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Alternative format

If you require Additional Assessment Policy document in an alternative format, please contact the Student Support Team via <http://www.open.ac.uk/contact/> (phone +44 (0)300 303 5303), or your dedicated Student Support Team via StudentHome if you are a current Open University student.

If you are a student and you live in Wales, you can speak with a student support adviser in Welsh on 029 2047 1170.

Summary of policy

A summary of the key aspects of the policy are below:

- Additional Assessments were formerly known as a Viva or a *Viva-Voce* at The Open University.
- An Additional Assessment is an extra piece of assessment that you may be offered on a module if the Module Results Panel isn't clear about what module outcome to award you.
- An Additional Assessment can only be offered to you by the University and you cannot request to undertake an Additional Assessment.
- The reason we are offering you an Additional Assessment will be clearly set out in your offer letter.
- An Additional Assessment will only be used to your advantage.
- An Additional Assessment may be offered as part of an Academic Conduct Case to allow you to demonstrate the validity of your work. You do not have to accept the offer of an Additional Assessment, although if you decline or do not engage with the Additional Assessment then a decision will be taken without this piece of evidence. This could result in you receiving a zero score for the assignment.
- If you need to contact someone regarding your Additional Assessment, please contact the appropriate member of staff as outlined in your offer letter.

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If you would prefer to communicate with the Open University through an advocate, you can find out more about how to do this in the [Advocacy Policy](#). If you have an advocacy arrangement in place The Open University will communicate with your designated advocate in accordance with the Advocacy Policy when offering an Additional Assessment.

Scope

What this policy covers

This document covers Additional Assessments, which may be offered after the end of the module but before a module result outcome can be awarded.

The Additional Assessment policy applies to all taught courses at The Open University, whether you are studying a module or standalone course or are studying a registered undergraduate or taught postgraduate qualification, including an apprenticeship, as defined in the [Academic Regulations](#).

What this policy does not cover

The Additional Assessment policy does not apply to the following:

- Postgraduate research students should refer to the [Code of Practice for Research](#).
- Microcredential learners
- Vocational Qualification learners

Introduction

Each module has a Module Result Panel (MRP) that is responsible for recommending module results for individual students. The members of the MRP use their academic judgement to decide if each student has reached the standard required to be awarded credit for the module.

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If the panel cannot decide what the most appropriate module result outcome is, they may decide that an Additional Assessment is required to gather more information on how you have achieved the relevant learning outcomes for a particular result status. The circumstances under which the MRP could decide to offer an Additional Assessment are outlined below in [section 2.1](#). The decision of the MRP cannot be challenged. MRP's are held to account and must evidence consistent decision making when offering Additional Assessments. The Open University reviews the offers of Additional Assessments to ensure consistency as part of our quality assurance processes to ensure academic integrity and standards are maintained.

Policy

1. Purpose

- 1.1 The purpose of this policy is to explain what the University does when the Module Result Panel (MRP) is unclear about the result outcome to award for a module result. For information about how module results are decided please refer to the [Module Results Determination Policy](#).
- 1.2 This policy sets out when you may be offered an Additional Assessment, your responsibilities, and the responsibilities of the University when you are offered an Additional Assessment. It does not replace a resit or resubmission, which are explained in the [Resit and Resubmission Policy](#).
- 1.3. The objectives of this policy are to:
- (i) Define when we may offer an Additional Assessment
 - (ii) Define roles and responsibilities for students and Open University staff members
 - (iii) Set out the procedure for offering, accepting and completing Additional Assessments
 - (iv) Define how your module result is calculated after your Additional Assessment
 - (v) Set out the process for appealing an incorrect result

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1.4. Roles and responsibilities:

- (i) It is the role of the MRP to determine if you should receive an Additional Assessment, design the task and determine the appropriate result status for you once you have completed your Additional Assessment.
 - (ii) It is the role of the Additional Assessment Team to facilitate the Additional Assessment and act as your contact point to The Open University.
 - (iii) It is your responsibility to accept, complete, and submit the task in the timeframes set out by the Additional Assessment Team.
-

2. Policy principles

2.1 The policy ensures that students whose module result is not conclusive are able to present further evidence of successful study that may improve their results. The MRP will determine if an Additional Assessment is appropriate.

