

# End-of-Module Tutor-Marked Assignment (emTMA) Policy

## Contents

<b>Alternative Format .....</b>	<b>2</b>
<b>Introduction .....</b>	<b>2</b>
<b>Scope .....</b>	<b>3</b>
What this policy covers .....	3
What this policy does not cover .....	3
<b>Support and Information .....</b>	<b>4</b>
How to contact us .....	4
Help Centre Articles .....	4
Reporting Bullying and Harassment .....	4
<b>Policy .....</b>	<b>5</b>
1. Purpose .....	5
2. Submission of your emTMA.....	5
3. Late submission of your emTMA.....	9
4. Non-submission of your emTMA.....	10
5. Timetable and exceptions to the Policy .....	11
<b>Methods of appeal .....</b>	<b>12</b>
<b>Definitions .....</b>	<b>12</b>
<b>Related Policies and Legislation .....</b>	<b>15</b>
Give Us Your Feedback .....	16
Our Student Charter Values.....	16
Our commitment to Equality Diversity and Inclusion.....	17
Welsh language standards .....	17
<b>About this Document.....</b>	<b>17</b>
Summary of Significant Changes since last version .....	17
Policies Superseded by this Document .....	18
Document Information .....	18
Charity Statement.....	18

## Alternative Format

If you require this End-of-Module Tutor-Marked Assignment (emTMA) document in an alternative format, please [contact the Student Support Team](#) via [www.open.ac.uk/contact](http://www.open.ac.uk/contact) (phone +44 (0)300 303 5303), or your dedicated Student Support Team (SST) via [StudentHome](#) if you are a current student with us.

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

Students and Learners living in Wales can speak with a student support adviser in Welsh on 029 2047 1170.

## Introduction

Some of our modules require you to work independently on an extended piece of work instead of sitting an exam towards the end of your studies. We refer to this extended piece of work as an 'End-of-Module Assessment (EMA).' Our EMAs most commonly include essays, projects, portfolios, dissertations and assessments. Some modules may include more than one final assessed task, which could be written or spoken. The module assessment strategy will tell you whether your module has an exam, an EMA or an emTMA.

You can access the assessment strategy from [StudentHome](#). Please refer to the Assessment Strategy entry in the [Definitions](#) section for further information on how to access it.

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

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.

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). For further information, see the [How to contact us](#) section below.

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

## Support and Information

### How to contact us

If you have any queries around the content provided within this document and how to interpret it, please [Contact Us](#). To check our contact details, please see [OU Offices](#). You can contact your Student Support Team (SST) from the Contact us page in the Help Centre or via [StudentHome](#).

If you are studying an apprenticeship, please contact the Apprenticeship Enrolment and Support Team (AEST) by email on [apprentice-support@open.ac.uk](mailto:apprentice-support@open.ac.uk), or telephone (+44 (0) 300 303 4121).

Welsh-speaking Students and Learners may speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

Research Degree Students can contact the Research Degrees Office via email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk).

### Help Centre Articles

[Help Centre – Exams and EMAs](#)

### Reporting Bullying and Harassment

We are committed to creating a diverse and inclusive environment where everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated.

We encourage staff, students, learners and visitors to report incidents of assault, bullying harassment, hate crime or sexual harassment through [Report + Support](#). This platform also provides information about what you can do if you or someone you know experiences such incidents, and where you can find support.

## 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.

The policy objectives are:

- 1.1 to support students and learners to successfully submit work for assessment
- 1.2 to offer routes for support for students and learners submitting emTMAs
- 1.3 to clarify deadlines for emTMA assessment, and to clearly state where no exceptions are available to these deadlines.

### 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 us.

emTMAs are submitted using the online TMA/EMA service, which is the same system that you use to [submit TMAs](#). Please ensure you submit the final version and not a draft. Unless it has been specifically agreed, please do not send your tutor a draft of your assignment for checking.

While extensions to the submission deadlines are permitted for TMAs, extensions to the submission deadline are not permitted on emTMAs. A copy of your marked emTMA will be sent back to you through the online TMA/EMA service after you have received your module result.

Visit the [Help Centre](#) for more information about [end-of-module TMAs \(emTMAs\)](#). Please read the [EMA and emTMA guidelines booklet](#) carefully for 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 us.

## **2.1 Submission through the medium of Welsh**

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 themselves. If not, we may send your work to be translated into English, and this translation would then be marked. Your tutor may also give written feedback in English on this translation. Please see [Assessment through the medium of Welsh \(Fersiwn iaith Gymraeg\)](#) for more information. 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.

