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## Alternative format

The Resit and Resubmission Policy is available 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

- If you do not achieve the required standard for a pass result, your module may allow you to resit the exam or resubmit the End-of-Module Assessment (EMA) or end-of-module tutor-Marked Assignment (emTMA). Where it is available, you will only be offered a resit or resubmission if you meet the requirements of the module, and you attended your exam or submitted your EMA/emTMA on time. This document outlines the general rules which apply to resitting exams or resubmitting work and the conditions you need to meet to be eligible for a resit or resubmission.
- The assessment strategy available via the [StudentHome](#) module page will tell you the minimum requirements to pass the module and whether or not your module offers a resit or resubmission. Please note that not all modules permit resit or resubmission.
- 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 you if you have failed a module and would like to know about your resit or resubmission options and 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
- Apprentices studying a module.

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### What this policy does not cover

This policy does not apply to:

- Postgraduate research students: you should contact the [Research Degrees Team](#)
- Learners studying a microcredential
- OpenLearn Learners: you should contact the [OpenLearn team](#)
- Professional Development Course learners
- Students studying under partnership agreements: you should contact the [OUVP Curriculum Partnerships team](#)
- Vocational qualification learners: you should contact the [Vocational Qualification team](#).
- Students studying a non-credit bearing Short Course: you should refer to the [Conditions of Registration \(Short Courses\)](#).

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### 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.

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# Introduction

The Open University uses a range of assessment tasks to assess your performance on a module. The tasks that you complete during your modules are organised into one or two components of assessment:

## a) Modules with one component of assessment

Results for modules with only one component of assessment are determined from the (weighted) average of all the summatively assessed work including Tutor-Marked Assignments (TMAs) and interactive Computer-Marked Assignments (iCMAs), and final assessed tasks such as an exam, End-of-Module Assessment (EMA) or end-of-module Tutor-Marked Assignment (emTMA), at least one part of which will be available for scrutiny by the Module Result Panel at its Award meeting.

For undergraduate modules and some taught postgraduate modules, you need to achieve an overall score of 40 or more to pass the module. For other taught postgraduate modules, you need to achieve an overall score of 50 or more to pass. You must also pass any threshold on any part of the assessment, as set out in your module's Assessment Strategy which can be accessed via [StudentHome](#).

## b) Modules with two components of assessment

To determine results for modules with two components of assessment the Module Result Panel (MRP) will establish thresholds for performance levels in three elements:

- the overall continuous assessment score (OCAS),
- the overall examinable component score (OES),
- the weighted average of OCAS and OES (Rank),

The continuous assessment comprises the tasks you complete during the module i.e. Tutor-Marked Assignments (TMAs) and interactive Computer-Marked Assignments: (iCMAs). The scores of your assignments are combined to give you an OCAS.

The examinable component is usually made up of a task (or tasks) completed at the end of your module i.e. an exam or EMA but may sometimes include other tasks such as TMA or iCMA. The score(s) from this task (or tasks) give your OES.

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Your result will be based on all three of these and not solely on the basis of your overall weighted average score. Please refer to your module's assessment strategy available via [StudentHome](#) to check which task scores make up OCAS and OES.

You must achieve a pass score for both your OCAS and your OES to guarantee a pass result. You must also pass any threshold on any part of the assessment, as set out in your module's assessment strategy. If the weighted average of your OES and OCAS scores is above the pass mark, the MRP has limited discretion to grant a pass result even if your OES or OCAS are lower than 40/50 (i.e., they can consider scores of 30-39 on OCAS when the pass mark is 40 and a score of 40 on OES has been achieved, or 40-49 on OCAS when the pass mark is 50 and a score of 50 on OES has been achieved). It is always worth sitting your exam or submitting your EMA, even if you think you have not done well enough on OCAS. Although the MRP has discretion in these matters, a pass result cannot be guaranteed if you have not reached the pass mark in your OCAS assessment or other thresholds.

Some modules allow for a resit of an exam or resubmission of an EMA or emTMA if you failed to achieve the required pass mark and have met the other eligibility criteria. Not all modules allow a resit or resubmission. For information about the assessment strategy used for your module, check the assessment strategy which is available via the [StudentHome](#) module page.

Unfamiliar terms are 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. Eligibility criteria for resit and resubmission

1.1 For modules that allow a resit or resubmission, you will get **one** opportunity to resit the exam or resubmit the EMA or emTMA, if you fail a module and:

- i. you are studying a module with one component of assessment, and you achieve an overall score of at least 30, you will normally be eligible for a resit or resubmission. If your module requires you to achieve a certain score on a particular assignment, known as a threshold, you will also need to meet this threshold in order to be eligible for a resit or resubmission;

or

you are studying a module with two components of assessment, and you achieve at least 40 (or 50 for some taught postgraduate modules) in your OCAS you will normally be eligible for a resit or resubmission. If your module requires you to achieve a certain score on a particular assignment, known as threshold, you will also need to meet this threshold to be eligible for a resit or resubmission.