This may be where:

- (i) You have not demonstrated all the learning outcomes for a particular module outcome. For example, this could occur because you have not met a module-specific threshold which you must achieve to pass the module.
- (ii) The Open University has identified inconsistencies in your assessment record which means it is not clear what module outcome is appropriate. For example, where there is a large difference between your Overall Continuous Assessment Score (OCAS) and Overall Examinable Component Score (OES) on the module.
- (iii) You have told us about Special Circumstances that have affected your performance and the MRP would like to seek more evidence of how well you have demonstrated the learning outcomes on the module.
- (iv) The Open University has been unable to verify that the work is your own as part of an academic conduct investigation.
- (v) You have experienced maladministration on the part of The Open University which may have affected your module result outcome.

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- 2.2 Additional Assessments can only be offered by The Open University. You are not entitled to request an Additional Assessment. However, please get in touch with your Student Support Team (SST), or Apprenticeship Enrolment and Support Team (AEST) if you have concerns about your module result, as described in [Module Results Determination Policy](#).
- 2.3 You may be asked to complete an Additional Assessment before you can be offered a resit or resubmission result.
- 2.4 The Additional Assessment task will normally be a new piece of assessment that will test the learning outcomes the Module Result Panel considers have not been demonstrated. Exceptionally, you may be asked to repeat a piece of assessment, as the Additional Assessment, where this is required to pass the module.
- 2.5 An Additional Assessment task is usually a TMA-style written task. Other forms of Additional Assessment might be an oral assessment (by video conferencing software such as Microsoft Teams or Adobe Connect rooms), an iCMA or an examined task. If the Additional Assessment has been offered to you as part of an academic conduct investigation where The Open University has been unable to verify your work, this will normally be offered as an oral assessment. As with any assessment, you will be able to request reasonable adjustments for your Additional Assessment and instructions on how to do this will be included with the Additional Assessment offer.
- 2.6 You will not receive a mark or any feedback on the task. Instead, your module result outcome will be amended to reflect the result.
- 2.7 Where an Additional Assessment is offered as part of an academic conduct investigation, the purpose of the Additional Assessment will be to determine whether the assignment(s) under investigation can be counted as part of your assessment record. In these cases, if you do not engage with or complete the Additional Assessment then a decision will be taken without this piece of evidence. This could result in you receiving a zero score for the assignment(s).
- 2.8 In all other circumstances, your module result following the Additional Assessment cannot be lower than the result you have already achieved based on your previous assessments.

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- 2.9 In the Additional Assessment offer letter, you will be informed of the result status you will receive should you choose not to respond to the offer letter or complete the Additional Assessment. If you choose not to take the Additional Assessment, or do not respond to the offer letter, your result will be released to you with no change.
- 2.9.1 The outcome of an Additional Assessment will not normally be more than one result status higher than the outcome detailed in your Additional Assessment offer letter.
- 2.9.2 Having considered your specific circumstances, the Module Result Panel may decide to increase your overall module result outcome by more than one result status, however, this is uncommon and is an academic decision which means it cannot be requested or appealed.
- 2.10 There is never a fee to pay for an Additional Assessment.
- 2.11 You can only be offered an Additional Assessment after module results are released. If you are offered an Additional Assessment, your module result will show as 'pending' and the information on StudentHome will confirm that you will be offered an Additional Assessment.

Procedure

3. Accepting an Additional Assessment offer

- 3.1 You will normally receive your Additional Assessment offer letter via email within 10 working days of module results being released. Your Additional Assessment offer letter will inform you of the result which will be awarded to you if you do not accept the Additional Assessment. The Additional Assessment offer letter will give you some indicative details about the task you will be asked to undertake. Full details will be sent to you after you have accepted the offer for the Additional Assessment.
- 3.2 You must respond to the offer via email within 14 calendar days if you wish to accept the offer. You can ask any relevant questions prior to accepting the Additional Assessment if you wish. Should you have reasonable adjustments agreed during your module, these will be applied throughout the Additional Assessment process

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including the offering and accepting of your Additional Assessment.

If we have not heard from you after 14 calendar days, we will proceed as if you have declined the offer and release your result as it stands.

- 3.3 Students in Secure Environments (SiSE) will have a longer period of time to accept, undertake and submit their Additional Assessment due to potential restrictions on internet access. This will be clearly outlined in their Additional Assessment offer letter.
- 3.4 You will be given a timescale to complete the Additional Assessment, which will normally be within 90 calendar days of the offer being made. If your Additional Assessment is an oral assessment, the Additional Assessment team will liaise with you and the academic members of staff conducting the Additional Assessment to agree an appropriate date and time.

