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Alternative format

This Special Circumstances Policy document 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

- The Special Circumstances Policy has been written for students who want to report any circumstances that may have affected their ability to study, take an exam or submit other forms of assessment. The information and evidence you give us will be made available to the Module Result Panel (MRP) when they meet to agree your result. The MRP will consult the information submitted if appropriate.
- The Policy covers Special Circumstances affecting continuous assessment including Tutor-Marked Assignments (TMAs) and interactive Computer-Marked Assignments (iCMAs). It also covers Special Circumstances affecting the final assessed task, including exams, End-of-Module Assessments (EMAs) and end-of-module Tutor-Marked Assignments (emTMAs).
- If you have any queries or need guidance on how this policy may relate to your personal circumstances, please [contact us](#).

Scope

What this policy covers

This policy applies to you if any part of your module study or assessment has been negatively affected due to Special Circumstances, as outlined below in section 1 'Policy and related information'. This policy applies to you if you fall into any of the categories below:

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- 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 apply to:

- Postgraduate research students: please contact the [Research Degrees Team](#)
- Learners studying a microcredential on FutureLearn please contact mc.support@futurelearn.com.
- Learners studying a microcredential on the Open University online platform please [contact us](#)
- 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: please 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 Open University aims to provide all students with an excellent learning experience that enables them to achieve their study goals.

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We recognise that sometimes things do not go as planned and this document sets out The Open University's policy, helping you understand what Special Circumstances mean and what your options are. Further support and individual guidance to help you make appropriate choices is available from your [SST, or if you are studying as part of an apprenticeship programme, your AEST](#). Apprenticeship students may also request that your employer contacts their named Apprenticeship Programme Delivery Manager (APDM). See [Contacts section](#) below for more information.

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

Policy

1. Purpose

A Special Circumstance is an exceptional situation outside your control which you feel affected your performance in any, or all, of the assessed tasks on your module. The Open University understands that sometimes special circumstances affect your study or part of your study, for example Tutor-Marked Assignments (TMAs) or interactive Computer-Marked Assignments (iCMAs), an exam, an End-of-Module Assessment (EMA) or an end-of-module Tutor-Marked Assignment (emTMA). If you think circumstances outside your control have negatively affected your ability to perform well in your assessments, you can make this information available to the Module Result Panel (MRP) when they meet to agree your result. The MRP will consult this information if appropriate.

2. Policy principles

2.1 The University considers Special Circumstances to be situations that are unexpected, and that had a significant impact on the time available to concentrate on study or to complete an assignment. The following are examples of Special Circumstances:

- a) Serious and prolonged illness of yourself, a member of your family, or a close friend.
- b) Significant personal or family crisis, such as bereavement.

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- c) If you encounter problems during a timed remote exam which significantly impacts your ability to complete the exam. Or, in the case of a face-to-face exam, the loss of more than ten minutes exam time (you should have brought this to the attention of the invigilator so that it is included in the report of events and conditions during the face-to-face exam).
 - d) Difficulties caused by a disability or additional requirement, for which you feel that any adjustments made by The Open University were not appropriate.
 - e) If you feel your studies have been disrupted by The Open University, such as delay in receiving module materials or exceptionally late return of Tutor-Marked Assignments.
 - f) Any other extenuating circumstances, for example events that result in a serious impact on your ability to engage with academic work during the assessment period.
- 2.2 The Module Result Panel will use the information you provide only to your benefit, usually if your result is close to a grade boundary. This does not necessarily guarantee a higher grade.
- 2.3 Special Circumstances will only be used to consider whether circumstances may have impacted upon your ability to achieve a higher overall module grade, they will not be used to increase your mark for specific assessment(s).
- 2.4 The Module Result Panel will only consider information that is submitted within the deadlines outlined in section 3 below.
- 2.5 Unless you have an exceptional case, Special Circumstances will not be considered after your module result has been determined. Please refer to [section 5 “Late Notification of Special Circumstances”](#) below to see more about the criteria for exceptional cases.
- 2.6 Special Circumstances will only be considered if you have completed the module, which means you have submitted **all** compulsory assessment tasks for your module. If your final assessed task is compulsory, and you do not submit it by the deadline, you cannot use the Special Circumstances process to request a [deferral](#) or [postponement](#) of your final assessed task.

