

# Assessment Banking Rules

## Academic years 2012/13 to 2013/14 - Archived document

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These rules set out the conditions that you will have to meet if, when you defer a module, you wish to retain the scores from assessments you have completed, carry these forward to a future presentation of the same module, and complete the assessment requirements during that future presentation. This process is called 'assessment banking'.

These rules must be read together with the [Deferrals and Withdrawals Policy](#) and the [Cancellation Procedure](#), which tell you when you are entitled to defer a module and the procedure that you have to follow. You may be entitled to a fee discount when you resume study of a deferred module as set out in of the [Fee Rules](#).

### How to defer your module with assessment banking

In order to be eligible for assessment banking you must meet all the conditions set out below:

**1. You must be studying a module that is eligible for assessment banking.**

A list of eligible module presentations will be displayed on StudentHome if the module you are studying is eligible.

There will be certain modules for which assessment banking is not an option, either temporarily or on a permanent basis. Examples of when this might be applicable include when a module is in its last year of presentation or if a significant assessment strategy change has taken place. This may also be applicable where the End of Module Assessment comprises more than one task that is due earlier in the module presentation before the final deferral date and which has already been submitted.

**2. You must follow the [Cancellation Procedure](#) to defer your module.**

A deferral will only be approved if you meet the conditions set out in the [Deferrals and Withdrawals Policy](#). (If you are registered for a qualification see section 3.5, if you have declared a qualification see section 4.5 and if you are registered for a standalone module see section 5.5).

The final deferral date is the latest point at which you can opt to defer with (or without) assessment banking. The final deferral date is the working day before the module examination or EMA submission date.

**3. You must have submitted at least one piece of assessed work before you deferred the module.**

This can be a formative or summative piece of assessment.

**4. You must notify us that you wish to defer with assessment banking.**

You can do this either at the time of your deferral or at any time up to the final enrolment date for the module presentation that you have deferred to. You may do this even if you had previously told us that you wished to defer without assessment banking, provided that you are still within the time limit.

When you notify us that you wish to defer with assessment banking we will reserve a place for you, if one is available, on a presentation of that module starting within 13 months of the original start date of the module that you have deferred. If reservations have not yet opened you will be advised when to contact us to make a reservation.

You cannot restart on a module that has already started unless you satisfy the late registration criteria in the [Deferrals and Withdrawals Policy](#). (If you are registered for a qualification see section 3.4.3, if you have declared a qualification see section 4.4.3 and if you are registered for a standalone module see section 5.4.3.)

If you have notified us that you wish to defer with assessment banking you may change to a deferral without assessment banking if you notify us at any time before the final enrolment date to register or enrol to restart the module.

**5. 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.**

There is no fee for assessment banking, but, subject to any discount that you were eligible for at the time of your deferral, you may be required to pay a further module fee in order to resume study of the module. See the Fee Rules for details of the discounts that may apply when a module is deferred.

If you have not registered or enrolled to study the module that you have deferred with assessment banking on a presentation starting within 13 months of the original start date of the module, your deferral will revert to a deferral without assessment banking. You will still be entitled to any discount you were awarded when you deferred, but we will not transfer the scores from the assessments you have completed, and you will have to submit all assessments (i.e. start again).

## **The effect of assessment banking**

1. You must bank the scores for ALL the assessments submitted or missed up to the point of deferral. This includes any eTMAs, TMAs, iCMAs and CMAs. Missed assignments will be recorded as a blank score, but will be substitutable if the module permits this.
2. You cannot resubmit banked assessments when you restart the module following the deferral or submit any assessments you missed up to the point of deferral unless they are formative assessments
3. You must submit the remaining assessments for the module when you restart it, in accordance with the study calendar for the module, and you may participate fully in all the learning activities for the module as normal, using the materials and assessments relating to the new presentation.
4. 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.
5. 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. You will not be able to download your banked eTMAs after you have withdrawn from your deferred module. You must do this before you defer. The University will not be able to supply them to you once the process to assessment bank has started.
7. 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 your new presentation.
8. Any special circumstances you have submitted relating to any component of the continuous assessment you have banked will be carried forward to your new presentation.
9. Any disciplinary penalty applied to any component of the continuous assessment you have banked will be carried forward to your new presentation.

Approved by the Director, Students

December 2013

## Summary of changes made to assessment banking rules November 2013

### How to defer your module with assessment banking

1. You must be studying a module that is eligible for assessment banking
  - i. Link to list of eligible modules removed
  - ii. Note about module eligibility displayed on StudentHome added
  - iii. Reference to interrupted study removed as no longer relevant (final students complete in January 2014)
2. You must follow the [Cancellation Procedure](#) to defer your module.
  - i. Updated references to sections of Deferral and Withdrawals Policy
3. You must have submitted at least one piece of assessed work before you deferred the module
  - i. Clarified the types of assessment that must be submitted before a deferral with AB is possible
4. You must notify us that you wish to defer with assessment banking.
  - i. Remember that there is a time limit for changing mind about AB
  - ii. Clarified if a reservation cannot be made students will be advised when to contact the University to make a reservation.
  - iii. Expanded section about re-joining a presentation that has already started in line with the late registration policy.
  - iv. Confirmed the FED is that final point to change mind about AB (adding or removing).

### The effect of assessment banking

1.
  - i. Confirmed which assessments are banked, including submitted and missed assignments and what type.
  - ii. Confirmed a missed assignment carries a blank score.
  - iii. Clarified that missed assignments can be substituted if the module permits this.
  - iv. Clarified the specific types of assessment that are banked.
2.
  - i. Reminder that only formative assignments can be resubmitted.
3.
  - i. Extra note added to remind students to use current presentation materials and assessment.

6.

- i. New note added to remind students to download eTMAs before they defer.

[www.open.ac.uk/students/charter/essential-documents/assessment/#n316](http://www.open.ac.uk/students/charter/essential-documents/assessment/#n316)) Section 2.5

7.

- i. New note added to cover Res School/ALE participation.

8.

- i. New note added to cover special circumstances submissions.

9.

- i. New note added to cover disciplinary penalties.