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## Alternative format for Assessment through the medium of Welsh policy

If you require this Assessment through the medium of Welsh policy document in an alternative format, please contact the Student Support Team via <http://www.open.ac.uk/contact/> (phone +44 (0)29 20471170), or your dedicated Student Support Team via StudentHome if you are a current Open University student.

You can access a Welsh version of the Assessment through the medium of Welsh policy via this link: [Assessment through the Medium of Welsh | Student Policies and Regulations | The Open University](#)

If you are a student living in Wales, you can speak with a student support adviser in Welsh on 029 2047 1170, should you wish to do so.

## Summary of policy

This policy defines:

- How The Open University complies with Welsh Language Standards, according to the [Welsh Language \(Wales\) Measure 2011](#), in relation to submission of assessment or examination in Welsh.
- The procedure a student should follow in order to submit assessments or exams in Welsh.
- How The Open University will process assessments or exams submitted in Welsh.
- The OU's approach to providing grants or financial assistance to students wishing to study through the medium of Welsh.

## Scope

### What this policy covers

This policy applies to any Open University student who wishes to submit assignments and/or exams via the medium of Welsh. It applies to all forms of study offered by the university (including Access modules, Undergraduate and Postgraduate (including Research),

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Microcredentials and short courses), whether they are studied on a standalone basis or as part of a qualification,

Any student wishing to submit assignments in Welsh should refer to the [Student guidelines for submitting work in Welsh](#) procedure and follow the required actions outlined within it.

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## The Open University 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.

### Introduction

This policy explains The Open University's responsibilities as part of its compliance notice issued by the Welsh Commissioner's office under Section 44 of the Welsh Language (Wales) Measure 2011. The Open University's [Compliance Notice to the Welsh Language standards](#) states that:

"You must inform your students that any written work submitted to you as part of an assessment or examination may be submitted in Welsh, and that work submitted to you in Welsh will be treated no less favourably than written work submitted to you in English as part of that assessment or examination."

"You must not treat any written work submitted to you in Welsh as part of an assessment or examination less favourably than written work submitted to you in English as part of that assessment or examination."

Should you submit work in Welsh, the university will carry out any associated procedures such as translation and allow you to check the accuracy of translation within the standard schedule for returning marked work.

This policy outlines the procedure you should follow in order to submit work in Welsh in line with the above service delivery standards.

You should use this policy if you would like to submit assessed work and/or sit exams in Welsh.

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# Policy

## 1. Purpose

- 1.1 The purpose of this policy is to outline the terms of The Open University's [Welsh Language Standards Compliance Notice](#) in relation to submitting work via the medium of Welsh.
- 1.2 The objectives of this policy are:
- to enable students to submit assessments and/or sit exams via the medium of Welsh;
  - to describe how we ensure that Welsh-medium assessments/exams submitted will be treated no less favourably than those submitted in English
  - to detail the procedure for submitting assessments or sitting exams via the medium of Welsh
  - to discuss the OU's approach to providing grants or financial assistance to students wishing to study through the medium of Welsh (in line with standard 100 of the OU's Welsh language standards).

## 2. Policy principles

- 2.1 If you are an Open University student, you can submit your assignments and/or sit exams in Welsh. Please note that it is not possible to complete an Interactive Computer Marked Assignment (iCMA) in Welsh.
- 2.2 Any work you submit in Welsh as part of an assessment or exam, will not be treated less favourably than work submitted in English. Your work will be marked by a Welsh speaker whenever possible. Where it is not possible, your work will be translated by a professional translation service and will be marked, in English, by a non-Welsh speaker.
- 2.3 If we need to have your work translated into English for marking, this will not cause delay in you receiving the feedback from your tutor. The university will cover any costs relating to the translation process.

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### 3. Student guidelines for submitting work in Welsh

- 3.1 The following information relates to all Open University study, subject to the specific requirements of each qualification/module, which can be found on each individual qualification/module website. In certain circumstances, such as for language modules, students may be required to submit assignments in a specified language, which would be the language they are studying, rather than in English or Welsh.
- 3.2 You can notify us if you wish to sit an exam in Welsh, either at the point of registration by completing a [Welsh-medium registration form](#), by phone, or by updating your preferences on your StudentHome page at any point during your studies. If you want to sit your exam with a Welsh version of the exam paper, then you need to let us know at least 2 months prior to the date of our exam, as detailed in [Section 5](#).
- 3.3 Submitting a notification of your wish to submit work in Welsh does not constitute a binding commitment on your part. It is still possible to submit any of your assignments (or parts thereof) in either Welsh or English.
- 3.4 It is also possible for you to submit work in Welsh without prior notification. However, early notification will make it easier for The Open University to provide this part of its service. Please note that advance notification is needed for sitting an exam in Welsh, as detailed in [Section 5](#).
- 3.5 If you do notify The Open University of a wish to submit some or all your assignments and/or sit an exam in Welsh, we will, wherever possible, place you in a tutor group with a Welsh speaking tutor.
- 3.6 We will notify your tutor that you will be submitting some or all of your work in Welsh.