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3. Reporting and submitting Special Circumstances

- 3.1 You should report Special Circumstances relating to your continuous assessment or final assessed task using the [Special Circumstances webform](#).
- 3.2 You can submit Special Circumstances yourself, or with the help of a designated advocate. Tutors cannot submit Special Circumstances on your behalf.
- 3.3 To guarantee that your Special Circumstances will be made available to the MRP complete the online process of reporting your Special Circumstances before 23.59 (UK local time) **four** calendar days after the submission date for your final piece of assessment (please note, this deadline of four calendar days from the submission date is from the original deadline, not from the end of any late penalty period that may be applicable).
- 3.4 We may still be able to accept special circumstances forms submitted more than four days after the submission date, but this is not guaranteed. Acceptance of the form will depend on how close it is to the MRP meeting date. Please check if the special circumstances form is available via StudentHome. If it is available, you can still submit special circumstances. After this date, please contact your SST for advice. If you have already received your module result, we will not normally be able to accept information about special circumstances unless you can show (and provide evidence that) you couldn't submit the information earlier because of circumstances outside your control. This would have to be something serious. Please see [Section 5 'Late notification of Special Circumstances'](#) for more information.
- 3.4 Supporting third-party evidence should be received by The Open University within 14 calendar days of your Special Circumstances' submission. If you are not able to attach evidence at the point you submit your Special Circumstances form, you can submit evidence by email or in hardcopy as instructed by the webform. If you submit evidence to The Open University by post, please keep proof of posting. If you submit it by email keep a copy of the email sent.
- 3.5 Guidance and information on how to submit the form and what third-party evidence is accepted can be found at [Special circumstances – assignments](#) in the Help Centre.

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- 3.6 If you are applying for a postponement of your exam, EMA or emTMA, but you want to submit Special Circumstances relating to your continuous assessment, you must submit your Special Circumstances form before four days after the submission deadline of the original exam, EMA or emTMA. Do not wait until you submit your postponed exam, EMA or emTMA Your circumstances will be considered once you complete and submit your final assessed task, and your overall module result is considered by the MRP.
- 3.7 If you are unable to complete your module due to a situation outside of your control you may be able to defer or postpone. For more information about deferral please refer to the [Changing Your Study Plans](#) Policy. Apprentices should contact the [AEST](#) team or request that their employer contacts their named APDM for further information. For more information about postponement please refer to the [Postponement Policy](#)
- 3.8 If you have submitted a partially completed exam, EMA or emTMA as a result of your Special Circumstances you can use the Special Circumstances form to report this.
- 3.9 Special Circumstances must be submitted separately for each module that you are studying where your performance has been affected.
- 3.10 If you are offered a resit or resubmission opportunity, any special circumstances that you submitted for your original presentation that relate to continuous assessment will be carried forward to the resit/resubmission presentation. Any special circumstances that related to your original exam, EMA or emTMA submission will not be carried forward. If you are affected by special circumstances when resitting your exam or resubmitting your EMA/emTMA you will need to submit a form specifically detailing those special circumstances.
- 3.11 If you have a disability or additional requirements:
- 3.11.1 If you think that your medical condition or disability, for example specific learning difficulty disadvantaged you in your **continuous assessment or EMA or emTMA**, you can [complete a Special Circumstances form](#).

