End-of Module Tutor Marked Assignment (emTMA) Policy

Contents

Alternative format

If you require this End of Module Tutor Marked Assignment (emTMA) Policy document in an

alternative format, please contact the Student Support Team via
http://www.open.ac.uk/contact/ (phone +44 (0)300 303 5303), or your dedicated Student Support Team via StudentHome if you are a current Open University student.

If you are studying as part of an apprenticeship programme, then please contact the Apprenticeship Enrolment and Support Team (AEST).

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

- 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. This policy outlines the information related to **emTMAs only.** It covers:

  a) the general rules and regulations of submitting your emTMA,

  b) the submission deadlines,

  c) consequences of late submission and non-submission,

  d) what to do if you think you will not be able to submit on time,

  e) the importance of keeping a copy of your submitted assignments, and

  f) other guidance you may find useful.

- This document should be read in conjunction with module specific information such as the assessment strategy on StudentHome, your Module Guide, Study Planner and Assignment Booklet which will give you more information about the emTMA task for your module.

- Table 1 in Section 5 below summarises all the policy points contained within this document with deadlines and exceptions to the policy (if any).

- If you have any queries or need guidance on how this policy may relate to your personal circumstances, please contact us.

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Scope

What this policy covers

This policy applies to modules where the end-of-module Tutor-Marked Assignment (emTMA) is the final assessed task. This policy applies to you if you fall into any of the categories below:

- Enquirers (for information only)

- All undergraduate and postgraduate taught students studying a module and/or a qualification, including students studying Access modules

- Students in secure environments

- Apprentices studying a module

What this policy does not cover

This policy does not cover the following types of assessment:

- Tutor-Marked Assignments (TMAs) and interactive computer-marked assignments (iCMAs) – please see TMA and iCMA policy

- Exams – please see Exam policy

- End-of-Module Assessments (EMAs) – please see EMA policy

  Information about the types of assessment on your module can be found in the module's Assessment Strategy on StudentHome.

This policy does not apply to:

- Postgraduate research students: please contact the Research Degrees Team

- Learners studying a Microcredential

- OpenLearn Learners: please contact the OpenLearn team.

- Professional Development Course learners

- Students studying under partnership agreements: please contact the OUVP Curriculum Partnerships team.

- Vocational qualification learners: please contact the vocational qualification team.

- Students studying a non-credit bearing Short Course: you should refer to the [Conditions of Registration (Short Courses).](#)

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

The final assessed tasks on a module can be an exam, End-of-Module Assessment (EMA) or end-of-module Tutor-Marked Assignment (emTMA). The module assessment strategy will tell you whether your module has an exam, an EMA or an emTMA. Your emTMA will be presented as follows:

- Where a module does not have an exam or EMA, the last TMA on that module will be classed as an emTMA. If this is the case, your assessment strategy will clearly state which assignment is the emTMA.

- Please note that the 'final TMA' that comes before the exam, EMA or emTMA is not the same as an emTMA. This Policy will refer to the 'final TMA' as the one completed before any exam, EMA or emTMA.

You can access the assessment strategy for your module from [StudentHome.](#) Please refer to the [glossary](#) for further information on how to access it.

Any terminology that may be unfamiliar is explained in a [glossary](#) at the end of this document.

For specific guidance on how this policy may relate to your personal circumstances, please contact your [Student Support Team (SST)](#) who can advise on the implementation of policy. If you are an Apprentice studying as part of an apprenticeship programme, you should contact the appropriate Apprenticeship Enrolment and Support Team (AEST) or equivalent contact, for more information; alternatively, you should request that your employer contacts their named Apprenticeship Programme Delivery Manager (APDM) for further information, see [Contacts section](#) below for more information.

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Policy

1.   Purpose

The Open University uses different assessment types. Each assessment type is governed by its own policy to maintain consistency across modules. This policy document covers the policy for emTMAs, including details about submitting your work, what happens if you submit your work late or not at all, and how to appeal.

2.   Submission of your emTMA

If your module requires you to submit an emTMA, it will have a published cut-off date by which it must reach The Open University.

