

## Contents

Alternative Format.....	3
Summary of policy .....	3
Scope .....	3
What this policy covers .....	3
What this policy does not cover.....	3
The Open University Student Charter Values.....	4
Introduction .....	4
Rules .....	4
1. Requirement for advice and guidance .....	4
2. Assessment Banking eligibility.....	5
3. Assessment Banking time limits and restrictions .....	5
4. Deadline for requests to defer with Assessment Banking .....	6
5. Banking of existing assessment record .....	7
6. Cost of deferral with Assessment Banking.....	8
Procedures .....	8
7. Receive advice and guidance to defer with Assessment Banking.....	8
8. Download your assessed work and reserve on your new module presentation ...	9
9. Returning to study after deferral with Assessment Banking .....	10
Commitment to Equality, Diversity, and Inclusion at The Open University.....	10
Safe Space Reporting .....	11
Glossary.....	12
Related Documentation.....	14
Further clarification .....	14
Feedback	14

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

Summary of significant changes since the 2023/24 version ..... 14  
Policies superseded by this document ..... 15

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

## 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](#) page if you are a current Open University Student. If you are an Apprentice, you should contact the Apprentice Enrolment and Support Team (AEST). Students living in Wales can speak with a student support adviser in Welsh on 90290 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 2024 onwards. The document (except Section 4) may also apply to Apprentices, who should contact the Apprentice Enrolment and Support Team; 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 2024	Date for review: March 2025

---

## The Open University Student Charter Values

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

### Introduction

The [Changing Your Study Plans Policy](#) includes the rules and procedures to suspend study of a module (referred to as '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 the assignments you have already completed.

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 advice and guidance. For personalised advice and guidance, please contact your [Student Support Team \(SST\)](#) or [Apprentice Enrolment and Support Team](#) 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. Requirement for advice and guidance

- 1.1 You must receive advice from us before you can defer with Assessment Banking. Please see Section 7.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

---

## 2. Assessment Banking eligibility

- 2.1 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 [Apprentice Enrolment and Support Team](#), to notify them that you want to defer (as set out in the [Changing Your Study Plans Policy](#)).
- 2.2 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.

---

## 3. Assessment Banking time limits and restrictions

- 3.1 You must register or enrol to study the deferred module on a subsequent presentation that starts within 13 months of the original start date of the module that was deferred.
- 3.2 If your module is presented once each year, this means you will need to register for the deferred module at the same point as your original presentation but in the following year. For example, if you defer with assessment banking from the October 2024 presentation, you must register for the October 2025 presentation to return to study with assessment banking.
- 3.3 If your module has more than one presentation each year (for example October and February) you may choose which presentation to return to within the time limit of within 13 months. In this example, if you defer with assessment banking from the October 2024 presentation, you could choose to return to study on either the February 2025 or October 2025 presentation. The October 2025 presentation would be your final opportunity to return to study with assessment banking.
- 3.4 Assessments can only be banked once, so you will not be able to defer with assessment banking again when you have rejoined your deferred module. If you return to the earlier presentation of a module with a choice of presentations as described in 3.3, you may not defer again with assessment banking again to the later presentation, even if it is within the 13-month time limit stated in Section 3.1.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

- 3.5 You should also refer to the [Fee Rules](#) for the academic year of the module from which you are withdrawing to check your eligibility and deadlines for any fee credit. If you use a fee credit from your deferred presentation to register on the next presentation and you subsequently withdraw, you will not be eligible for a further fee credit for that module.
- 3.6 You must register or enrol to study the deferred module by the final enrolment date and before your intended new presentation starts. You cannot return to study the module you have deferred with assessment banking on a presentation that has already started unless you are given exceptional permission by your [Student Support Team](#) or [Apprentice](#) and Enrolment Support Team. If this option is appropriate for you, it will be discussed as part of your deferral with Assessment Banking advice and guidance conversation.
- 

#### **4. Deadline for requests to defer with Assessment Banking**

- 4.1 You must defer by the final deferral date for the module that you are deferring from.
- 4.1.1 If your module includes an exam or an end-of-module assessment (EMA), the final deferral date is the working day before the module exam or the EMA submission deadline.
- 4.1.2 If your module does not include an exam 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.
- 4.2 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 want to defer to. You can check the final enrolment date via the module description on the online prospectus, or on [StudentHome](#).
- 4.3 If you change your mind about whether to defer with or without assessment banking, you must tell us before the final enrolment date to register or enrol to restart the module. You can notify us by contacting your [Student Support Team](#), or [Apprentice Enrolment and Support Team](#).

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

---

## 5. Banking of existing assessment record

- 5.1 You must normally bank your complete assessment record at the point of deferral for all of your assignments irrespective of whether you passed, failed or did not submit a particular assignment leading up to the point of deferral. This will include scores for all tutor marked assignments and any interactive computer marked assignments.
- 5.2 If your module only allows Assessment Banking at specified points within the module, this means that not all of your marked assignments will be eligible to be banked. Your Student Support Team or the Apprentice Enrolment and Support Team, will discuss this with you.
- 5.3 The first assignment you will be eligible to submit for assessment purposes when you return to study, will be the assignment that follows the last assignment you submitted on your original presentation. If paragraph 5.2 applies to your module, the first assignment you will be eligible to submit for assessment purposes when you return to study will be the assignment that follows the last assignment you were permitted to bank.
- 5.4 All remaining assignments on your module will need to be submitted in accordance with the study calendar for the presentation on which you have returned to study. If you did not submit some assignments on your deferred module by the cut-off date or an agreed extension date prior to your last submitted assignment on that presentation, you will not be allowed to submit these missed assignments when you return to study.
- 5.5 If the module you are deferring permits [Substitution](#), missed assignments included in your banked assessment record will be subject to the module substitution rules. For more detail on substitution please refer to the [TMA and iCMA Policy](#)
- 5.6 When you restart your module following the deferral, you cannot resubmit any banked assignments to try to improve your scores.
- 5.7 If you have attended a day school, residential school or participated in an online school or alternative learning environment event as a component of your deferred

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

module, the record of your attendance or participation will be carried forward to the new presentation.

