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## Alternative Format

If you require this EMA Policy document in an alternative format, please contact the Student Support Team via <https://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 studying as part of an apprenticeship programme, then please contact the [Apprenticeship Enrolment and Support Team \(AEST\)](#).

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

## Introduction

Some Open University modules require you to work independently on an extended piece of work instead of sitting an exam towards the end of your studies. The Open University refers to this extended piece of work as an 'End-of-Module Assessment (EMA).' Open University EMAs most commonly include essays, projects, portfolios, dissertations and assessments. Some modules may include more than one final assessed task, which could be written or spoken. The module assessment strategy will tell you whether your module has an exam, an EMA or an emTMA.

You can access the assessment strategy from [StudentHome](#). Please refer to the [Definitions](#) section for further information on how to access it.

Any terminology that may be unfamiliar is explained in a [Definitions](#) at the end of this document.

For specific guidance on how this policy may relate to your personal circumstances, please contact your [Student Support Team \(SST\)](#) who can advise on the implementation of the policy. If you are an Apprentice studying as part of an apprenticeship programme, you should contact the appropriate [Apprenticeship Enrolment and Support Team \(AEST\)](#) for further information, see [Contacts section](#) below for more information. If you are studying a microcredential delivered on FutureLearn, you should contact [mc.support@futurelearn.com](mailto:mc.support@futurelearn.com) for further details on how this policy applies to your course.

## Scope

### What this policy covers

This policy applies to modules where an End-of-Module Assessment (EMA) is the final assessed task and applies to you if you fall into any of the categories below:

- Enquirers (for information only)
- All undergraduate and postgraduate taught students studying a module and/or a qualification, including students studying Access modules
- Students studying the non-credit bearing Short Course TG089
- Students in secure environments
- Apprentices studying a module
- Learners studying an Open University microcredential

### What this policy does not cover

This policy does not cover the following types of assessment:

- Tutor-marked assignments (TMAs) and interactive computer-marked assignments (iCMAs) - please see the [TMA and iCMA Policy](#)
- Exams - please see the [Exam Policy](#)
- End-of-module Tutor-Marked Assignments (emTMA) - please see the [emTMA Policy](#)

Information about the types of assessment on your module can be found in the module's Assessment Strategy on [StudentHome](#).

This policy does not apply to:

- Postgraduate research students: please contact the [Research Degrees Team](#).
- OpenLearn Learners: please contact the [OpenLearn team](#).
- Professional Development Course learners.
- Students studying under partnership agreement: please contact the [OUVP Curriculum Partnerships team](#).
- Vocational qualification learners: please contact the [vocational qualification team](#).
- Students studying a non-credit bearing Short Course (except module TG089): please refer to the [Conditions of Registration \(Short Courses\)](#).

# Support and Information

## How to contact us

If you have any queries around the content provided within this document and how to interpret it, please [Contact Us](#). To check the contact details for the Open University, please see [OU Offices](#). You can contact your Student Support Team (SST) from the [Contact us](#) page in the Help Centre or via StudentHome.

For Learners studying Microcredentials delivered on FutureLearn, please email: [mc.support@futurelearn.com](mailto:mc.support@futurelearn.com).

If you are studying an apprenticeship, please contact the Apprenticeship Enrolment and Support Team (AEST) by email on [apprenticeships@open.ac.uk](mailto:apprenticeships@open.ac.uk), or telephone (+44 (0) 300 303 4121). Welsh-speaking Students and Learners may speak with a student support adviser in Welsh on +44 (0) 29 2047 1170. Research Degree Students can contact the Research Degrees Office via email [research-degrees-office@open.ac.uk](mailto:research-degrees-office@open.ac.uk).

## Help Centre Articles

Help Centre – [Exams and EMAs | Help Centre | The Open University](#)

## Policy

### 1. Purpose

The Open University uses different assessment types. Each assessment type is governed by its own policy to maintain consistency across modules. This EMA Policy has been written to clearly state the rules for submission of EMAs, the rules for late or failed submission and to describe methods of appeal. The policy objectives are:

- 1.1 To support students and learners to successfully submit work for assessment.
- 1.2 To offer routes for support for students and learners submitting EMAs
- 1.3 To clarify deadlines for EMA assessment, and to clearly state where no exceptions are available to these deadlines.

## 2. Submission of your EMA

If your module requires you to submit an EMA, it will have a published cut-off date by which it must reach The Open University. You will be told the arrangements for submitting your EMA, and you will be sent a link to the [EMA and emTMA guidelines booklet](#), 4 to 6 weeks before your submission date. You should read the booklet carefully. If you are studying a microcredential delivered on FutureLearn, go to the 'How do I submit my assessment' step for your microcredential.