## **2.2 Submission of an incorrect file**

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

2.2.2 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, please email a copy of the correct submission to [etma@open.ac.uk](mailto:etma@open.ac.uk).

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

## **2.3 Good academic practice**

2.3.1 As an Open University student, you must read and follow our [Academic Conduct Policy](#) carefully.

- 2.3.2 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.
- 2.3.3 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](#).
- 2.3.4 Visit the Help Centre for more information on academic conduct. You can also find resources to help you on the Good Academic Practice hub on [OpenLearn](#).
- 2.3.5 You have access to Turnitin to help improve your writing skills and how to reference appropriately. For more guidance, please refer to the [Using similarity detection software: Turnitin](#) webpage in the Help Centre.

## **2.4 Confidentiality of assessment tasks**

- 2.4.1 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.
- 2.4.2 The [Student Privacy Notice](#) provides you with details of how we use your personal data.
- 2.4.3 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.

2.4.4 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.

## **2.5 Processing personal data as part of your studies**

2.5.1 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](#).

2.5.2 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.

## **2.6 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. We 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.

## **2.7 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.



### **3. Late submission of your 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). We operate 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. 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. However, this deduction will not reduce your emTMA score to below the pass mark, so in cases where this would reduce your score below what is required to pass, the penalty percentage will be reduced. For example, 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 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:

- a. 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 for further discussion. Your AEST will discuss the implications of changing your study plans with you and your employer.
- b. 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 exceptions to the policy.

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 <a href="#">Section 3.2 'Late submission and Penalty'</a> )	No exception
emTMA non-submission	emTMA not submitted or submitted after the 24-hour penalty period will not be marked (see <a href="#">Section 4 'Non-submission of your emTMA'</a> ).	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.

## **Methods of appeal**

If you have a query or experience a problem with any aspect of our application of this policy, please [contact us](#) promptly. If you feel that the hawse have 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 our [Complaints and Appeals](#) procedure webpages on the Help Centre.

We also have 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.

## **Definitions**

### **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.

### **Assessment**

This term is used to describe all of the different ways we assess 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). 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 tasks within a module. On many of our 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 system that allows you to submit work electronically for assessment.

## **Exam (examination)**

We hold 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**

We operate 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 (CEAB).

## **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. Please refer to the [Academic Conduct Policy](#) for more information.

## **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 us for 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.

## **Turnitin**

Turnitin is software that we, and most other universities, use to compare student assignments with the writing in books, websites, and module content. It's used as a tool to check the work has not been copied from other sources. Submitting work that has been copied without referencing the original source is plagiarism.

## **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 Policies and Legislation**

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](#)).
- 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](#)

## **Give Us Your Feedback**

If you have any comments about this policy 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).

## **Our 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.



## **Our commitment to Equality Diversity and Inclusion**

Our commitment to equality and inclusion is embedded in all that we do and reflects our mission to be open to people, places, methods and ideas. We celebrate diversity and the strengths that it brings, whilst challenging under-representation and differences in outcomes within our institution. We promote and manage equality and diversity to meet both our strategic goals and our statutory equality duties. We achieve this in many ways, including the development of inclusive policy.

## **Welsh language standards**

### [Safonau'r Gymraeg \(Welsh Language Standards\)](#)

The Open University is one of several universities named in the Welsh Language (Wales) Measure 2011. This means that any students in Wales can expect to receive certain services from the OU in Welsh. These are outlined in what's called the [OU's Welsh language standards](#).

This means that you can speak to our student recruitment and support team in Welsh or contact us in Welsh. You can find out more about your rights as a Welsh language user on the [OU in Wales website](#).

## **About this Document**

### **Summary of Significant Changes since last version**

There are a number of significant changes from the previous version of this policy (Version No. 1.1). These are:

- a) New policy template has been used so the layout has slightly changed, wording has been updated and numbering for some sections has changed.
- b) The wording in some sections has been reviewed and updated to make the information clearer.
- c) Some wording regarding the use of OU brand has been added under section 2.
- d) A new point under section 2 has been added to advise students of the availability of Turnitin.
- e) Definition 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 replaces the older version 1.1 of the End-of-Module Tutor-Marked Assignment (emTMA) Policy dated March 2024.

## **Document Information**

Version number: 1.2

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

Effective from: April 2025

Date for review: May 2026

## **Charity Statement**

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England and Wales and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority in relation to its secondary activity of credit broking.