4. Accepting an Additional Assessment offer in Welsh

- 4.1 Under the Welsh language standards, you have a right to use Welsh in your Additional Assessment if you are a student in Wales. If you would like to use Welsh, you should indicate this upon accepting the Additional Assessment offer. If the Additional Assessment is oral and not all the attendees speak Welsh, we will arrange simultaneous translation to allow you to do this. Using Welsh will not affect the outcome of your Additional Assessment.

5. Completing the additional assessment

- 5.1 Once you have accepted the Additional Assessment offer, you will be sent the Additional Assessment task and details of how to submit it. You must complete and submit the task before the deadline.
- 5.2 You may contact the Additional Assessment team before the deadline of your assessment to request an extension. Extensions of up to 21 calendar days can be granted by the Module Team Chair. Extensions of over 21 calendar days or where the submission date is more than 90 calendar days after the offer of the Additional Assessment must be approved by the Assessment Exceptions Group (AEG).

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You may need to provide evidence to support your request. All data will be collected and processed in accordance with the [Student Privacy Notice](#).

- 5.3 If you require support to complete your Additional Assessment, you should contact your [Student Support Team](#) or [Apprenticeship Enrolment and Support Team \(AEST\)](#) who can arrange for you to receive an individual student support session with a tutor. This may be with a different tutor to the one you had on the module.
- 5.4 If you require reasonable adjustments to enable you to complete your Additional Assessment, which we are unaware of, then you can request them by contacting the Additional Assessment team as set out in your Additional Assessment offer letter. For more information and support on requesting reasonable adjustments please contact your [Student Support Team](#) or [Apprenticeship Enrolment and Support Team \(AEST\)](#) as appropriate.
- 5.5 If you do not submit your Additional Assessment task or request an extension before the deadline, your module result will be released as it stands.

6. Special circumstances

- 6.1 Special Circumstances information which was submitted in the presentation when your module result was originally considered **will not** be passed to the Module Result Panel when they consider your result as it has already been taken into account to offer you an Additional Assessment. Therefore, if you have experienced circumstances that have negatively affected your performance on your Additional Assessment, either new or continuing, then you should bring them to the attention of the Module Result Panel as outlined in section 6.2.
- 6.2 If you wish to submit Special Circumstances in relation to the completion of your Additional Assessment, please contact the Additional Assessment team as described in your offer letter. This information will be passed to the Module Result Panel Chair or their delegate when your result is determined.

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7. Receiving your final module result

7.1 As the Additional Assessment is intended as a qualitative assessment it is not marked in the same way as a standard assessment, so you will not receive a score or feedback for the task. The only result you will receive is your module result outcome.

Your module result outcome represents the decision of the Module Result Panel after considering your assessment record on the module and your performance on the Additional Assessment task.

7.2 If you are undertaking an Additional Assessment as part of an academic conduct investigation, you will receive a separate communication from the Academic Conduct Officer detailing their findings and any penalty which may be applied.

7.3 For help and support associated with receiving your module result, you can contact your [Student Support Team](#) or [Apprenticeship Enrolment and Support Team \(AEST\)](#).

8. Methods of appeal

8.1 You cannot directly appeal against the outcome of an Additional Assessment because this is an academic decision as part of the overall determination of your module result.

8.2 If you have evidence that your module result has been determined incorrectly following an Additional Assessment you can request a [Module Result Check](#). Please follow the guidance online. If you cannot request your module result check via the link given, please contact your [Student Support Team](#) for assistance.

8.3 If you believe that the Additional Assessment was not conducted appropriately, you can submit a complaint. There is further information about [how to make a complaint or appeal](#) on the [complaints and appeals section](#) of the Help Centre.

8.4 Please submit your complaint or module result check request within 28 calendar days of receiving your result. If you submit a concern or MRC after this and are unable to

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provide a good reason why your submission was outside the set timeframe your request is likely to be refused.

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.

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Glossary

Additional Assessment

Where a Module Result Panel (MRP) decides, it would like to obtain more evidence before agreeing your module result, it may offer you an Additional Assessment. The MRP decides on the format of that assessment – it may be written, spoken or both. We will tell you that you are being offered an Additional Assessment at or before the module result release date. A separate communication will be sent about the format of the Additional Assessment and when it will be held. The module result is held pending the outcome of the Additional Assessment. Additional Assessments are not available to students on request.

