Tutor-Marked Assignment (TMA) and interactive Computer-Marked Assignment (iCMA) Policy

About the TMA and iCMA Policy

An alternative format of this summary is available. Please contact the Student Support team via Contact Us (phone +44 (0)300 303 5303), or via StudentHome if you are a current Open University student.

This summary was written alongside the main policy to offer a short introduction. Support from our advisers is available so please Contact Us to discuss this. Welsh-speaking Students and Learners may speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

The set of assignments that you complete during the module are called continuous assessments, most commonly known as Tutor-Marked Assignments (TMAs) and interactive Computer-Marked Assignments (iCMAs). This policy covers those continuous assessment components of the module. The TMA and iCMA Policy outlines:

- the meaning and purpose of TMAs and iCMAs,
- how you can prepare your assignments,
- the methods you can use to submit these assignments,
- why it is important to keep a copy of your submitted assignments,
- what to do if you miss a deadline or submit the wrong file,
- how the assignments are assessed, and how the scores are calculated,
- how to query a TMA score if you have grounds to believe there is a mistake in the marks awarded, and
- who to contact if you have questions or wish to complain or appeal.

We will follow these principles

- We will let you know the types of assessments your module has via the module assessment strategy which you can access from StudentHome.

- We will publish the submission deadlines, so you are aware when to submit your assignments.
- We will provide support and help in understanding this policy and its application.
- Students living in Wales have the right to communicate with us in Welsh. Phone +44 (0)29 2047 1170, or email wales-support@open.ac.uk.

You need to be aware

- The TMA and iCMA should be submitted before the 12:00 hrs (midday UK local time) on the submission cut-off date.
- A 12-hour grace period allows submissions until 23:59 on the same day.
- Submitting work that is not your own without proper citation is academic misconduct. Refer to Academic Conduct Policy for details on how such cases are handled.
- If unforeseen circumstances prevent you from submitting your TMA on time, you may request an extension. Extensions for the final TMA (the TMA prior to the exam, EMA or emTMA) are only granted in exceptional cases.
- If you submit your TMA after the deadline and have not been granted extension, it may be marked as late and not accepted for marking. If you have submitted late, contact your tutor as soon as possible for further advice.
- iCMAs cannot be submitted after the cut-off date and it is not possible to request an extension for an iCMA.
- If you realise you submitted a wrong TMA, you may be able to resubmit if the cut-off date has not passed and if your tutor has not collected your TMA for marking. Please note that tutor can pick up your TMA for marking before the cut-off date.
- If extenuating circumstances affect your ability to submit or your performance, consider submitting a Special Circumstances form.
- Tutors usually aim to mark and return your TMA within ten working days of the cut-off date. If you submit your TMA by post, you should receive the marked TMA back within three to four weeks of the cut-off date.
- If you have not received your marked TMA within the above timescales, contact your tutor.

- If you wish to query a TMA score (except emTMA score), because you believe there has been a marking error or the score does not accurately reflect the quality of your work, please email your tutor within 14 calendar days of receiving your score, clearly stating the reasons for your query.
- iCMAs are marked automatically. Your iCMA score will be available on the module website using the iCMA link.
- If your iCMA score is not available within 7 days of the cut-off date, or if you have a query, you should contact the [Assessment Processing Centre](#).

Your data

For full details about how we will handle your data, rules on confidentiality, and for more details about each process we will follow, please refer to the [TMA and iCMA policy](#) and navigate to section 2.4 and 2.5. Please [Contact Us](#) for support.

How to question a decision made under this policy

For information about how to appeal against a decision made under this policy please refer to the [Complaints and Appeals Procedure](#). Please [Contact Us](#) for support.

Give Us Your Feedback

If you have any comments about this policy summary document and how it might be improved, please share this with us, by emailing SPR-Policy-Team@open.ac.uk.

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Document Information

Short summary for TMA and iCMA Policy effective from July 2025

Approved by Student Experience Committee

Date for review July 2026