

## Assessment Banking Rules from the Academic Year 2016/17 and 2017/18

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These rules set out the conditions that you will have to meet if, when you defer a module, you want to keep the scores from assessments you have already 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'. The rules in this document apply to undergraduate and postgraduate students on taught courses, except Apprenticeship students in England, registered for modules from 1 August 2016 onwards.

These rules must be read together with the [Deferrals and Withdrawals Policy from the Academic Year 2016/17 onwards](#) 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 the current [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.**

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 the case 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 the case if a End-of-Module Assessment (EMA) includes any task due earlier in the module presentation before the final deferral date and which has already been submitted.

You can check whether your module is eligible for assessment banking when you contact [Student Recruitment](#) to notify them that you want to defer as set out in the [Cancellation Procedure](#).

**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 Section 6 – 'Deferring and withdrawing from study of a module' of the [Deferrals and Withdrawals Policy from the Academic Year 2016/17 onwards](#).

The final deferral date is midnight on the working day before the module exam or EMA submission cut-off date, and this is the latest point at which you can opt to defer with (or without) assessment banking. If your module does not have an end of module assessment, the final deferral date is midnight on the working day before the final tutor-marked assignment (TMA) submission cut-off date.

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

This can be either 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 have previously told us that you want to defer without assessment banking, providing you are still within the time limit.

When you tell us you want to defer with assessment banking we will reserve a place for you on an available 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 Section 5.4 – ‘Changing modules after the module start date’ of the [Deferrals and Withdrawals Policy from the Academic Year 2016/17 onwards](#).

If you have told us you want to defer with assessment banking you can change to a deferral without assessment banking as long as you tell us 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 have to pay a further module fee in order to resume study of the module. See the current [Fee Rules](#) for details of the discounts that may apply when a module is deferred.

## **The effect of assessment banking**

- 6.** You must bank the scores for ALL the assessments submitted or missed up to the point of deferral. This includes any tutor marked assignments submitted online (eTMAs), TMAs, interactive computer marked assignments (iCMAs) and computer marked assignments (CMAs). Missed assignments will be recorded as a blank score, but they will be substitutable if the module permits this.
- 7.** 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.
- 8.** You must submit the remaining assessments for the module when you restart it, in accordance with the study calendar for the module. You may participate fully in all the learning activities for the module as normal, using the materials and assessments for the new presentation.
- 9.** 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.

10. 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.
11. 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 assessment banking process has started.
12. 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.
13. Any special circumstances you submitted relating to any component of the continuous assessment you have banked will be carried forward to your new presentation.
14. Any disciplinary penalty applied to any component of the continuous assessment you have banked will be carried forward to your new presentation.

## **Summary of changes made from the 2014/15 version to the current Assessment Banking Rules**

### **September 2016**

1. Updated references to sections of Deferral and Withdrawals Policy documents.
2. Removal of reversion to deferral without Assessment Banking if no registration or enrolment is made within 13 months of the original start date of the module, to reflect change to validity period of fee credits in the Fee Rules (Undergraduate Study) 2016/17.
3. Editorial review to simplify wording and improve ease of understanding.
4. Note about module eligibility displayed on StudentHome removed and students told to check with Student Recruitment.
5. Definition of final deferral date for single component modules.

### **February 2017**

1. Period of validity extended.
2. Clarification of students to whom this policy applies, as per the Deferrals and Withdrawals Policy from the Academic Year 2016/17 onwards.