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## Summary of document

This document contains information about the rules for deferring a module with assessment banking, which is one of the options laid out in section 3) of the [Changing Your Study Plans Policy](#).

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### Summary of significant changes since the 2019/20 version

Apprentices included in scope.

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### Policies superseded by this document

This document replaces the Assessment Banking Rules 2019/20 with effect from 1 August 2020.

## Scope

### What this document covers

This document applies to undergraduate and postgraduate students on taught courses, registered or enrolled for modules from 1 August 2020 onwards. The document (except Section 3) may also apply to Apprentices, who should contact their Apprenticeship Programme Delivery Manager (APDM).

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### What this document does not cover

This document does not apply to Microcredential students, or to students studying non-credit bearing Short Courses.

## Related Documentation

Refer to the following documentation in conjunction with this document:

- [Changing Your Study Plans Policy](#)
- [Fee Rules for the academic year in which you are studying](#)
- [Assessment Handbook](#)

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## The Open University Student Charter Principles

This policy aligns with the following [Open University Student Charter](#) Principles:

- Principle 2: We aim to inspire and enable learning
- Principle 3: We share the responsibility of learning

## Introduction

The [Changing Your Study Plans Policy](#) includes the rules and procedures to suspend study of a module (deferral) and notes that some modules offer the option of assessment banking in conjunction with deferral.

The rules contained in this document set out the conditions that you must meet if you want to defer a module but keep the scores from assessments you have already completed. If the module is eligible and you meet all the requirements laid out in this document, you may be able to carry your existing module assessment record forward to a future presentation of the same module and complete the remaining assessment requirements during that future presentation. This process is called 'assessment banking'.

This document provides information about policy and procedure rather than guidance. For personalised advice and guidance, please contact your [Student Support Team \(SST\)](#) or your APDM if you are studying as part of an apprenticeship programme.

A number of key terms are explained in a [glossary](#) at the end of this document.

## Rules

### 1. Module eligibility

- 1.1 In order for you to be able to choose to defer with assessment banking, you must be studying an eligible module. Not all modules offer assessment banking as an option. You can check whether your module is eligible for assessment banking when you contact your [Student Support Team](#), or APDM if you are studying as part of an apprenticeship programme, to notify them that you want to defer (as set out in the [Changing Your Study Plans Policy](#)).

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- 1.2 In addition, you must have submitted at least one piece of assessed work before you can defer the module with assessment banking. This can be either a formative or summative piece of assessment. Some formative assignments are compulsory, so must be submitted even though the scores do not contribute to your final module result. A compulsory formative assignment can be assessment banked.
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## **2. Deadline for applications to defer with Assessment Banking**

- 2.1 You must defer by the final deferral date for the module that you are deferring from. If your module includes an examination or an end-of-module assessment (EMA), the final deferral date is the working day before the module examination or the EMA submission deadline. If your module does not include an examination or an EMA, the final deferral date is midnight on the working day before the submission deadline for the final piece of assessed work.
- 2.2 You must confirm if you wish to defer with or without assessment banking either at the time of your deferral or at any time up until the final enrolment date for the module presentation that you have deferred to. You can check the final enrolment date via the module description on the online prospectus or on [StudentHome](#).
- 2.3 If you want to change your mind about whether to defer with or without assessment banking, you can do by contacting your Student Support Team, or APDM if you are studying as part of an apprenticeship programme. You must tell us before the final enrolment date to register or enrol to restart the module.
- 2.4 You must download the eTMAs you are banking before you defer, since The Open University will not be able to supply copies once the assessment banking process has started.
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## **3. Cost of deferral with Assessment Banking**

- 3.1 There is no fee to defer with assessment banking. However, subject to any [fee credit](#) that you were eligible for at the time of your deferral, you will have to pay a further module fee in order to resume study of the module. You should refer to the [Fee Rules](#) in place during the academic year in which you are studying a module you would like to defer for information about fee liability and fee credits.

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#### **4. Banking of existing assessment record**

- 4.1 You must bank your complete assessment record for all of your marked assignments. This will include the scores for any tutor marked assignments submitted online (eTMAs), tutor marked assignments (TMAs) and interactive computer marked assignments (iCMAs).
- 4.2 If you have zero scores for 'missed' assignments that you did not submit by either the cut-off date or an agreed extension date before your most recently submitted assignment, you will not be allowed to submit these assignments when you return to study. If the module you are deferring permits substitution, missed assignments included in your banked assessment record will be subject to the module substitution rules.
- 4.3 When you restart your module, following the deferral, you cannot resubmit banked assignments to try to improve your scores.
- 4.4 If you have attended a residential school or participated in an Alternative Learning Experience, as a component of your deferred module, the record of your attendance or participation will be carried forward to the new presentation.
- 4.5 Any special circumstances information you have submitted relating to the completed assessments of the original presentation of your module will be carried forward to the new presentation.
- 4.6 Any disciplinary penalty applied to the original presentation of your module will be carried forward to the new presentation.

