel

The Module Result Panel (MRP) is responsible for the setting and marking of all controlled assessments for each presentation of a specific module, and for proposing a result for each student on a module.

Module Specific Threshold

On some modules there is a minimum requirement or score (such as 40%) that you must achieve for an individual piece of work or activity, or for a number of pieces of work combined, to achieve a pass result.

Module Team Chair

The Module Team Chair is the senior academic on the module who has the responsibility of providing academic leadership to ensure the coherence, cohesion and quality of the learning experience offered by the module within the Qualification(s) it belongs to. They have overall responsibility for the work of the module team and the setting and maintenance of academic standards.

Overall Continuous Assessment Score (OCAS)

This is a score out of 100 that has been achieved for continuous assessment on the module. Continuous assessment is usually made up of assignments such as TMAs and iCMAs. Your assessment strategy (via the assessment section on [StudentHome](#)) will explain how much each individual assignments contributes towards OCAS.

Overall Examinable Component Score (OES)

This is a score out of 100 which has been achieved for the examinable component on modules with two separate components of assessments. The examinable component is usually an exam or an end-of-module assessment (EMA) such as a project, poster, speaking assessment (language modules) or dissertation. It may also be a combination of these types of assessment. Very occasionally, a module may have both an EMA and an exam.

Pending result

This means that your result has not yet been finalised and this could be due to a lot of different reasons. You can find more information about the reasons for a pend result on the Help Centre page [Pending results and Additional Assessments](#).

Qualitative piece of assessment

A Qualitative assessment is an assessment that is not assigned a score but is used together with other assessment to reach a judgement about the overall result outcome for a student.

Resit

If you take your exam but do not achieve the required standard for a pass on your module you may be offered a resit opportunity. There is a minimum requirement to qualify for a resit specific to your module/s which is explained in the Assessment section on StudentHome. You can only resit once and your module result will normally be capped.

Resubmission

If you submit your end-of-module assessment (EMA) or end-of-module tutor marked assignment (emTMA) but do not achieve the required standard for a pass on your module you may be offered a resubmission opportunity. There is a minimum requirement to qualify for a resubmission specific to your module/s which is explained in the Assessment section on StudentHome. You may only resubmit once, and your module result will normally be capped.

Special Circumstances

If your performance in any of the assessment on your module has been affected by something beyond your control, you can bring these 'special circumstances' to the attention of the Module Result Panel for consideration when they agree your module result.

Students in Secure Environments (SiSE)

SiSE are made up of three groups of students: prison based, secure unit based and students who are Out on Licence / Probation / Disclosure. There are specialist teams within the Nations to support these students based on their geographical location.

Tutor-marked assignment (TMA)

As part of the teaching methodology on most modules, you have to submit written assignments to your tutor. These are called tutor-marked assignments.

Related Policies and Legislation

Refer to the following documentation in conjunction with this document:

- [Academic Conduct Policy](#)
- [Advocacy Policy](#)
- [Assessment Policies](#)
- [Resit and Resubmission Policy](#)
- [Module Results Determination Policy](#)
- [Special Circumstances Policy](#)
- [Student Privacy Notice](#)

Give Us Your Feedback

If you have any comments about this policy document and how it might be improved, please share this with us, by emailing SPR-Policy-Team@open.ac.uk.

Our Student Charter Values

[The Student Charter](#) was developed jointly by The Open University and the OU Students Association. It is a declaration of our shared values and the commitments we make to each other. This document has been developed with the Student Charter values as its foundation.

Our commitment to Equality Diversity and Inclusion

Our commitment to equality and inclusion is embedded in all that we do and reflects our mission to be open to people, places, methods and ideas. We celebrate diversity and the strengths that it brings, whilst challenging under-representation and differences in outcomes within our institution. We promote and manage equality and diversity to meet both our strategic goals and our statutory equality duties. We achieve this in many ways, including the development of inclusive policy.

Welsh language standards

[Safonau'r Gymraeg \(Welsh Language Standards\)](#)

The Open University is one of several universities named in the Welsh Language (Wales) Measure 2011. This means that any students in Wales can expect to receive certain services from the OU in Welsh. These are outlined in what's called the [OU's Welsh language standards](#).

This means that you can speak to our student recruitment and support team in Welsh or contact the university in Welsh. You can find out more about your rights as a Welsh language user on the [OU in Wales website](#).

About this Document

Summary of Significant Changes since last version

- New policy template has been used so the layout has slightly changed, and wording updated.
- Glossary terms updated to ensure they are up to date.

Policies Superseded by this Document

This policy will replace the older version 1.0 of the Additional Assessment Policy dated March 2024.

Document Information

Version number: 1.1

Approved by: Director, Academic Services

Effective from: 1 August 2025

Date for review: July 2026

Charity Statement

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England and Wales and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority in relation to its secondary activity of credit broking.