- ii. You have met any residential school or online school (previously known as Alternative Learning Experience (ALE)) requirements which apply to your module (if applicable).
- iii. You have taken the exam or submitted the EMA or emTMA and have achieved any minimum scores as set out in the Assessment Strategy for the module.

1.2 If there is more than one final assessed task on your module, for instance a project and a portfolio, you will be required to participate in each task to be eligible for a resit/resubmission.

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## 2. Conditions for resit and resubmission

The conditions for resits and resubmissions that are allowed under section 1 above are as follows:

- 2.1 Only one resit/resubmission opportunity is permitted for each module registration or enrolment.
- 2.2 You must resit the exam or resubmit assessment work within a maximum of 3 exam/submission opportunities or within 13 months of the first exam/submission or postponement, whichever occurs first.

If you need to postpone your resit/resubmission opportunity, please refer to the [Postponement Policy](#).

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## 3. Timing of resits and resubmissions

- 3.1 If you are eligible for a resit or resubmission, you will be automatically registered on to the next opportunity and we will notify you regarding when this resit/resubmission will take place. The information about the resit/resubmission opportunity is made available on [StudentHome](#) at least six weeks before the date of the resit/resubmission. Details about exam periods and information about the timing of resit exams can be found on the Help Centre page "[Resitting exams and resubmitting EMAs or emTMAs](#)". For modules with other final assessed tasks, such as an EMA or emTMA, you will be told your resubmission date either via StudentHome when your registration is confirmed or by email shortly after you are automatically registered. We will also tell you whether you are required to improve your original EMA or emTMA submission or complete a new piece of work. For exams the exam question paper you eventually take will be different to the one you originally took. You must complete your resit/resubmission at this time unless:
  - a) You are granted a Discretionary Postponement. For more details, please see the [Postponement policy](#).
  - b) You are granted an Elective Postponement. Elective postponements are only available for resit/resubmission students on eligible modules if your resit/resubmission is within 12-16 weeks of your original exam or submission.

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If you want to apply for Elective Postponement, you must notify The Open University no later than 23:59 hrs (UK local time) on the day following your remote exam or EMA/emTMA resit or resubmission cut-off date. For more details, please refer to the [Postponement policy](#).

- 3.2 Should you resit or resubmit an assessment, you may do this through the medium of Welsh, regardless of the language. 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.

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## 4. Registration or enrolment for resits and resubmissions

- 4.1 If you are registered or enrolled for an **undergraduate module** or for a taught **postgraduate module** and are eligible for a resit/resubmission or if you are studying a postgraduate module as a part of undergraduate degree or an integrated master's, you will be automatically registered or enrolled on the next available resit/resubmission presentation and this registration or enrolment will be displayed on StudentHome.

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## 5. Capping of results

- 5.1 Your module result for a resit or resubmission will normally be capped. This means that you will only be awarded a 'Pass' or 'Grade 4 Pass' result, even if your module offers a range of result grades.
- 5.2 If you submitted [Special Circumstances](#) at the time of your first attempt at the exam or EMA or emTMA submission, the Module Result Panel (MRP) may decide to award you an uncapped resit or resubmission. If this applies to you, you will have been told when your original module result was issued.

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5.3 Module Result Panels (MRPs) cannot award an uncapped result on the basis of Special Circumstances information submitted at the time of the resit or resubmission but can use the information to help them decide whether it had impacted enough to pass/fail.

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## 6. Failing the resit/resubmission

If you do not achieve a pass on your resit/resubmission opportunity, you will need to study the whole module again in its entirety if you want to be awarded credit for it. You may be able to study the module again at a reduced fee if you meet criteria outlined in the [Fee Rules](#). For Apprentices, more information on retaking a module is available in the [Academic Regulations \(Apprentices\)](#) policy.

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## 7. If you have passed the module

Resits and resubmissions are not allowed if you have passed the module. If your qualification includes a module with a specified progression performance standard, then please refer to [Academic Regulations](#) policy.

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## 8. Methods of appeal

We welcome feedback. 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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## 9. Contact details for further information

### Student Support Teams

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](mailto: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](mailto:apprenticeships@open.ac.uk), and your allocated APDM will contact you.

### Other

To check the latest postal address and other contact details please see [Open University 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 maternity, race, religion or belief, socio-economic background, sex, sexual orientation or trades union membership status.