5.8 Any special circumstances information you have submitted relating to the original presentation of your module will be carried forward to the new presentation.

5.9 Any disciplinary penalty applied to the original presentation of your module will be carried forward to the new presentation.

---

## 6. Cost of deferral with Assessment Banking

NOTE: This section does not apply to Apprentices studying an apprenticeship qualification.

6.1 The cost of deferral with or without assessment banking is the same. Subject to any fee credit for which you are eligible, if you defer with or without assessment banking, you will have to pay a further module fee in order to resume study of the module. To be eligible to use any fee credit awarded for a deferral, you must return to study within 13 months of the start date of the original presentation of the module you withdrew from. If you use fee credit from a deferral and you subsequently withdraw from the new presentation, you will not be eligible for a further Fee Credit for that 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.

## Procedure

### 7. Advice and guidance to defer with Assessment Banking

7.1 You are required to discuss whether deferral with Assessment Banking is appropriate for your circumstances with a Senior Adviser or Educational Adviser in your Student Support Team, or the Apprentice Enrolment and Support Team.

7.2 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,

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025



- the potential academic impact of suspending study,
- whether any other ways of changing your study plans, such as discretionary postponement or deferral without Assessment Banking would provide an alternative and/or more beneficial route to module completion.

7.3 This discussion will ensure that Deferral with Assessment Banking is only recommended when it is the best option for you to complete your module successfully.

7.4 If you are advised that Deferral with Assessment Banking is not recommended in your circumstances, you may still request it if you are within the [rules described above](#). Your decision to proceed against advice will be noted on your student record.

## **8. Download your assessed work and reserve on your new module presentation**

8.1 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.

8.2 When you tell us you want to defer with or without assessment banking, we will reserve a place for you on the next available presentation of that module if registration for the next presentation has opened.

8.3 If there is more than one presentation starting within the Assessment Banking time limits in Section 3, you will be given a choice of presentations.

8.4 If registration for the next presentation has not yet opened, you will be advised when you will need to contact us to make a reservation.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

---

## 9. Returning to study after deferral with Assessment Banking

- 9.1 When you have re-registered or re-enrolled on your next module presentation, you will be able to see the assignment scores that have been transferred to the restarted module in [StudentHome](#) once that module presentation starts.
- 9.2 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 will not be transferred until you have completed the remaining assignments that have earlier submission dates.
- 9.3 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.
- 9.4 You will not be able to download your banked assignments 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 8, you must download these assignments before you withdraw.
- 9.5 You are encouraged to participate fully in all the learning activities for the module as normal, using the materials and assignments for the new presentation.
- 9.6 You will need to start submitting assignments for the new module presentation from the point of your last submitted assignment that was banked. For example, if you had submitted and banked TMA01, TMA02 and TMA03, you will submit from TMA04 onwards.

---

## 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.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

---

## 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](#) 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.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

# Glossary

## Apprentice Enrolment and Support Team (AEST)

The Apprentice Enrolment and Support Team (AEST) provides support to apprentices throughout their Apprenticeship journey. The Apprentice Enrolment and Support Team comprises a team of Senior Advisers who 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 University's online learning platforms, or when experiencing difficult circumstances that are having an impact on their studies. The Apprentice Enrolment and Support Team will liaise with other teams across the University to ensure the right information, help and support is provided to an apprentice.

The Apprentice Enrolment and Support Team 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](mailto: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.

Apprentices living in Wales can speak with a 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 by deferring a module. This means ceasing to study a module temporarily with the intention of returning to complete that module in a later presentation.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

## Fee credit

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

## 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 generally set for learning purposes only, and marks awarded do not contribute towards your module score.

## Missed assignment

A missed assignment 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

A limited number of modules permit Substitution where a low or zero TMA score is automatically replaced with a higher score, based on the scores obtained from the rest of your continuous assessment. Where a module permits substitution, a substitution score is applied at the end of the module, but only if it will improve your score.

## Summative assignment

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

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

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

## Further clarification

If you have any queries around the content provided within this document, please contact your Student Support Team via [StudentHome](#), or through the [Contact Us](#) page if you are a current Open University student.

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

Apprentices in England, Scotland and Wales, email: [apprentice-support@open.ac.uk](mailto:apprentice-support@open.ac.uk)  
Telephone: 0300 3034121.

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

Students and Apprentices 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](mailto:SPR-Policy-Team@open.ac.uk).

---

### Summary of significant changes since the 2023/24 version

- a) The document has been restructured, reworded and examples added to improve clarity.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025

- b) The Apprentice Enrolment and Support Team now supports all Apprentices in England, Scotland and Wales. Contact details have been amended to reflect this.
- 

### **Policies superseded by this document**

Assessment Banking Rules 2024/25 replaces the Assessment Banking Rules 2023/24 with effect from 1 August 2024.

Version number: 1.0	Approved by: Delegate, Director Academic Services
Effective from: 1 August 2024	Date for review: March 2025