Assessment through the medium of Welsh

Contents

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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.

Students living in Wales 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 examinations in Welsh.

- How The Open University will process assessments or examinations submitted in Welsh.

Scope

What this policy covers

This policy applies to any Open University students resident in Wales who wish to submit assignments and/or examinations via the medium of Welsh. It applies to all modules, 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.

Staff should refer to the Staff guidelines for handling work submitted in Welsh.

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What this policy does not cover

This policy only applies to students resident in Wales. In all other cases, students should submit their work in English (or the appropriate language as required if studying a modern languages module).

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."

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

You should consult this policy if you would like to submit assessed work and/or sit exams via the medium of 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 resident in Wales to submit assessments and/or sit examinations via the medium of Welsh;

- to ensure that Welsh-medium assessments/examinations submitted will be treated no less favourably than those submitted in English;

- to detail the procedure for submitting assessments or sitting examinations via the medium of Welsh.

2. Policy principles

2.1 If you are a Welsh-resident student, you can submit your assignments and/or sit examinations through the medium of 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 examination, 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, there will be no delay in receiving the feedback from your tutor.

2.4 Tutors are expected to mark and return Tutor Marked Assignments (TMAs) to students within 10 working days, as stated in the "Late return of marked TMAs" section of the [TMA and iCMA Policy](#).

2.5 The Open University will mark End-of-module Assignments (EMAs), end-of-module TMAs (emTMAs) and exams by the date given on StudentHome for release of module results, and you will be advised via email when your results are available on

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StudentHome (see the "Getting your result" section of the [Module Results Determination Policy](#)).

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3.   Student guidelines for submitting work in Welsh

3.1   The following information relates to all Open University modules, subject to the specific requirements of each module, which can be found on each individual module website. In certain circumstances, such as for language modules, students may be required to submit assignments in a specified language, i.e. the language they are studying, rather than in English or Welsh.

3.2   You can notify The Open University if you wish to submit assignments or sit examinations via the medium of Welsh, either at the point of registration by completing a [Welsh-medium registration form,](#) or by phone, or by updating your preferences on your StudentHome page at any point during your studies.

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. 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.

3.4   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.

3.5   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).](#)

Your tutor will mark the work in Welsh and return it via the eTMA system in line with the normal assessment guidelines detailed in the following policies:

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[TMA and iCMA Policy](#)

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

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

4.2   If your tutor is unable to mark work submitted in Welsh, then you should still follow the normal procedure for submitting work, but should also send a copy of the assignment as an email attachment to wales-support@open.ac.uk, using the subject heading "**Cyflwyniad Cymraeg/Welsh Language Submission**", so that it can be translated by a professional translation service and marked by the tutor. Your tutor will mark the work in English and return it to you in line with standard assessment guidelines and procedures.

Please note that for the purposes of word count 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 notified The Open University that you wish to sit your examination in Welsh at the point of registration or at any point up to two months prior to the exam date, you will be able to receive a Welsh medium exam script during the exam. If you do wish to receive a Welsh language exam script then you would need to email to wales-support@open.ac.uk no later than two months prior to your exam date, using the subject heading "**Ymgais am sgript arholiad Cymraeg/Welsh medium exam script request**" and detailing the module code and title, time and date, and venue of your exam. You can choose to have an English medium exam script if you prefer and still write your answers in Welsh. You would submit your answer booklet at the end of the exam as normal.

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. You will receive your module result by the date given on StudentHome. If you would like to discuss the details of how this would work further before making a decision, please contact the Educational Adviser – Welsh Language within your [Student Support Team](#).

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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.

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.

7.2 You may appeal to the Welsh Language Commissioner in the event that you feel The Open University is not complying with the terms of its Welsh Language Compliance Plan.

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 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.

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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 list of documents produced by The Open University which outlines our policies relating to the different assessment tasks you may have to complete for your module and explains the outcomes and/or module result you will receive at the end of each module.

Compliance Notice

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

EMA

End-of-module Assessment. On many modules, you have to work independently to produce an extended piece of work rather than sitting an exam at the end of your study. For ease of reference, these essays, projects, portfolios, dissertations, assessments, etc. are referred to collectively as end-of-module assignments (EMAs).

emTMA

An end of module TMA (see below)

StudentHome

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

TMA

Tutor-marked Assignments. 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.

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](#)

- [Research Degrees Handbook](#)

- [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](#)

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- [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.](#)

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.

Summary of significant changes since last version

The significant changes from the previous version of this policy (Version 1.1) are:

a) Section 4.1 updated to link to new policy documents which have replaced "Assessment Handbook" document

b) "Related documentation" section now contains links to new policy documents which have replaced the "Assessment Handbook" document.

Policies superseded by this document

This document replaces the previous version (1.1) of the Assessment through the medium of Welsh policy.

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