

Assessment Banking Rules for the Academic Year 2018/19

These rules set out the conditions that you will have to meet if, when you defer an eligible module, you want to keep the scores from assessments you have already completed, carry these 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’. The rules in this document apply to undergraduate and postgraduate students on taught courses, except Apprenticeship students, registered or enrolled for modules in the academic year 2018/19.

These rules must be read together with the [Changing Your Study Plans Policy](#) which tells you when you are entitled to defer a module and the procedure that you have to follow. You must also refer to the appropriate [Fee Rules](#) for your level of study (undergraduate or postgraduate) and the academic year in which you are studying a module you would like to defer for information about fee liability and fee credits. You should also refer to the [Assessment Handbook](#) for information about types of assessment and substitution.

How to defer your module with assessment banking

In order to be eligible for deferral with assessment banking you must meet **all** the conditions set out below:

1. You must be studying a module that is eligible for assessment banking.

Not all modules offer assessment banking as an option. You can check whether your module is eligible for assessment banking when you contact your Student Support Team to notify them that you want to defer as set out in the [Changing Your Study Plans Policy](#).

2. You must follow the rules and procedures to suspend study and defer your module in the [Changing Your Study Plans Policy](#).

You must apply by the final deferral date. The final deferral date is the working day before the module exam or the end-of-module assessment (EMA) submission cut-off date, and this is the latest point at which you can opt to defer with (or without) assessment banking. If your module only has one component of assessment, the final deferral date is midnight on the working day before the submission deadline for the final piece of assessed work.

3. You must have submitted at least one piece of assessed work before you defer the module with assessment banking.

This can be either a formative or summative piece of assessment.

‘Formative’ assignments are set for teaching purposes only and do not count towards your overall continuous assessment score (OCAS). 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.

‘Summative’ assignments are those where the scores for these assignments are combined to make up your overall continuous assessment score (OCAS).

4. You must confirm if you wish to defer with or without assessment banking.

You can notify us whether or not you want to defer with 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 may do this even if you have previously told us that you want to defer without assessment banking, providing you are still within the time limit.

If you have previously told us you want to defer with assessment banking, you can change to a deferral without assessment banking as long as you tell us before the final enrolment date to register or enrol to restart the module.

You can check the final enrolment date via StudentHome.

5. 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.

There is no fee for assessment banking, but subject to any fee credit that you were eligible for at the time of your deferral, you will have to pay a further module fee in order to resume study of the module. You must refer to the appropriate [Fee Rules](#) for your level of study (undergraduate or postgraduate) and the academic year in which you are studying a module you would like to defer for information about fee liability and fee credits.

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 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. If registration has not yet opened, you will be advised when to contact us to make a reservation.

You cannot return to study your module deferred with assessment banking on a presentation that has already started unless a late registration is approved by your Student Support Team.

The effect of assessment banking

6. You must bank your complete assessment record up to the date of deferral. This includes the scores for any tutor marked assignments submitted online (eTMAs), TMAs, interactive computer marked assignments (iCMAs) and computer marked assignments (CMAs). This also includes blank scores for any “missed” assignments that you did not submit by either the cut-off date or an agreed extension date before your deferral is agreed.
7. You cannot resubmit banked assignments when you restart the module following the deferral to try to improve your scores, or submit any “missed” assignments with cut-off or extension dates before the date you deferred. If you have missed assignments before deferring, you will need to consider whether deferring with assessment banking will make it possible for you to achieve the OCAS score you require. Your Student Support Team can provide you with advice about this. Missed assignments will be eligible for substitution if the module rules permit this.
8. You must submit the remaining assessments for the module when you restart it, in accordance with the study calendar for the module. You may participate fully in all the learning activities for the module as normal, using the materials and assessments for the new presentation.
9. 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.
10. Your tutor will be able to see the assessment scores that have been transferred to the restarted module, including blank scores for any assessments already missed before the date of deferral, and will be aware of your decision to use them.
11. You will not be able to download your banked eTMAs after you have withdrawn from your deferred module. You must do this before you defer. The Open University will not be able to supply them to you once the assessment banking process has started.
12. If you have attended a residential school or participated in an Alternative Learning Experience, as a component of your deferred module, the record of your attendance or participation will be carried forward to your new presentation.
13. Any special circumstances you have submitted which relate to any component of the continuous assessment you have banked will be carried forward to your new presentation.
14. Any disciplinary penalty applied to any component of the continuous assessment you have banked will be carried forward to your new presentation.

Summary of changes made from the 2016/17 to 2017/18 version to the current Assessment Banking Rules

February 2018

1. Introduction: “in England” removed from the exclusion of Apprenticeship students.
2. Throughout: Editorial review to simplify wording, update contacts or provide additional explanation. References to the previous Deferrals and Withdrawals Policy and Cancellation Procedure amended to reflect the replacement Changing Your Study Plans Policy.
3. Introduction and Paragraph 5: References to Fee Rules and fee credits and fee liability updated.
4. Effect of Assessment Banking section revised to clarify the rules in relation to missed assignments.

March 2019

1. The introductory paragraph has been revised to make it clear that this document applies to the academic year 2018/19 only.