

Code of Practice for Student Assessment (Microcredentials)

The Code of Practice for Student Assessment (Microcredentials) explains how your study is assessed. You should read the information about your assessment on your course website.

The Code of Practice for Student Assessment (Microcredentials) should not be read in isolation. It is one of a group of student policy documents and it is important that you read it in conjunction with the following documents:

- [Code of Practice for Student Discipline](#)
- Plagiarism (Appendix 1)

SA(M) 1 Microcredential Assessment

SA(M) 1.1 Your Assessment

The following regulations apply to the assessment at the end of your microcredential. Information on how to submit your assessment will be found within your course.

You have to work independently to produce an extended piece of work rather than sitting a traditional exam at the end of your study. Assessment can take many forms, ranging from a very short piece of text written in a foreign language, through to project reports of a few thousand words in length, to files of evidence summarising your achievements. A word limit and a strict submission deadline apply to these assessments.

SA(M) 1.2 Cut-off date

You must submit your assessment in accordance with the published cut-off date.

Extensions to the cut-off date will not be permitted under any circumstances. The deadline for receipt is noon (UK local time) on the cut-off date. The Open University operates a grace period of 12 hours so work submitted by 23.59 hrs (UK local time) on the cut-off date will be accepted without penalty.

SA(M) 1.3 Late submission

If your assessment is received up to 24 hours after the grace period (eg. after 23.59 hrs (UK local time) on the cut-off date and before 23.59 hrs (UK local time) on the day following the cut-off date), the assessment will be accepted but the score will be reduced by up to 10 percentage points or to bare-pass level, whichever gives the higher score. You won't fail the assessment because of the penalty, but it might have implications for how well you do overall.

Assessment submissions received beyond the penalty point will not be marked and you won't be considered to have completed the assessment. You will not be offered another opportunity to submit this assessment and you will receive a Fail result.

SA(M) 1.4 Disciplinary Code

If you are found guilty of misconduct or plagiarism in the assessment, you will be subject to our [Code of Practice for Student Discipline](#).

Appendix 1 - Plagiarism

What constitutes plagiarism or cheating

If you submit an assessment that contains work that is not your own, without indicating this to the marker (acknowledging your sources), you are committing 'plagiarism' and this is an offence. This might occur in an assessment when:

- using a choice phrase or sentence that you have come across
- copying word-for-word directly from a text
- paraphrasing the words from a text very closely
- using text downloaded from the internet
- borrowing statistics or assembled facts from another person or source
- copying or downloading figures, photographs, pictures or diagrams without acknowledging your sources
- copying from the notes or essays of a fellow student
- copying from your own notes, on a text, tutorial, video or lecture, that contain direct quotations.

Although you are encouraged to show the results of your reading by referring to and quoting from works on your subject, copying from such sources without acknowledgement is deemed to be plagiarism and will not be accepted by The Open University. This means that you must make it clear which words and ideas are yours and which have come from elsewhere, through the use of quotation marks as well as in-text citations.

The [Developing Good Academic Practice](#) website may assist you with your studies. You should read carefully any specific study advice that you receive, especially statements concerning plagiarism and how to reference your sources. Where plagiarised material is included in assessments, markers are likely to notice the shifts in style and may be aware of the source. The Open University uses text comparison software which it applies to electronic assessments.

You may be encouraged to collaborate with others in studying, but submitting work copied from or written jointly with others is not acceptable, unless collaboration is required in the particular assessment. By submitting your assessment you are confirming that the work is your own.

Submitting work that has been done by someone else and persistent borrowing of other people's work without citation are obvious instances of plagiarism and are regarded as cheating. Copying answers from social networking sites or paying for work from other sources and submitting it as your own is also cheating. Passing on your assessment to others, with the knowledge that another student may plagiarise your work, could also lead to a penalty. If a case of plagiarism is proven, this is a serious offence and the Open University disciplinary procedures will be followed, as described in the [Code of Practice for Student Discipline](#).