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Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2023	Date for review: March 2024

Alternative Format

If you have any queries around the content provided within this document, or you require this document in an alternative format please contact your Student Support Team via [StudentHome](#), or through the 'Contact Us' option on the [Help Centre](#) if you are a current Open University student. If you are an Apprenticeship student, you should contact your 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

This policy contains information about the rules for deferring a module with assessment banking, which is one of the options laid out in section 3) of the [Changing Your Study Plans Policy](#).

Scope

What this policy covers

This document applies to undergraduate and postgraduate students on taught courses, registered or enrolled for modules from 1 August 2023 onwards. The document (except Section 4) may also apply to Apprentices, who should contact the Apprenticeship Enrolment and Support Team (AEST), see [Further Clarification](#) for contact details.

This document may be updated throughout the year to correct errors, improve clarity or accessibility, or to reflect changes in legal or regulatory requirements. If these amendments occur after you have registered, you will be notified by email of any significant changes to this document.

What this policy does not cover

This document does not apply to microcredential learners, or to those studying non-credit bearing Short Courses.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2023	Date for review: March 2024

The Open University Student Charter Values

[The Student Charter](#) was developed in partnership by The Open University and the OU Students Association. It sets out our shared values and the commitments we make to each other as a community of staff and students. This document has been developed with the Student Charter values as its foundation.

Commitment to Equality, Diversity, and Inclusion at The Open University

Our 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.

Introduction

The [Changing Your Study Plans Policy](#) includes the rules and procedures to suspend study of a module (deferral) and notes that some modules offer the option of assessment banking in conjunction with deferral.

The rules contained in this document set out the conditions that you must meet if you want to ask to defer a module but keep the scores from assessments you have already completed.

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If the module is eligible and you meet all the requirements laid out in this document, you may be able to carry your existing module assessment record forward to a future presentation of the same module and complete the remaining assessment requirements during that future presentation. This process is called 'assessment banking'.

This document provides information about policy and procedure rather than guidance. For personalised advice and guidance, please contact your [Student Support Team \(SST\)](#) or the AEST if you are studying as part of an apprenticeship programme. Students living in Wales can speak with a student support adviser in Welsh, should they wish to do so.

A number of key terms are explained in a [glossary](#) at the end of this document.

Rules

1. Module eligibility

- 1.1 To request to defer with assessment banking, you must be studying an eligible module. Not all modules offer assessment banking, and some may only allow assessment banking at specified points within the module. You can check whether your module is eligible for assessment banking and whether there are any additional rules when you contact your [Student Support Team](#), or your AEST, to notify them that you want to defer (as set out in the [Changing Your Study Plans Policy](#)).
- 1.2 You must have submitted at least one piece of assessed work before you can defer the module with assessment banking. This can be either a formative or summative piece of assessment. Some formative assignments are compulsory, so must be submitted even though the scores do not contribute to your final module result. A compulsory formative assignment can be assessment banked.

2. Advice and guidance on requests to defer with Assessment Banking

- 2.1 You will need to discuss whether deferral with Assessment Banking is appropriate for your circumstances with a Senior Adviser or Educational Adviser via your Student Support Team, or via your AEST.

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- 2.2 The adviser will consider how many assignments have already been completed and the scores you have achieved, whether Deferral with Assessment Banking would affect any future assignments within your module or your study plans within your qualification, the potential academic impact of suspending study, and whether any other ways of changing your study plans, such as discretionary postponement or deferral without Assessment Banking would provide an alternative route to module completion.
- 2.3 The intention of the discussion is to ensure that Deferral with Assessment Banking is only recommended where this is likely to be the best way to give you the opportunity to complete your module successfully.
- 2.4 If you are advised that Deferral with Assessment Banking is not recommended in your circumstances, you may still request it if you meet the rules in Section 1. Your decision to proceed against advice will be noted on your student record.
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3. Deadline for requests to defer with Assessment Banking

- 3.1 You must defer by the final deferral date for the module that you are deferring from. If your module includes an examination or an end-of-module assessment (EMA), the final deferral date is the working day before the module examination or the EMA submission deadline. If your module does not include an examination or an EMA, the final deferral date is midnight (UK local time) on the working day before the submission deadline for the final piece of assessed work.
- 3.2 You must confirm if you wish to defer with or without assessment banking either at the time of your deferral or at any time up until the final enrolment date for the module presentation that you have deferred to. You can check the final enrolment date via the module description on the online prospectus, or on [StudentHome](#).
- 3.3 If you change your mind about whether to defer with or without assessment banking, you can notify us by contacting your Student Support Team, or your AEST. You must tell us before the final enrolment date to register or enrol to restart the module.