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- 3.11.2 If you think that extra time or other arrangements that The Open University have made for your **exam** have not adequately accommodated your medical condition or disability, you can submit a Special Circumstances form explaining this and the impact it had on you. The Module Result Panel will have access to information about any arrangements that have been made for you.
- 3.11.3 The Module Result Panel (MRP) will only be provided with information about your condition that you submitted during the Special Circumstances process. Any additional information that you have provided to The Open University or your tutor about your condition will not be passed on to the MRP.
- 3.11.4 The University will process this information in compliance with its obligations under the [Equality Act 2010](#) in England, Scotland and Wales, Section 75 of the Northern Ireland Act 1998 for Northern Ireland, and the [Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#), or any other statutory duty or obligation.

4. Special Circumstances and your module result

- 4.1 If you submit Special Circumstances by the appropriate deadline, your result notification will indicate that Special Circumstances were submitted.
- 4.2 All Special Circumstances submissions are made available to the Module Result Panel when they meet to determine your module result.
- 4.3 If you meet the following criteria your Special Circumstances will be reviewed by the Module Result Panel:
- 4.3.1 Your overall module result falls within five University Scale points below a grade boundary, or;
- 4.3.2 You are studying a module that has a dual component assessment strategy and you have a difference of 30 or greater between your overall continuous assessment score and your overall examinable score, or;

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4.3.3 You have declared a disability, and you had reasonable adjustments for your exam, EMA or emTMA, and you have submitted Special Circumstances relating to the final assessed task, or;

4.3.3 Your overall score would entitle you to a resit or resubmission result.

4.4 If you do not meet the above criteria, it is not guaranteed that your Special Circumstances will be reviewed by the Module Result Panel. Whether or not your Special Circumstances are reviewed outside of the above criteria depends on the framework within which the Module Result Panel operates. All students on the same module will have to meet the same criteria for their Special Circumstances to be reviewed.

4.5 After looking at a special circumstance's submission, the MRP will make one of the following decisions:

- the circumstances were not relevant to the determination of the module result, for example, it was something that you could have planned for, or the period of time affected by the special circumstances was significantly in advance of any submission deadlines, or a higher score was achieved in the assignment impacted by special circumstances than other assignments not impacted by the special circumstances.
- the circumstances did have an effect, but not to the extent that a higher overall module result was merited, for example, if you performed poorly on the assignment covered by the special circumstances but a better performance would not have led to a higher grade for the module overall.
- the circumstances affected your performance, and a higher module grade should be awarded.
- If you have been awarded a resit or resubmission result, you may be awarded an uncapped resit or resubmission.
- the circumstances affected your performance, but more evidence is needed on your academic ability. In this case you may be asked to complete an additional assessment to provide evidence that the learning outcomes have been met.

This is referred to as a viva voce.

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- You have not supplied sufficient evidence to support the special circumstances submission and the MRP need the evidence to make a decision. In this case the result will be ‘pending’, and you will be contacted and asked to supply evidence to support your Special Circumstances submission.

4.6 The academic decisions made by the MRP are confidential to the panel. We can't discuss individual decisions that have been made.

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5. Late notification of Special Circumstances

- 5.1 Any reporting of Special Circumstances outside of the timelines outlined in [Section 3](#) will not be accepted unless there are exceptional circumstances to justify late notification, **and** you provide evidence to support late notification. The situations where late reporting/notification of Special Circumstances may be accepted are:
- 5.1.2 If exceptional circumstances (such as hospitalisation) prevented you from reporting your Special Circumstances within the stipulated deadline.
 - 5.1.2 If an issue you thought was minor at the time of your submission has now been confirmed as more serious and could have affected your studies.
 - 5.1.3 If there is proof of maladministration by the University.
- 5.2 If any of the above apply to you then you can ask the Assessment Exceptions Group (AEG) to consider your case.
- 5.3 If your reasons for late reporting of Special Circumstances do not meet the criteria specified above in 5.1 or are not supported by evidence, they will not be accepted for consideration by the AEG.
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6. Non-Disclosure

- 6.1 If you do not tell The Open University about Special Circumstances that have affected your performance, we will not be able to provide you with appropriate assistance, advice and guidance or take this information into consideration for your module result.
-

7. Methods of appeal

- 7.1 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 we 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 Help Centre.