### 2.1 Methods of submitting

- 2.1.1 There are two methods of submitting EMAs: Online and paper-based submission. The Help Centre gives further information about [Submitting an End-of-Module Assessment \(EMA\)](#) to help you prepare and submit your [online submission](#) or paper submission.
- 2.1.2 If you are studying a microcredential, you can only submit your EMA online. If you're studying a microcredential delivered on FutureLearn, further information can be found on the 'How do I submit my assessment' step for your microcredential course.
- 2.1.3 Please note that you are not permitted to use the OU brand as part of your studies, including assignments or dissertations, or for any other personal purposes where you are not communicating on behalf of the OU.
- 2.1.4 If you would like to talk to an advisor about the EMA submission process, contact your [SST](#). If you are studying as part of an apprenticeship programme, contact your [AEST](#). If you are studying a microcredential delivered on FutureLearn, contact [mc.support@futurelearn.com](mailto:mc.support@futurelearn.com). Please contact us as early as possible to arrange to submit a paper-based submission (if applicable), or for help with your online submission: this will ensure that appropriate arrangements can be put in place in advance of your EMA submission deadline.
- 2.1.5 Unless it has been specifically agreed, please do not send your tutor a draft of your assignment for checking.

## 2.2 Turnitin access

You have access to Turnitin to help improve your writing skills and how to reference appropriately. For more guidance, please refer to the [Using similarity detection software: Turnitin](#) webpage in the Help Centre.

## 2.3 Submission through the medium of Welsh

If you are a Welsh-resident student, you can submit your assignments and/or sit exams through the medium of Welsh. If your tutor is a Welsh-speaker, they may choose to mark this directly. If not, the OU may send your work to be translated into English, and this translation would be assessed. Your tutor may also give written feedback in English on this translation. For information, please see [Assessment through the medium of Welsh \(Fersiwn iaith Gymraeg\)](#). If you submit your work in Welsh, it will be treated no less favourably than an English-language submission. Your mark will not be affected, and you should expect to receive your result at the same time as an English language submission.

## 2.4 Good academic practice

- 2.4.1 As an Open University student, you are required to read and follow The Open University's [Academic Conduct Policy](#) carefully.
- 2.4.2 Good academic practice is the process of preparing and submitting your academic work independently and honestly, using your own words; using the appropriate academic style and with all sources fully attributed according to academic requirements.
- 2.4.3 Academic misconduct covers a range of behaviour including using your own unique and original work to gain some form of benefit or enabling others to do so. It can be caused by anything from poor study skills and a lack of understanding of what is expected at your level of study, to straightforward fraud in the form of intentional cheating. If you submit an assessment that contains work that is not your own without indicating this to the marker, you are committing academic misconduct, which is an offence under Section 2.3.1 of the [Code of Practice for Student Discipline](#).

2.4.4 You can find more information about academic conduct on the Help Centre and resources to help you on the [Good Academic Practice hub](#) on Openlearn.

## **2.5 Confidentiality of assessment tasks**

2.5.1 All information you provide within assignments and other assessment tasks is regarded as confidential to you and this will not be divulged outside of The Open University. Some modules have additional confidentiality guidelines and data protection rules which you will be informed of within the module-specific information in your module material.

2.5.2 [The Student Privacy Notice](#) provides you with details of how The Open University uses your personal data.

2.5.3 Assessment tasks may include work undertaken using collaborative tools such as forums, wikis or blogs. These tools are accessible to anyone with the relevant permissions to the website on which they are hosted, therefore, the work undertaken via these tools cannot be considered confidential.

2.5.4 In your assignments, and elsewhere in your module, you may be encouraged to apply module content to your own employment or experience. Please refer to your module website and consult your tutor for information regarding how the information you provide about your current or historical employment or organisation will be used.

## **2.6 Processing personal data as part of your studies**

2.6.1 You will not usually be expected to process personal data as part of your studies. If you do need to do so (perhaps for the purposes of a project) you must obtain the agreement of your tutor that the processing is necessary and immediately inform the [Data Protection Team](#).

2.6.2 The Data Protection Team will advise you about the requirements and implications of the data protection legislation, including the security arrangements appropriate to your set of personal data. They will also be responsible for dealing with Subject-Access Requests related to personal data you hold. For more help and guidance please refer to your module website.

## **2.7 Keeping copies of your EMAs**

You are strongly advised to keep a copy of your EMA until you have received your module result. You cannot access electronic EMA submissions again after the submission cut-off date and we are unable to provide copies of EMAs or assignments that you have not kept or downloaded during the period that they were available. It is good practice to back up your files in case of computer failure or file corruption. See [Safe and secure computing](#) in the Help Centre for more information.