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#### **5. Deadline for registration/enrolment to return to study**

- 5.1 You must register or enrol to study the deferred module on a presentation starting within 13 months of the original start date of the module.
- 5.2 When you tell us you want to defer with or without assessment banking we will reserve a place for you on the next available presentation of that module. If there is more than one presentation starting within 13 months of the original start date of the module that you have deferred, you will be given a choice of presentations.

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- 5.3 If registration has not yet opened, you will be advised when you will need to contact us to make a reservation.
- 5.4 You cannot return to study your module deferred with assessment banking on a presentation that has already started unless a late registration is approved by your [Student Support Team](#), or APDM if you are studying as part of an apprenticeship programme.
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## 6. Returning to study after deferral with Assessment Banking

- 6.1 When you have re-registered or re-enrolled you will be able to see the assessment scores that have been transferred to the restarted module in [StudentHome](#) by the start date of that module. If you completed any assignments out of sequence (for example, early submission of iCMAs with a final submission date at the end of the module) then these scores may not be transferred until you have completed the remaining assignments with earlier submission dates.
- 6.2 Your tutor will be able to see the assessment scores that have been transferred to the restarted module and will be aware of your decision to use them.
- 6.3 You will not be able to download your banked eTMAs after you have withdrawn from your deferred module. The Open University is not able to supply them to you once the assessment banking process has started. As stated in [section 3](#), you must download these assignments before you defer.
- 6.4 You may participate fully in all the learning activities for the module as normal, using the materials and assessments for the new presentation. The first assignment you will be eligible to submit for assessment purposes when you return to study will be the assignment that follows the most recently submitted assignment on your original presentation. You must submit the remaining assessments for the module in accordance with the study calendar.

## Procedure

As per section 5c) of the [Changing Your Study Plans Policy](#), please contact your [Student Support Team](#) if you are considering deferring a module with assessment banking. If you are studying as part of an apprenticeship programme, you should contact your APDM.

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# Glossary

## **Apprenticeship Programme Delivery Manager (APDM)**

APDMs support Apprentices and Employers throughout their Apprenticeship Programme. They offer support and advice on recruitment, registration and eligibility; act as the conduit between the Employer and the OU; and provide support to line managers/workplace mentors and Apprentices.

APDMs also review, track and respond to Apprentice progression by working with the Employer, the Apprentice and The Open University to achieve successful completion. They collect and act upon feedback from the Employer and the Apprentice to continually enhance this process.

## **Assessment banking**

Assessment banking is when you keep the scores from assessments you have already completed, carry these forwards to a future presentation of the same module and complete the outstanding assessment requirements within that future presentation.

## **Deferral**

You can temporarily suspend your study of a module by deferring a module. This means ceasing to study a module temporarily with the intention of completing that module later.

## **Fee credit**

A fee credit is an amount of money that is awarded by The Open University that can be offset against the fee of a future presentation of the same module or, in some circumstances, a different module. Rules about fee credits are in the [Fee Rules](#)

## **Final enrolment date**

The Final Enrolment Date is the last date that a reservation can be made for a module in a specific presentation period. It will be published in the online prospectus in the module description and on [StudentHome](#).

## **Formative assignment**

Formative assignments are set for teaching purposes only and marks awarded do not contribute towards your module score.

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## **Missed assignment**

A missed assignment/assessment is an assignment you did not submit either by the cut-off date, or an agreed extension date. These assignments, whether you submit them late or not at all, receive zero marks.

## **Presentation**

A presentation is the period of time between module start and end dates. Presentations are referred to by their first month e.g. a module that is presented from February to October is a February presentation.

## **Substitution**

Some modules allow your original score for a set number (published in advance) of their summative assignments to be replaced (or 'substituted') by a higher score derived from your summative assessment scores throughout the module

## **Summative assignment**

'Summative' assignments are those where the scores for these assignments contribute to your module score.

## **Further clarification**

If you have any queries around the content provided within this document, please contact your Student Support Team via [StudentHome](#), or through the 'Contact Us' option on the [Help Centre](#) if you are a current Open University student. If you are an Apprenticeship student, you should contact your APDM.

## **Alternative format**

If you require this 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](#) or APDM if you are a current Open University student.

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