Academic Conduct Investigation

The Open University may investigate if there is cause for concern that your work may not be your own, raised either through plagiarism detection software or by a marker. Please refer to the [Academic Conduct Policy](#) for more details.

Exam (examination)

An exam is completed at home (remotely), or at another location of your choice, using your own computer, stationery and equipment. It is usually a set of questions that you must complete and submit within a set amount of time, with a fixed submission deadline, and contributes to the examinable component of your module.

iCMA

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

Module Result Panel

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.

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Module Specific 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.

Module Team Chair

The Module Team Chair is the senior academic on the module who has the responsibility of providing academic leadership to ensure the coherence, cohesion and quality of the learning experience offered by the module within the Qualification(s) it belongs to. They have overall responsibility for the work of the module team and the setting and maintenance of academic standards.

Overall Continuous Assessment Score (OCAS)

This is a score out of 100 that has been achieved for continuous assessment on the module. Continuous assessment is usually made up of assignments such as TMAs and iCMAs. Your assessment strategy (via the assessment section on [StudentHome](#)) will explain how much each individual assignments contributes towards OCAS.

Overall Examinable Component Score (OES)

This is a score out of 100 which has been achieved for the examinable component on modules with two separate components of assessments. 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.

Pending result

This means that your result has not yet been finalised and this could be due to a lot of different reasons. You can find more information about the reasons for a pending result on the Help Centre page [Receiving a pending result or Additional Assessment](#).

Qualitative piece of assessment

A Qualitative assessment is an assessment that is not assigned a score but is used together with other assessment to reach a judgement about the overall result outcome for a student.

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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 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 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.

Special Circumstances

If your performance in any of the assessment 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 agree your module result.

Students in Secure Environments (SiSE)

SiSE students are students who are resident in a secure environment, such as a prison, or who are resident in the community and are subject to restrictions such as a Sexual Harm Prevention Order. These students are supported by a specialist SiSE team at The Open University.

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.

Welsh Language Standards

The Open University has long adopted the principle that in conducting public business in Wales, we treat the English and Welsh languages equally. The Welsh Language Standards are how we commit to achieving compliance and deliver quality services through the medium of Welsh.

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Related Documentation

Refer to the following documentation in conjunction with this document:

- [Academic Conduct Policy](#)
- [Advocacy Policy](#)
- [Assessment Policies](#)
- [Module Results Determination Policy](#)
- [Special Circumstances Policy](#)
- [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 who are specially trained to advise on the implementation of policy. Alternatively, you can contact your Student Support Team through the 'Contact Us' option on the [Help Centre](#) if you are a current Open University student.

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 their employer contacts their named Apprenticeship Programme Delivery Manager (APDM) for further information, see contacts section below for more information.

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.

Contact details for further information

Your Student Support Team

Your Student Support Team phone number and email contact can be found on [StudentHome](#) or [Your contacts](#) section of the Help Centre.

If you are an apprenticeship learner, please contact the Apprentice Enrolment and Support Team, AEST, using the following details:

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

Email: apprentice-support@open.ac.uk

Telephone: 0300 3034121

For Apprentices in Northern Ireland your most appropriate contact may be your Staff Tutor, Education Manager, or Faculty Co-ordinator.

Students living in Wales can speak with a student support adviser in Welsh on 029 2047 1170, should they wish to do so.

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Your Nation Office

To check the latest postal addresses 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](#).

If you are a Student in Ireland, Wales or Scotland please contact your Nation Office:

The Open University in Ireland

110 Victoria Street
Belfast
BT1 3GN

Phone +44 (0)28 9032 3718

The Open University in Scotland

10 Drumsheugh Gardens
Edinburgh
EH3 7QJ

Phone +44 (0)131 226 3851

The Open University in Wales

18 Custom House Street
Cardiff
CF10 1AP

Phone +44 (0)29 2047 1170

Os rydych yn siarad Cymraeg a fyddai'n l siaradwyr Cymraeg

well gennych trafod eich anghenion drwy gyfrwng y Gymraeg, cysylltwch â'r Brifysgol Agored yng Nghymru yng Nghaerdydd os gwelwch yn dda

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Summary of significant changes since last version

This is a new policy.

Policies superseded by this document

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