

About the End-of-Module Assessment (EMA) Policy

An alternative format of this summary is available. Please contact the Student Support team via [Contact Us](#) (phone +44 (0)300 303 5303), or via [StudentHome](#) if you are a current Open University student.

This summary was written alongside the main policy to offer a short introduction. Support from our advisers is available so please [Contact Us](#) to discuss this. Welsh-speaking Students and Learners may speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

At the Open University there are several different kinds of final assessed tasks. These include End of Module Assessment (EMA), Exams and end-of-module Tutor-Marked Assignments (emTMAs). Your module will assess you in one of these ways. The [EMA policy](#) outlines the information related to EMAs and it covers:

- the general rules and regulations of submitting your EMA;
- the submission deadlines;
- what will happen if you submit your work late or do not submit any work;
- what to do if you think you will not be able to submit your EMA on time;
- the importance of keeping a copy of your submitted assessments; and
- who to contact if you have questions or wish to complain or appeal.

We will follow these principles

- We will let you know the types of assessments your module has via the module assessment strategy which you can access from [StudentHome](#).
- We will publish the submission deadlines, so you are aware when to submit your EMA.
- We will provide support and help in understanding this policy and its application.

- Students living in Wales have the right to communicate with us in Welsh. Phone +44 (0)29 2047 1170, or email wales-support@open.ac.uk.

You need to be aware

- The EMA should be submitted before the 12:00 hrs (midday UK local time) on the submission cut-off date, your module materials and StudentHome will tell you the cut-off date for your work.
- There's a grace period of 12 hours, so any submissions received before 23:59 hrs on the submission cut-off date will still be accepted.
- EMAs submitted up to 24 hours after the end of the grace period (00:00 hrs to 23:59 hrs (UK local time) on the day after the cut-off) your EMA will be accepted but with a mark penalty. Any submission after the 24 hours will not be accepted and will be considered as non-submission.
- Extensions to the submission cut-off date for your work are not available under any circumstances.
- If you feel circumstances outside of your control have affected your performance or if you are unable to submit your EMA on time, then you should consider submitting a [Special Circumstances form](#). Please contact your Student Support Team for more advice. If you are studying a microcredential delivered on the OU VLE, please refer to the [Changing your study plans \(Microcredentials delivered on the Virtual Learning Environment \(VLE\)\)](#). If you are studying a microcredential delivered on FutureLearn, please refer to the [Deferring your Microcredential policy](#).

Your data and confidentiality

For full details about how we will handle your data, rules on confidentiality, and for more details about each process we will follow, please refer to the [EMA policy](#) and navigate to section 2.5 and 2.6. Please [Contact Us](#) for support.

How to question a decision made under this policy

For information about how to appeal against a decision made under this policy please refer to the [Complaints and Appeals Procedure](#). Please [Contact Us](#) for support.

Give Us Your Feedback

If you have any comments about this policy summary document and how it might be improved, please share this with us, by emailing SPR-Policy-Team@open.ac.uk.

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Document Information

Short summary for EMA Policy effective from October 2024

Approved by Director, Assessment, Credit and Qualifications, Academic Services

Date for review November 2025.