The emTMAs are submitted using the online TMA/EMA service, which is the same system that is used to submit TMAs. Please ensure you submit the final version and not a draft. While extensions to submission deadlines are permitted for TMAs, extensions to the submission deadline are not permitted on emTMAs. You will receive a marked copy of your emTMA back through the online TMA/EMA service after your module result is released.

The Help Centre gives further information about end-of-module TMAs (emTMAs) and how to submit them. Please read the EMA and emTMA guidelines booklet carefully as this booklet gives you all the information you need to know about submitting an emTMA.

Please note that you are not permitted to use the OU brand as part of your studies, including assignments or dissertations, or for any other personal purposes where you are not communicating on behalf of the OU.

You may submit written work for an assessment through the medium of Welsh. If your tutor is a Welsh-speaker, they may choose to mark this directly. If not, the OU may send your work to be translated into English, and this translation would be assessed. Your tutor may also give written feedback in English on this translation. For information, please see Assessment through the medium of Welsh (Fersiwn iaith Gymraeg). If you submit your work in Welsh, it will be treated no less favourably than an English-language submission. Your mark will not be affected, and you should expect to receive your result at the same time as an English language submission.

2.1   Submission of an incorrect file

Check your emTMA carefully before submitting, whether on paper or electronically. You can check what you have submitted online by downloading it back to your computer.

If the submission cut-off date has not passed and you notice that you have submitted the wrong file electronically (for example, you accidentally submit an earlier draft instead of your final version) or you have missed something out, try to resubmit it online. Please note that when you resubmit it will override the previous submission. If you are unable to submit online, then please email a copy of the correct submission to etma@open.ac.uk, so that the University has a copy of the work.

If the submission cut-off date has passed, then please contact your tutor as soon as possible to discuss what options are available for you.

2.2   Good academic practice

As an Open University student, you are required to read and follow The Open University's Academic Conduct Policy carefully.

Good academic practice is the process of preparing and submitting your academic work independently and honestly, using your own words; using the appropriate academic style and with all sources fully attributed according to academic requirements.

Academic misconduct covers a range of behaviour including using material that is not your own unique and original work to gain some form of benefit or enabling others to do so. It can be caused by anything from poor study skills and a lack of understanding of what is expected at your level of study to straightforward fraud in the form of intentional cheating. If you submit an assignment that contains work that is not your own without indicating this to the marker you are committing academic misconduct, which is an offence under Section 2.3.1 of the Code of Practice for Student Discipline.

You can find more information about academic conduct on the Help Centre, and resources to help you on the Good Academic Practice hub on Openlearn.

2.3   Confidentiality of assessment tasks

All information you provide within assignments and other assessment tasks is regarded as confidential to you and this will not be divulged outside of The Open University. Some modules have additional confidentiality guidelines and data protection rules which you will be informed of within the module-specific information in your module material.

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The Student Privacy Notice provides you with details of how The Open University uses your personal data.

Assessment tasks may include work undertaken using collaborative tools such as forums, wikis or blogs. These tools are accessible to anyone with the relevant permissions to the website on which they are hosted, therefore, the work undertaken via these tools cannot be considered confidential.

In your assignments, and elsewhere in your module, you may be encouraged to apply module content to your own employment or experience. Please refer to your module website and consult your tutor for information regarding how the information you provide about your current or historical employment or organisation will be used.

2.4 Processing personal data as part of your studies

You will not usually be expected to process personal data as part of your studies. If you do need to do so (perhaps for the purposes of a project) you must obtain the agreement of your tutor that the processing is necessary and immediately inform the Data Protection Team.

The Data Protection Team will advise you about the requirements and implications of the data protection legislation, including the security arrangements appropriate to your set of personal data. They will also be responsible for dealing with subject-access requests related to personal data you hold. For more help and guidance please refer to your module website.

2.5 Keeping copies of your emTMA

You are strongly advised to keep a copy of your emTMA until after you receive your module result. If you have submitted your emTMA online, you will only be able to access it again after the module results have been released. The Open University cannot provide copies of emTMAs that you have not kept or downloaded while they were available for 90 days after your module finished. You should also consider backing up your files in case of computer failure or file corruption. See Safe and secure computing in the Help Centre for more information.