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## 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 is the term we use to mean all the ways the University assesses how you are progressing during your module. It covers things 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'),

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then select 'Assessment strategy'. There may also be information in the module guide, assignment booklets or module materials.

## **Assignment**

Assignments are the parts of the module assessment that aren't the final assessed task - for example, TMAs, iCMAs and reports.

## **Capped resit/resubmission**

If you resit your exam or resubmit your EMA or emTMA, your module outcome will normally be capped at the lowest grade of pass. This means your module result following a resit or resubmission won't be higher than a bare Pass or Pass 4 grade. Please note, the score you are awarded in the task that you resit or resubmit is not capped, it is the overall module outcome that is capped.

## **Component of assessment**

This term normally means your overall continuous assessment score (OCAS), your overall examinable component score (OES) or your overall assessment score (OAS). More generally, it refers to a set of assessed tasks on which the Module Result Panel sets overall thresholds for each grade of pass when determining module results.

## **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.

## **End-of-Module Assessments (EMA)**

This is one of the final assessed tasks within a module. On many 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.

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## **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 the module. The types of final assessed tasks that a module can have are an exam, End-of-Module Assessment (EMA) and end-of-module Tutor-Marked Assignment (emTMA).

## **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).

## **OCAS**

This is a score out of 100 which has been achieved for continuous assessment on the module. Continuous assessment is usually made up of assignments such as TMAs and iCMAs.

## **OES**

This is a score out of 100 which has been achieved for the examinable component on modules with two separate components of assessment. The examinable component is usually an exam or an end-of-module assessment (EMA) such as a project, poster, speaking assessment (language modules) or dissertation. It may also be a combination of these types of assessment. Very occasionally, a module may have both an EMA and an exam.

## **Online School**

Previously known as Alternative Learning Experience (ALE). An alternative way to complete the residential school requirement for a module where a Student is not able to attend a face-to-face residential school. This may involve a written assignment, online project and/or computer conferencing.

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## 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**.

If you have been offered a resit or resubmission opportunity which is scheduled within 12 to 16 weeks of your original exam period or EMA/emTMA cut-off date, you may be eligible to postpone this to the next available opportunity. This is called **Elective Postponement**.

## Rank

For modules with more than one component of assessment, the rank score is the weighted average of the OCAS and OES components.

## Resit

If you take your exam but don't achieve the required standard for a pass on your module you may be offered a resit opportunity. There is a minimum requirement to qualify for a resit specific to your module/s which is explained in the Assessment section on [StudentHome](#). You can only resit once, and your module result will normally be capped.

## Resubmission

If you submit your End-of-Module Assessment (EMA) or end-of-module Tutor-Marked Assignment (emTMA) but don't 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.

## Summative

This is an assignment that counts towards the overall module result, in contrast to a formative assignment.

## Threshold

On some modules there is a minimum requirement or score (such as 40%) that you must achieve for an individual piece of work or activity, or for a number of pieces of work combined, in order to achieve a pass result.

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## 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.

## Uncapped resit/resubmission

When you resit your exam or resubmit your EMA or emTMA, your module outcome will normally be capped at the lowest grade of pass. When awarding you a resit or resubmission the MRP can decide not to cap your result on the basis of any Special Circumstances you may have submitted. This is called an uncapped resit/resubmission result and it means that your module result following your resit or resubmission can be higher than a bare pass or pass 4 grade if your performance on the module demonstrates a higher grade.

## Related Documentation

Refer to the following documentation in conjunction with this document:

- [Academic Regulations](#) and your 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) [End-of-module tutor-marked assignment \(emTMA\) Policy](#)
  - d) [Exam Policy](#)
  - e) [Special Circumstances Policy](#)
  - f) [Postponement Policy](#)
  - g) [Module Results Determination Policy](#)
- [Fee Rules](#)
- [Student Complaints and Appeals Procedure](#)
- [Student Privacy Notice](#)

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## 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. Alternatively, you can contact your Student Support Team through the 'Contact Us' option on the [Help Centre](#). Apprentices studying as part of an apprenticeship programme should contact the appropriate Apprenticeship Enrolment and Support Team (AEST) or equivalent contact, for more information; alternatively, they should request that their employer contacts their named Apprenticeship Programme Delivery Manager (APDM) for further information, see [Contacts section](#) above for more information. Students living in Wales can speak with a student support adviser in Welsh on 029 2047 1170, should you wish to do so.

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

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## Summary of significant changes since last version

There are a number of significant changes from the previous version of this policy. 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) Glossary terms have been reviewed to ensure they are up to date and to make the terms simpler and easy to understand.
- d) Added definition of Uncapped resit/resubmission in the glossary section.

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## Policies superseded by this document

This policy supersedes the Resit and Resubmission policy with effective date March 2023.

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