## **2.8 Resubmission of EMAs**

If you haven't been awarded a pass result after submitting your EMA but you have satisfied the other module requirements, as outlined in your module's assessment strategy, you will normally be offered one opportunity to resubmit the EMA. See the [Resit and Resubmission Policy](#) for more details. This is not applicable if you're studying a microcredential.

## **2.9 Research ethics review**

Undergraduate and postgraduate taught students undertaking a research project that involves human participants, human data or human biological samples will require a research ethics review before the project can commence, to ensure that all ethical risks associated with the project have been identified and mitigated. Please refer to your module materials and consult your tutor for guidance about your module's ethics review process.



### 3. Late submission of EMAs

#### 3.1 Submission deadline

Your module materials and StudentHome will detail the date by which your EMA must be received by The Open University. The formal deadline on this submission cut-off date is 12:00 hrs (UK local time). The Open University operates a 12-hour grace period, which means that an EMA received no later than 23:59 hrs (UK local time) on the published submission cut-off date will be considered to have been received on time. Extensions to the submission cut-off date for your work are not available under any circumstances. If you feel circumstances outside of your control have affected your performance, then you should consider submitting a [Special Circumstances form](#) so that it can be presented to the Module Result Panel when they meet to agree your result. If you are studying a microcredential delivered on the OU VLE, please refer to the [Changing your study plans \(Microcredentials delivered on the Virtual Learning Environment \(VLE\)\)](#). If you are studying a microcredential delivered on FutureLearn, please refer to the [Deferring your Microcredential policy](#).

#### 3.2 Late submission and Penalty

3.2.1 An EMA submitted up to 24 hours after the end of the grace period (00:00 hrs to 23:59 hrs (UK local time) on the day after the cut-off), i.e., in the 24-hour penalty period, will be accepted for marking with a deduction of 10 percentage points as a mark penalty for late submission. However, this deduction will not reduce your EMA score to below the pass mark, so in cases where this would reduce your score below what is required to pass, the penalty percentage will be reduced. For example, for modules with a pass mark of 40, a score of 59 would become 49 with the penalty, 45 would become 40, and 35 would be unchanged. For modules with a pass mark of 50, a score of 69 would become 59, 55 would become 50 and 45 would be unchanged.

This means that you will not fail the EMA because of the penalty, but it might have implications for how well you do on the module overall. You could get a lower grade of pass because of the penalty and, in some cases, this reduction in mark could mean that you fail the module overall. For stage 2 or 3 modules this may impact upon your overall degree classification.

You should check the assessment strategy summary for your module on [StudentHome](#) to see what you need to do to pass the module and how the penalty might affect your result. You can use the Assessment Calculator on the “[Estimating your module results](#)” webpage, to see what impact a lower score might have on your result or grade of pass. Please [contact us](#) if you need advice. This is not relevant if you are a learner studying a microcredential. Please note the Assessment Calculator is not available for microcredentials.

3.2.2 If you have submitted your EMA during the 24-hour penalty period and you think circumstances outside of your control prevented you from submitting on time, then you should consider submitting Special Circumstances to bring this to the attention of the Module Result Panel (MRP) who can consider this when they consider your module result. Please refer to the [Special Circumstances policy](#) for more details. In some cases, (especially when completing a resubmission), you may receive a pending result while your late submission and/or Special Circumstances information is received and considered. We know it is stressful to receive a pending result, so we try to resolve your result as quickly as possible and will aim to confirm your final result within 6 weeks.

You should refer to the [Submitting an End of Module Assessment](#) webpage on the Help Centre where you can find the [EMA and emTMA guidelines booklet](#) for further details. Learners studying microcredentials delivered on FutureLearn should use the ‘How do I submit my assessment’ step on the FutureLearn platform for guidance.

3.2.3 EMAs received 24 or more hours late i.e., after the 24-hour penalty period has ended, will not be accepted for marking and you will be considered to have not submitted (see section 4 below for Non-submission of EMAs).

## **4. Non-submission of EMAs**

4.1 Any EMA submitted after the 24-hour penalty period will be considered as a non-submission and will not be marked. If you have not submitted your EMA before the deadline and the 24-hour late penalty period is over,

you will be issued with a 'Fail: Not entitled to Resubmit' module result. You will not be allowed another opportunity to submit your EMA.