2.6 Research ethics review

Undergraduate and postgraduate taught students undertaking a research project that involves human participants, human data or human biological samples require review before the project can commence to ensure that all ethical risks associated with the project have been identified and mitigated. Please refer to your module materials and consult your tutor for guidance about your module's ethics review process.

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3. Late submission of the emTMA

3.1 Submission deadline

Your module materials and StudentHome will tell you the date by which you must submit your emTMA. The formal deadline on this submission cut-off date is noon (UK local time). The Open University operates a 12-hour grace period, which means that work received no later than 23:59 hrs (UK local time) on the published submission date will be considered to have been received on time. Please note that extensions to the emTMA submission cut-off date are not available under any circumstances. If you feel circumstances outside of your control have affected your performance, then you should consider submitting a Special Circumstances form which can be presented to the Module Result Panel when they meet to agree your result.

3.2 Late submission and Penalty

3.2.1 An emTMA submitted up to 24 hours after the end of the grace period (00.00 to 23.59 hrs on the day after the cut-off), i.e. in the 24-hour penalty period, will be accepted for marking with a deduction of up to 10 percentage points as a mark penalty for late submission. This deduction will not reduce your emTMA score to below the pass mark, so for modules with a pass mark of 40, a score of 59 would become 49 with the penalty, 45 would become 40 and 35 would be unchanged. For modules with a pass mark of 50, a score of 69 would become 59, 55 would become 50 and 45 would be unchanged.

You will not fail the emTMA because of the penalty, but it might have implications for how well you do on the module overall. You could get a lower grade of pass because of the penalty, and, in some cases, you could fail the module overall. For stage 2 or 3 modules it may even impact upon your overall degree classification. You should check the assessment strategy for your module on StudentHome to see what you need to do to pass the module and how the penalty might affect your result. You can use the Assessment Calculator on the "Estimating your module results" webpage, to see what impact a lower score might have on your module result or grade of pass. Please contact us if you need advice.

3.2.2 If you have submitted your emTMA during the 24-hour penalty period and you think circumstances outside of your control have prevented you from submitting on time then you may consider submitting Special Circumstances to bring this to the

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attention of the Module Result Panel (MRP) who can consider this when they consider your module result. Please refer to the [Special Circumstances Policy](#) for more details. In some cases, (especially in the case of a resubmission of your emTMA), you may receive a pending result while your late submission and/or Special Circumstances information is received and considered. We know it's stressful to receive a pending result, so we try to resolve your result as quickly as possible and will aim to confirm your final result within six weeks.

You should refer to the [Submitting an End of Module Assessment](#) webpage on the Help Centre where you can find the [EMA and emTMA guidelines booklet](#) for further details.

3.2.3   An emTMA received 24 or more hours late i.e. after the 24-hour penalty period has ended, will not be accepted for marking and you will be considered to not have submitted your emTMA (see Section 4 below for details).

4.   Non-submission of your emTMA

An emTMA submitted after the 24-hour penalty period will be considered as a non-submission and will not be marked. Where your module's assessment strategy requires you to submit the emTMA to pass the module and you think you may not be able to submit on time, please consider the following options and [contact us](#) as soon as you can to allow us to help you:

4.1   To arrange a formal deferral to allow you to restart the module at a later date please refer to the [Changing Your Study Plans](#) policy. If you are studying as part of an apprenticeship programme, then you should contact your AEST or equivalent contact for further discussion. Your AEST will discuss the implications of changing your study plans with you and your employer.

4.2   To apply for a postponement to allow you to submit your emTMA at the next available opportunity please refer to the [Postponement policy](#) to see if you meet the criteria.

5.   Timetable and exceptions to the Policy

Table 1. Timetable of emTMA submissions and exemptions to the policies.

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Policy	Deadline	Exception
emTMA submission deadline	emTMA can be submitted any time before the deadline of 12 noon (UK local time) on the cut-off date.	Grace period of 12 hrs i.e. by 23:59 hrs on submission cut-off date (see point 2 below)
emTMA submission grace period	emTMA received by 23:59 hrs UK local time on the submission cut-off date will be accepted, in accordance with the 12-hour grace period.	No exception
emTMA submission within 24 hours of grace period i.e. in the 24-hour penalty period	emTMA submitted up to 24 hours after the end of the grace period (00:00 to 23:59 hrs on the day after the submission cut-off) will be accepted for marking, but with a marking penalty (see Section 3.2 'Late submission and Penalty')	No exception
emTMA non-submission	emTMA not submitted or submitted after the 24-hour penalty period will not be marked (see Section 4 'Non-submission of your emTMA').	No exception. If your module's assessment strategy outlines the submission as a requirement to pass the module and if you cannot submit your work within the submission period, you must defer or postpone your emTMA to be allowed to submit at the next available opportunity.