## Procedure

### 4. Submitting a TMA/emTMA/EMA in Welsh

- 4.1 If you have a Welsh-speaking tutor who is able to mark assignments submitted in Welsh, you should submit your Tutor Marked Assignments (TMAs), end of module TMAs (emTMAs) and End of Module Assessments (EMA) as outlined in the guidance documents [Submitting a Tutor Marked Assignment \(TMA\)](#) and [Submitting an End of Module Assessment \(EMA\)](#).

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The tutor responsible for doing so will mark the work in Welsh and return it via the online TMA/EMA service, in line with the normal assessment guidelines detailed in the following policies.

[TMA and iCMA Policy](#)

[End-of-module Tutor-Marked Assignment \(emTMA\) Policy](#)

[End-of-Module Assessment \(EMA\) Policy](#)

Please note, while TMAs and emTMAs are marked by students' own tutors, EMAs are independently marked but may also be marked by the student's tutor.

4.2 If your tutor is unable to mark work submitted in Welsh, then you should still follow the normal procedure for submitting your work, and submit your work in Welsh via the online TMA/EMA service.

4.2.1 Your tutor will liaise with the Wales Student Support Team to ensure the work is translated by a professional translation service.

4.2.2 Once the TMA has been translated into English, in line with QAA Cymru guidance, you will have the option to check that the translation accurately reflects your original piece of work. We will contact you to check if you wish to undertake this part of the process. If we are unable to contact you within two days of receiving the translated work, the translated work will be marked without being checked by you. If carrying out checks, then you will need to return the work within two working days of us contacting you or it will be marked in its original translated form. This is to prevent delays to the marking process.

4.2.3 Once the translation (and if applicable, the checking of the translation) is complete, your tutor will mark the work in English and return it to you in line with standard assessment guidelines and procedures.

4.2.4 Where translation is required, the word count of the originally submitted document is the figure that applies, not the word count of any translated version of this work.

## 5. **Sitting an exam in Welsh**

5.1 If you have told us that you would like to sit your exam in Welsh, you will be able to receive your exam questions (the exam script) in Welsh. You can tell us when you register or at any point during your study, but will have to have done this no later than

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two months before the exam date if you want the exam script to have been translated into Welsh. You can let us know by emailing [wales-support@open.ac.uk](mailto:wales-support@open.ac.uk) with **Ymgais am sgript arholiad Cymraeg/Welsh medium exam script request** in the subject field, and stating

- Your name
- The module code
- The time and date of your exam.

You can also submit your exam answers in Welsh without having notified the university beforehand, but the exam script given to you will be in its original language if you do this.

- 5.2 Your work will be marked by a Welsh speaker whenever possible. Where it is not possible, your work will be translated by a professional translation service and will be marked, in English, by a non-Welsh speaker.
- 5.3 Once your exam answers have been translated into English, in line with QAA Cymru guidance, you will have the option to check that the translation accurately reflects your original piece of work. We will contact you to check if you wish to undertake this part of the process. If we are unable to contact you within 2 days of receiving the translated work, the translated work will be marked without being checked by you. If carrying out checks, then you will need to return the work within 2 working days of us contacting you or it will be marked in its original translated form. This is to prevent delays to the marking process.
- 5.4 You will receive your module result by the date given on StudentHome.
- 5.5 If you would like to discuss further the details of how sitting an exam in Welsh works, then please contact the Wales [Student Support Team](#).

## 6. Implementation and enforcement of procedure

- 6.1 If you notify us that you intend to submit assessed work in Welsh, The Open University will record this information in line with General Data Protection Regulations (GDPR). We will keep this information to facilitate the process of administering the marking of Welsh-medium work and to monitor the number of students submitting their work in Welsh. More information on how The Open University uses the personal data of students is available in the [Student Privacy Notice](#).

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6.2 The Open University will oversee the translation and marking process to ensure that work is marked within the required deadlines and that you are not disadvantaged in any way by the process.

## 7. Non-compliance

7.1 If you experience any problems relating to this procedure, you should contact your [Student Support Team](#) to resolve them. If you are still experiencing problems having been in touch with the Student Support Team then please follow the [Open University complaints procedure](#), or if your complaint relates specifically to the Welsh Language Standards, then please follow the procedure outlined in section 8.2 below).

7.2 We also have a specific complaints procedure for complaints relating to Welsh Language Standards. Details on this procedure are available in the document "[Welsh Language Standards – Dealing with Complaints and Comments](#)". A Welsh language version of this procedure is also available. (Mae fersiwn Gymraeg o'r polisi hwn ar gael).

7.3 You may appeal to the [Welsh Language Commissioner](#) in the event that you feel The Open University is not complying with the Welsh language standards.

## 8. Grants and financial assistance

8.1 Students or prospective students may submit applications for grants or financial assistance through the medium of Welsh, and applications will be treated no less favourably than those submitted in English.

8.2 No grants or financial assistance are currently available which relate specifically to studying through the medium of Welsh.

8.3 Students may also state their intention to submit work through the medium of Welsh as part of an application for a grant or financial assistance.

