

## 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](mailto: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 \(VLE\)\)](#).

## **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](mailto:SPR-Policy-Team@open.ac.uk).

## **Charity Statement**

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## **Document Information**

Short summary for EMA Policy effective from December 2025

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

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