6.   Methods of appeal

If you have a query or experience a problem with any aspect of The Open University's application of this policy, please contact us promptly. If you feel that the Open University has not responded appropriately to your policy query or concern, you can raise a formal complaint or appeal using the Students Complaints and Appeals Procedure. You can find out more information about how to do this in The Open University's Complaints and Appeals procedure webpages on Help Centre.

The Open University also has a specific complaints procedure for complaints relating to Welsh Language Standards. Please refer to [Welsh Language Standards, Dealing with Complaints and Comments](#) for more details."

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7.   Contact details for further information

Student Support Teams (SSTs)

You can contact your student support team from the [Contact us](#) page in the Help Centre.

For queries related to apprentices/apprenticeships the following learner support contact details are applicable:

Apprenticeship Enrolment and Support Team (AEST) (for apprentices in England, Scotland and Wales)

Email: apprentice-support@open.ac.uk

Telephone: 0300 3034121

Apprenticeship Programme Delivery Manager (APDM) (for apprentices in England, Scotland and Wales)

Employers: please contact your named APDM, alternatively please email apprenticeships@open.ac.uk, and your allocated APDM will contact you.

For Apprentices studying Nursing Programmes, Social Work or Advanced Clinical Practice

Email: hsc-support@open.ac.uk

Telephone: 01908 541070

Other

To check the latest postal address and other contact details please see [OU Offices](#).

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

Apprenticeship Enrolment and Support Team (AEST)

The AEST is the first point of contact for Apprentices in line with Apprenticeship Programmes. Please see the contacts section above for their contact details.

Apprenticeship Programme Delivery Manager (APDM)

APDMs support Employers participating in an Apprenticeship Programme. They offer support and advice on recruitment, registration and eligibility; act as the conduit between the Employer and the OU; and provide support to line managers/workplace mentors and Apprentices. APDMs also review, track and respond to Apprentice progression by working with the Employer, the Apprentice and the Faculty to achieve successful completion. They collect and act upon feedback from the Employer and the Apprentice to continually enhance this process.

Assessment

This term is used to describe all of the different ways that The Open University assesses how you are progressing during your module. It covers tasks like TMAs, iCMAs, exams, emTMAs and EMAs.

Assessment strategy

This is a detailed breakdown of the way a module is assessed (such as the learning outcomes to be met, type and number of assessments and their weighting).

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You can access the Assessment Strategy from StudentHome. In the centre panel, under the title of the module you are enrolled on, select 'Assessment' (or 'Assignment scores'), then select 'Assessment strategy'. There may also be information in the module guide, assignment booklets or module materials.

Continuous assessment

This is the name given to the set of assignments (TMAs and iCMAs) that you complete during a module. Information about these can be found in the module guide, assignment booklets or module materials.

Cut-off date or Submission deadline

This is the date and time before which a particular assignment must be finished and submitted.

Deferral

This enables you to withdraw from the current presentation of your module, and then re-register on a later presentation of that module.

End-of-Module Assessment (EMA)

This is one of the final assessed task within a module. On many of The Open University modules, you have to work independently to produce an extended piece of work rather than sitting a traditional 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 Assessments (EMAs).

End-of-module Tutor-Marked Assignments (emTMA)

Where a module does not have an exam or EMA, the last TMA on that module will be classed as an emTMA. If this is the case, your assessment strategy will clearly state which assignment is the emTMA. Please note that the 'final TMA' that comes before the exam, EMA or emTMA is not the same as an emTMA.

Online TMA/EMA service

This is the University's system that allows you to submit work electronically for assessment.

Exam (examination)

The University holds a number of different types of exams in exam periods at the end of module presentations. Exams will be online and taken remotely. The duration and format of exams varies by module.