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- 3.4 You must download the assessed work you are banking for your own reference before you defer because The Open University will not be able to supply copies of your assessed work once the assessment banking process has started. Once banked, this assessed work may be referred to as your ‘banked assessments’, ‘banked TMAs’, ‘banked eTMAs’ or ‘banked iCMAs’ as appropriate.
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4. Cost of deferral with Assessment Banking

NOTE: This section does not apply to Learners studying for an Apprenticeship qualification.

- 4.1 The cost of deferral with or without assessment banking is the same. Subject to any fee credit for which you are eligible, for both types of deferral you will have to pay a further module fee in order to resume study of the module. You should refer to the [Fee Rules](#) in place during the academic year in which you are studying a module you would like to defer for information about fee liability and fee credits.
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5. Banking of existing assessment record

- 5.1 You must normally bank your complete assessment record for all of your marked assignments. This will include the scores for any tutor marked assignments submitted online (eTMAs), tutor marked assignments (TMAs) and interactive computer marked assignments (iCMAs). If your module only allows Assessment Banking at specified points within the module, and this means that not all of your marked assignments will be eligible to be banked, your Student Support Team Senior Adviser/Educational Adviser or your AEST, will discuss this with you.
- 5.2 If you have scored a zero for ‘missed’ assignments that you did not submit by either the cut-off date or an agreed extension date before your most recently submitted assignment, you will not be allowed to submit replacements for these zero-score/missed assignments when you return to study. If the module you are deferring permits substitution, missed assignments included in your banked assessment record will be subject to the module substitution rules.
- 5.3 When you restart your module following the deferral, you cannot resubmit banked assignments to try to improve your scores.

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- 5.4 If you have attended a residential school or participated in an online school, as a component of your deferred module, the record of your attendance or participation will be carried forward to the new presentation.
- 5.5 Any special circumstances information you have submitted relating to the completed assessments of the original presentation of your module will be carried forward to the new presentation.
- 5.6 Any disciplinary penalty applied to the original presentation of your module will be carried forward to the new presentation.
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6. Deadline for registration/enrolment to return to study

- 6.1 You must register or enrol to study the deferred module on a presentation starting within 13 months of the original start date of the module that was deferred.
- 6.2 When you tell us you want to defer with or without assessment banking, we will normally reserve a place for you on the next available presentation of that module if registration for the next presentation has opened. If there is more than one presentation starting within 13 months of the original start date of the module that you have deferred, you will be given a choice of presentations.
- 6.3 If registration has not yet opened, you will be advised when you will need to contact us to make a reservation.
- 6.4 You cannot return to study the module you have deferred with assessment banking on a presentation that has already started unless a late registration is approved by your [Student Support Team](#), or your AEST. If this is appropriate for you, it will be discussed as part of your deferral with Assessment Banking advice and guidance conversation.
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7. Returning to study after deferral with Assessment Banking

- 7.1 When you have re-registered or re-enrolled, you will be able to see the assessment scores that have been transferred to the restarted module in [StudentHome](#) by the start date of that module.

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If you completed any assignments out of sequence (for example, early submission of iCMAs with a final submission date at the end of the module) then these scores may not be transferred until you have completed the remaining assignments that have earlier submission dates.

- 7.2 Your tutor will be able to see the assessment scores that have been transferred to the restarted module and will be aware of your decision to use them.
- 7.3 You will not be able to download your banked eTMAs after you have withdrawn from your deferred module. The Open University is not able to supply these to you once the assessment banking process has started. As stated in [Section 3](#), you must download these assignments before you defer.
- 7.4 You may participate fully in all the learning activities for the module as normal, using the materials and assessments for the new presentation. The first assignment you will be eligible to submit for assessment purposes when you return to study, will be the assignment that follows the most recently submitted assignment on your original presentation. Remaining assessments for the module are due to be submitted in accordance with the study calendar.