### **Commitment to Equality, Diversity and Inclusion at The Open University**

Policies are inclusive of all Open University Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the Traveller community, political opinion, pregnancy and

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maternity, race, religion or belief, socio-economic background, sex, sexual orientation or trades union membership status.

## Safe Space Reporting

The Open University is committed to creating a diverse and inclusive environment in which everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated.

Safe Space Reporting is available through [an online tool](#) through which staff, students, learners and visitors are encouraged to report incidents of assault, bullying, harassment, hate crime, or sexual harassment. It also provides information about what you can do if these incidents happen to you, or to someone you know, and where you can find support.

## Glossary

### Assessment Policies

A set of policies produced by The Open University that cover assessment tasks which you may have to complete for your module/qualification and explains the outcomes and/or result you will receive at the end of each module/qualification.

### Compliance Notice

A document issued by the Welsh Language Commissioner to outline the standards (within the Welsh Language (Wales) Measure 2011) that organisations must comply with.

### End-of-Module Assessment (EMA)

Some Open University modules require you to work independently on an extended piece of work instead of sitting an exam towards the end of your studies. The Open University refers to this extended piece of work as an 'End-of-Module Assessment (EMA).

### End-of-module Tutor-Marked Assignment (emTMA)

The final assessed tasks on a module can be an exam, End-of-Module Assessment (EMA) or end-of-module Tutor-Marked Assignment (emTMA). Where a module does not have an exam or EMA, the last TMA on that module will be classed as an emTMA.

An end of module TMA (see below)

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## **The Quality Assurance Agency for Higher Education (QAA)**

The QAA is a quality agency which provides assistance and advice to higher education providers to improve the quality of the services they provide

### **StudentHome**

A website which is the main source of information relating to study at The Open University for students.

### **Tutor-Marked Assignment (TMA)**

Continuous assessment is the name given to the set of assignments that you complete during a module. The most common continuous assessment tasks are Tutor Marked Assignments (TMAs). As part of the teaching methodology on most modules, you have to submit written assignments to your tutor. TMAs are usually essays or short-answer questions, although they may also include other types of tasks.

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

### **Welsh Language Commissioner**

The Welsh Language Commissioner is an independent body established by the Welsh Language (Wales) Measure 2011 to promote and facilitate use of the Welsh language. This includes raising awareness of the official status of the Welsh language in Wales and by imposing standards on organisations.

### **Welsh Language Standards**

These are a set of legally binding requirements which will apply to certain organisations (including The Open University) providing services in Wales. The Welsh Language Standards explain how organisations are expected to use the Welsh language in different situations, and form the basis of Compliance Notices issued to each affected organisation.

### **Welsh Language (Wales) Measure 2011**

The Welsh Language (Wales) Measure 2011 is a piece of legislation which makes Welsh an official language in Wales. This means that Welsh must be treated no less favourably than English and in order to achieve this, the measure imposes duties on public organisations to comply with one or more standards of conduct on the Welsh language. These standards of conduct are set out in the Welsh Language Standards.

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## Related Documentation

The following documentation provides further information relating to elements of the policy, but the policy can be read independently:

- [Assessment Policies](#)
- [TMA and iCMA Policy](#)
- [End-of-module Tutor-Marked Assignment \(emTMA\) Policy](#)
- [End-of-Module Assessment \(EMA\) Policy](#)
- [Exam arrangements booklet](#)
- [Guidelines for Higher Education Providers on Effective Practice in Examining and Assessing in Welsh within Wales \(September 2019\)](#)
- [Research Degree Regulations](#)
- [Rheoliadau Safonau'r Gymraeg \(Rhif 6\) 2017 / The Welsh Language Standards \(No.6\) Regulations 2017](#)
- [The Open University Compliance Notice to the Welsh Language Standards / Hysbysiad Cydymffurfio Y Brifysgol Agored i Safonau'r Gymraeg](#)
- [The Open University and the Welsh Language / Y Brifysgol Agored a'r iaith Gymraeg](#)
- [Welsh Language \(Wales\) Measure 2011](#)
- [Welsh medium student module reservation request form](#)

## Further clarification

If you have any queries around the content provided within this document and how to interpret it, please contact your Student Support Team via StudentHome.

Alternatively, you can contact your Student Support Team through the '[Contact Us](#)' option on the Help Centre if you are a current Open University student.

To check the latest postal address and other contact details or if you would like to find out more about our most up-to-date response times for receiving and sending postal correspondence to the Open University, please see [Open University Offices](#).

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## Feedback

If you have any comments about this policy document and how it might be improved, please submit these to [SPR-Policy-Team@open.ac.uk](mailto:SPR-Policy-Team@open.ac.uk).

## Summary of significant changes since last version

The significant changes from the previous version of this policy (Version 1.2) are:

- a) section 4.2 has been updated to reflect the current process for translating assessed work.
- b) Section 8 has been added to discuss the OU's approach to grants and financial assistance through the medium of Welsh.
- c) The policy has changed to cover all OU students, not only those based in Wales.

## Policies superseded by this document

This document replaces the previous version (1.2) of the Assessment through the medium of Welsh policy.

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