Final assessed tasks

This is the name given to the assessments that you complete at the end of a module. The types of final assessed tasks that a module can have are exam, End-of-Module Assessment (EMA) and end-of-module Tutor-Marked Assignment (emTMA).

Grace period

The Open University operates a 12-hour grace period, which means that work received no later than 23:59 hrs (UK local time) on the published submission date will be considered to have been received on time. Any submission within 24 hours of the grace period will be accepted but with a marking penalty and any submission after the 24-hour penalty period will be considered as non-submission and will not be marked.

interactive Computer-Marked Assignments (iCMA)

This is an interactive form of assessment made up from a series of questions and submitted online. This submission method was originally developed to facilitate interactive Computer-Marked Assignments, but it is now also used to facilitate submissions for some other types of assessment that are not interactive or computer-marked.

Module Result Panel (MRP)

The Module Result Panel (MRP) is responsible for the setting and marking of all controlled assessments for each presentation of a specific module, and for proposing a result for each student on a module presentation to the Cluster Examination and Assessment Board (Cluster EAB).

Pending results

If your module result has not yet been finalised, and you receive a 'pending' outcome this could be due to a number of different reasons. You can find more information about the reasons for a pend result on the Help Centre page " Pending results and Additional Assessment".

Plagiarism

Using the work of other people to gain some form of benefit without fully acknowledging that the work came from someone else. This is a form of academic misconduct.

Postponement

Where you are unable to complete your final assessed task i.e. exam, end-of-module assessment (EMA) or end-of-module Tutor-Marked Assignment (emTMA), you may apply to The Open University who may give you permission to postpone it to the next available opportunity on a discretionary basis. This is called Discretionary Postponement. Information on the eligibility for a Discretionary Postponement can be found in the Postponement policy.

Resubmission

If you submit your end-of-module Tutor-Marked Assignment (emTMA) but do not achieve the required standard for a pass on your module you may be offered a resubmission opportunity. There is a minimum requirement to qualify for a resubmission specific to your module/s which is explained in the Assessment section on StudentHome. You may only resubmit once, and your module result will normally be capped. You can find further information available in the Resubmission policy.

Special Circumstances

If your performance in any of the assessments on your module has been affected by something beyond your control, you can bring these 'Special Circumstances' to the attention of the Module Result Panel for consideration when they consider your module result. Please refer to the Special Circumstances policy for further information.

Tutor-Marked Assignment (TMA)

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

Related Documentation

Refer to the following documentation in conjunction with this document:

- Academic Regulations and your specific Qualification Regulations, if applicable (available via StudentHome once you are registered for a qualification, or on the online prospectus).

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- Assessment Policies:

    a) [TMA and iCMA Policy](#)

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

    c) [Exam Policy](#)

    d) [Special Circumstances Policy](#)

    e) [Postponement Policy](#)

    f) [Resit and Resubmission Policy](#)

    g) [Module Results Determination Policy](#)

- [Academic Conduct Policy](#)

- [Changing Your Study Plans: Deferrals, Withdrawals and Cancellations](#)

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

- [Student Complaints and Appeals Procedure](#)

- [Student Privacy Notice](#)

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 who are specially trained to advise on the implementation of policy. 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.

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If you have any comments about this policy document and how it might be improved, please submit these to.

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

There are a number of significant changes from the previous version of this policy (Version No. 1). These are:

a) New policy template has been used so the layout has slightly changed and wordings updated.
b) The wording in some sections has been reviewed and updated to make the information clearer.
c) Some wordings regarding the use of OU brand is added under section 2.
d) A new section 2.1 on incorrect file submission is added to raise awareness on options available to students in such cases.
e) Text is added to section 2.1 to include option for students in cases where submission cut-off date has passed.
f) Reworded the Academic Conduct section with the wording from the revised policy.
g) A link has been updated in section 2.2
h) Section 2.1.1 and 2.2 added from TMA and iCMA policy as it also applies to the emTMA policy.
i) In Section 3.1 text has been added to reiterate that extensions to the emTMA submission deadline are not available. Added reference to Special Circumstances.
j) Glossary terms have been reviewed to ensure they are up to date and to make the terms simpler and easy to understand.

Policies superseded by this document

This policy previously formed part of the combined Assessment Handbook

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