

About the Additional Assessment Policy

An alternative format of this summary is available. Please contact the Student Support team via [Contact Us](#) (phone +44 (0)300 303 5303), or via [StudentHome](#) if you are a current Open University student.

This summary was written alongside the main policy to offer a short introduction. Support from our advisers is available so please [Contact Us](#) to discuss this. Welsh-speaking Students and Learners may speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

An Additional Assessment is an extra piece of assessment that you may be offered on a module if the Module Results Panel isn't clear about what module outcome to award you. They can only be offered to you by the University, and you cannot request to undertake an Additional Assessment. Additional Assessments were formerly known as a Viva or a Viva-Voce at The Open University. The [Additional Assessment policy](#) outlines when Additional Assessments may be offered, clarify the roles and responsibilities of students and staff, describe the procedure for offering, accepting, and completing Additional Assessments, explain how module results are calculated after an Additional Assessment, and details the process for appealing incorrect results.

We will follow these principles

- We will tell you that you are being offered an Additional Assessment at or before the module result release date.
- We will send your Additional Assessment offer letter via email within 10 working days of module results being released. The letter will inform you of the result if you do not accept the Additional Assessment and provide some details about the task. Full details will be sent after you accept the offer.

- We will clearly set out the reason we are offering you an Additional Assessment in your offer letter.
- We will give you a timescale, which will normally be within 90 calendar days of the offer being made, to complete the Additional Assessment. If it is an oral assessment, the Additional Assessment team will coordinate with you and the academic staff to set a suitable date and time.
- We will provide support and help in understanding this policy and its application.
- Students living in Wales have the right to communicate with us in Welsh. Phone +44 (0)29 2047 1170, or email wales-support@open.ac.uk.

You need to be aware

- You must respond to the offer via email within 14 calendar days if you wish to accept the offer.
- It is your responsibility to accept, complete, and submit the task in the timeframes set out by the Additional Assessment Team.
- There is no fee to pay for an Additional Assessment.
- An Additional Assessment may be offered as part of an Academic Conduct Case to allow you to demonstrate the validity of your work. You do not have to accept the offer of an Additional Assessment, although if you decline or do not engage with 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.
- If you wish to submit Special Circumstances for your Additional Assessment, contact the Additional Assessment team as explained in your offer letter. This will be considered when your result is decided.
- If you need to contact someone regarding your Additional Assessment, please contact the appropriate member of staff as outlined in your offer letter. If you would prefer to communicate with the Open University through an advocate, you can find out more about how to do this in the [Advocacy Policy](#).

- You cannot appeal the outcome of an Additional Assessment directly, as it is part of your module result. If you believe there was an error in determining your result, you can request a [Module Result Check](#). If you think the assessment was not conducted properly, you can submit a [complaint](#). Submit any complaints or result check requests within 28 days of receiving your result, or they may be refused. For more details about how to request Module Result Check and how to make a complaint or appeal, please refer to the [Additional Assessment policy](#).

Your data

All data will be collected and processed in accordance with the [Student Privacy Notice](#).

How to question a decision made under this policy

For information about how to appeal against a decision made under this policy please refer to the [Complaints and Appeals Procedure](#). Please [Contact Us](#) for support.

Give Us Your Feedback

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

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.

Document Information

Short summary for Additional Assessment Policy

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