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- 7.2 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.”
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8. Further Information

- 8.1 If you are considering submitting a [Special Circumstances form](#), you will find detailed information on the StudentHome [Help Centre](#) webpages.
- 8.2 The Open University recommends that you talk to your [SST or AEST](#) or equivalent contact if you are studying as part of an apprenticeship programme to ensure you are fully aware of all your options.
-

9. Contact details for further Information

Student Support Teams (SSTs)

You can contact your Student Support Team (SST) from the [Contact us](#) page in the Help Centre or via StudentHome.

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

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

Email: apprentice-support@open.ac.uk

Telephone: 0300 3034121

APDM (Apprenticeship Programme Delivery Manager) (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.

Other

To check the latest postal address and other contact details or if you would like to find out more about our most up-to-date response times for receiving and sending postal correspondence to The Open University, please see [Open University Offices](#).

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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.

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.

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Capped

Resits and resubmissions are normally capped at the lowest grade of pass. This means your module result, following a resit or resubmission, will not normally be higher than a bare Pass or Pass 4 grade.

Continuous assessment

This refers to 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.

Deferral

This is 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 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.

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 include are exam, end-of-module assessment (EMA) and end-of-module tutor-marked assignment (emTMA).

Interactive Computer-Marked Assignments (iCMA)

This is an interactive form of assessment made up from a series of questions.

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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).

Postponement

If 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), The Open University may give you permission to postpone it to the next available opportunity on a discretionary basis. This is called [Discretionary Postponement](#).

Resit

if you take your exam but do not 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 overall module result will normally be capped at the lowest grade of pass.

Resubmission

If you submit your End-of-Module Assessment (EMA) or 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 overall module result will normally be capped at the lowest grade of pass.

Special Circumstances

If your performance in any of the assessment tasks on your module has been affected by something beyond your control, you can bring the 'special circumstances' to the attention of the Module Result Panel for consideration when they agree your module result.

Third-party evidence

This is evidence obtained from an independent body other than the student himself/herself or their family, friends and acquaintances providing it. The evidence must be from a professional body, for example a medical certificate from the GP or the hospital where the treatment has been carried out.

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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.

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

- [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) [Postponement Policy](#)
 - f) [Resit and Resubmission Policy](#)
 - g) [Module Results Determination Policy](#)
- [Changing Your Study Plans: Deferrals, Withdrawals and Cancellations](#)
- [Student Complaints and Appeals Procedure](#)
- [The Disability Discrimination Act 1995 \(Amendment\) Regulations \(Northern Ireland\) 2004](#)
- [Domestic Abuse, Gender Based Violence Policy](#)
- [Equality Act 2010 for England, Scotland and Wales](#)
- [Northern Ireland Act 1998](#)

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- [Safeguarding - Ensuring the Safety of Children and Vulnerable/Protected Adults](#)
- [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. 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.

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.

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 1). These are:

1. New policy template has been used so the layout has slightly changed and wording updated.
2. The wording in some sections has been reviewed and updated to make the information clearer.
3. Wording has been updated to clarify;

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- a) timescales for submitting special circumstances forms
 - b) that there are no longer 'recognised periods of disruption' when disruption must have occurred to be eligible to submit special circumstances (students can submit special circumstances forms whenever the period of disruption occurred if it has impacted their studies)
 - c) that Special Circumstances forms will be shared with the student support team, and they may contact the student to offer additional support
 - d) that the Module Result Panel may not review every Special Circumstances form.
4. Wording has been added to explain when the MRP may review Special Circumstances forms and what action they may take ([section 4](#))
 5. Glossary terms have been reviewed and wording updated to make the terms simpler and easier to understand.

Policies superseded by this document

This policy replaces the Special Circumstances Policy dated August 2022.

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