Procedure

As per section 5c) of the [Changing Your Study Plans Policy](#), please contact your [Student Support Team](#) if you are considering deferring a module with assessment banking. If you are studying as part of an apprenticeship programme, you should contact your AEST.

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Glossary

Apprenticeship Enrolment and Support Team (AEST)

The Apprenticeship Enrolment and Support Team (AEST) provides support to apprentices throughout their Apprenticeship journey. The Open University's team of Senior Advisors offer advice and support for a range of queries apprentices may have whilst studying their modules, including advice on an upcoming assignment or exam, navigation around the OU online learning platforms, or when experiencing difficult circumstances that are having an impact on their studies. The AEST can reach out to a wide range of support teams within The Open University to help support our apprentices.

The AEST has been listed within this document as a first point of contact for Apprentices in line with Apprenticeship Programmes in England, Scotland and Wales.

Email: apprentice-support@open.ac.uk Telephone: 0300 3034121

For Apprentices in Northern Ireland and for Apprentices studying Nursing Programmes, Social Work or Advanced Clinical Practice in other Nations, your most appropriate contact may be your Staff Tutor, Education Manager, or Faculty Co-ordinator.

Email: hsc-support@open.ac.uk Telephone: 01908 541070

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

Assessment banking

Assessment banking is when you keep the scores from assessments you have already completed, carry these forwards to a future presentation of the same module and complete the outstanding assessment requirements within that future presentation.

Deferral

You can temporarily suspend your study of a module by deferring a module. This means ceasing to study a module temporarily with the intention of completing that module later.

Fee credit

A fee credit is an amount of money that is awarded by The Open University that can be offset against the fee of a future presentation of the same module or, in some circumstances, a different module. Rules about fee credits are in the [Fee Rules](#).

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Final enrolment date

The Final Enrolment Date is the last date that a reservation can be made for a module in a specific presentation period. It will be published in the online prospectus in the module description and on [StudentHome](#).

Formative assignment

Formative assignments are set for teaching purposes only and marks awarded do not contribute towards your module score.

Missed assignment

A missed assignment/assessment is an assignment you did not submit either by the cut-off date, or an agreed extension date. These assignments, whether you submit them late or not at all, receive zero marks.

Presentation

A presentation is the period of time between module start and end dates. Presentations are referred to by their first month e.g. a module that is presented from February to October is a February presentation.

Substitution

Some modules allow your original score for a set number (published in advance) of their summative assignments to be replaced (or 'substituted') by a higher score derived from your summative assessment scores throughout the module.

Summative assignment

'Summative' assignments are those where the scores for these assignments contribute to your module score.

Related Documentation

Refer to the following documentation in conjunction with this document:

- [Changing Your Study Plans Policy](#)
- [Fee Rules for the academic year in which you are studying](#)
- [Postponement Policy](#)

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- [Resit and Resubmission Policy](#)
- [Special Circumstances Policy](#)
- [TMA and iCMA Policy](#)

Further clarification

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If you are an Apprenticeship student, you should contact your AEST.

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For Apprentices in Northern Ireland and for Apprentices studying Nursing Programmes, Social Work or Advanced Clinical Practice in other Nations, your most appropriate contact may be your Staff Tutor, Education Manager, or Faculty Co-ordinator.

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

Feedback

Comments and feedback about this policy and how it might be improved are welcomed. Please submit these to SPR-Policy-Team@open.ac.uk.

Summary of significant changes since the 2022/23 version

- Document layout has been adjusted.
- The Student Charter Values paragraph has been re-written in response to changes made in the annual review of the Student Charter in 2022.
- A new subsection welcoming feedback has been introduced at the end of the document.

Version number: 1.0	Approved by: Delegate, Director Academic Services
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Policies superseded by this document

Assessment Banking Rules 2023/24 replaces the Assessment Banking Rules 2022/23 with effect from 1 August 2023.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2023	Date for review: March 2024