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Summary

Assessment Banking is when you defer study of a module but keep the scores from the assignments you have already completed. The rules contained in this document set out the conditions that must be met for Assessment Banking to take place. 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 but not all modules offer the option of assessment banking in conjunction with deferral.

If the module is eligible and you meet all the requirements for assessment banking, 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 document provides information about policy and procedure, but it does not offer advice and guidance about what action to take in line with your own circumstances. For personalised advice and guidance, please contact your [Student Support Team \(SST\)](#) or [Apprentice Enrolment and Support Team](#). Students living in Wales are welcome to speak with a student support adviser in Welsh.

A number of key terms are explained in a Definitions section at the end of this document.

Scope

What this policy covers

This document applies to undergraduate and postgraduate students on taught courses, registered or enrolled for modules from 1 August 2026 onwards. The document (except Section 6) also applies to Apprentices, who should contact the Apprentice Enrolment and Support Team (AEST) for further information and advice; see [contact us](#).

What this policy does not cover

This document does not apply to the study of Microcredentials or non-credit bearing Short Courses.

Support and Information

How to contact us

If you have any queries about this policy, please [Contact Us](#). To check full contact details for the Open University, please see [OU Offices](#).

If you are studying an apprenticeship, please contact the Apprentice Enrolment and Support Team (AEST) by email on apprentice-support@open.ac.uk, or telephone (+44 (0) 300 303 4121).

Welsh-speaking Students and Apprentices are welcome to speak with a student support adviser in Welsh on (029) 2047 1170.

Help Centre Articles

Online information that aligns with this policy is available in this [Assessment banking article](#).

Rules

1. Requirement for advice

You must receive advice from us before you can defer with Assessment Banking. Please see [Section 7](#).

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 To use your banked assessment, 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 in the next academic year. For example, if you defer with assessment banking from the October 2026 presentation, you must register for the October 2027 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 2026 presentation, you could choose to return to study on either the February 2027 *or* the October 2027 presentation. The October 2027 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.
- 3.5 The relevant [Fee Rules](#) for the academic year of the module from which you are withdrawing set out the financial implications of module withdrawal and deferral.

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 Enrolment and 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 the working day before the submission deadline for the final piece of assessed work.

4.2 You must normally 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 normally tell us before the final enrolment date to register or enrol to start the deferred module. You can notify us by [contacting your Student Support Team, or Apprentice Enrolment and Support Team](#).

4.4 If you need to change your plans about deferring with or without assessment banking after the final enrolment date you must contact your Student Support Team, or Apprentice Enrolment and Support Team for advice as soon as possible.

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 may mean 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 (banked) 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 earlier 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](#), 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, any missed assignments 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 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.

- 6.1 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. 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 discretionary 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 before making your decision
- 7.2 The conversation with your 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 deferring your study,
- whether any other options 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 you can make an informed decision. Deferral with Assessment Banking is only recommended by us when it is the best option for you to complete your module successfully.

7.4 If you are advised that we do not recommend Deferral with Assessment Banking in your circumstances, you may still proceed if you are within the rules described above. Unsuccessful study may impact your future study plans as set out in the [Academic Progress Policy](#). A summary of our advice and your decision to proceed against that advice will be noted on your student record.

8. Download your assessed work and reserve your new module presentation

8.1 You must download the assessed work you are banking for your own reference before you defer because we 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.

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 assessment banking.
- 9.4 You are encouraged to participate fully in all the learning activities for the module as normal, using the materials for the new presentation.
- 9.5 You will need to start submitting assignments for assessment 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 would submit from TMA04 onwards.

Definitions

Apprentice Enrolment and Support Team (AEST)

The Team 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.

Assessment banking

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.

Discretionary Fee Credit

A discount of fees that is awarded by us in exceptional circumstances following a student deferring or failing a module, that can be applied to the fee of a future module. Rules about discretionary fee credits are in the [Fee Rules](#).

Final enrolment date

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

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

Missed assignment

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

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. You cannot be permitted to substitute scores if an academic conduct penalty was applied to you.

Summative assignment

Assignments where the scores contribute to your module score.

Related Policies and Legislation

- [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](#)

About this Document

Summary of Significant Changes since last version

There are no substantive changes to this edition.

Policies Superseded by this Document

Assessment Banking Rules 2026/27 replaces the Assessment Banking Rules 2025/26 with effect from 1 August 2026.

Document Information

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