- 4.2 If you think you may not be able to submit your EMA on time, please consider the following options and [contact us](#) as soon as you can to allow us to help you:
- a. To arrange a formal deferral to allow you to restart the module at a later date please refer to the [Changing Your Study Plans](#) policy. If you are studying as part of an apprenticeship programme, then you should contact your AEST. Your AEST will discuss the implications of changing your study plans with you and your employer. If you are studying a microcredential delivered on the OU VLE, please refer to the [Changing your study plans \(Microcredentials delivered on the Virtual Learning Environment \(VLE\)\)](#). If you are studying a microcredential delivered on FutureLearn, please refer to the [Deferring your Microcredential policy](#).
  - b. To apply for a postponement to allow you to submit your EMA at the next available opportunity, please refer to the [Postponement Policy](#) to see if you meet the criteria. Postponements are not available for microcredentials, For those studying a microcredential delivered on FutureLearn, please refer to the [Deferring your Microcredential policy](#) and contact [mc.support@futurelearn.com](mailto:mc.support@futurelearn.com) to discuss your study options. If you are studying a microcredential delivered on the OU VLE, please refer to the [Changing your study plans \(Microcredentials delivered on the Virtual Learning Environment \(VLE\)\)](#).

## 5. Timetable and exceptions to the Policy

Table 1: Timetable of EMA submissions and exceptions to the policy

Policy	Deadline	Exceptions
EMA submission deadline	EMAs can be submitted at any time before the deadline of 12:00 hrs (UK local time) on the submission cut-off date.	EMA submission grace period (see point 2 below)
EMA submission grace period	EMAs received by 23:59 hrs UK local time on the submission cut-off date will be accepted, in accordance with the 12-hour grace period.	No exception
EMA submission within 24 hours of grace period i.e. in the 24-hour late penalty period	EMAs submitted up to 24 hours after the end of the grace period (00.00 hrs to 23.59 hrs on the day after the submission cut-off) will be accepted for marking, but with a marking penalty ( <a href="#">see Section 3.2 'Late submission and Penalty'</a> )	No exception
EMA non-submission	EMAs not submitted or submitted after the 24-hour late penalty period will not be marked ( <a href="#">see Section 4 'Non-submission of EMAs'</a> ).	No exception. If you cannot submit your work within the submission period, you must defer or request to postpone your EMA to be allowed to submit at the next available opportunity.

## 6. Methods of appeal

6.1 If you have a query or experience a problem with any aspect of The Open University's application of this policy, please [contact us](#) promptly. If you feel that The Open University has not responded appropriately to your policy query or concern, you can raise a formal complaint or appeal using the [Students Complaints and Appeals Procedure](#).

Further information about how to do this is available on The Open University's ['Complaints, Appeals and Policies'](#) webpage on the Help Centre.

6.2 The Open University also has a specific complaints procedure for complaints relating to Welsh Language Standards. Please refer to [Welsh Language Standards, Dealing with Complaints and Comments](#) for more details.

## Definitions

### Apprenticeship Enrolment and Support Team (AEST)

The AEST is the first point of contact for Apprentices in line with Apprenticeship Programmes. Please see the [contacts](#) section above for their contact details.

### Assessment

This is the term used to describe all the different ways that The Open University assesses how you are progressing during your module. It covers tasks like TMAs, iCMAs, exams, emTMAs, EMAs and microcredential assessments.

### Assessment strategy

This is a detailed breakdown of the way a module is assessed (such as the learning outcomes to be met, type and number of assessments and their weighting). You can access the Assessment Strategy from [StudentHome](#). In the centre panel, under the title of the module you are enrolled on, select 'Assessment' (or 'Assignment scores'), then select 'Assessment strategy'. There may also be information in the module guide, assignment booklets or module materials. If you are studying a microcredential, go to the 'Your Assessment' step on the FutureLearn platform for your microcredential to find out information about the assessment for your course.

### Assignment

Assignments is the term we use for the parts of the module assessment that are not the final assessed task - for example, TMAs, iCMAs and reports.

### Continuous assessment

This is the name given to the set of assignments (TMAs and iCMAs) that you complete during a module. Information about these can be found in the module guide, assignment booklets or module materials.

**Cut-off date or Submission deadline**

This is the date and time before which a particular assignment must be finished and submitted.

**Deferral**

This enables you to withdraw from the current presentation of your module, and then re-register on a later presentation of that module.

**End-of-Module Assessment (EMA)**

This is one of the final assessed tasks within a module. On many of The Open University modules, you have to work independently to produce an extended piece of work rather than sitting an exam at the end of your study. For ease of reference, these essays, projects, portfolios, dissertations, assessments, etc. are referred to collectively as End-of-Module Assessments (EMAs).

**End-of-Module tutor-marked assignment (emTMA)**

Where a module does not have an exam or EMA, the last TMA on that module will be classed as an emTMA. If this is the case, your assessment strategy will clearly state which assignment is the emTMA. Please note that the 'final TMA' that comes before the exam, EMA or emTMA is not the same as an emTMA.

**Exam (examination)**

The University holds a number of different types of exams in exam periods at the end of module presentations. Exams will be online and taken remotely. The duration and format of exams varies by module.

**Final assessed tasks**

This is the name given to the assessments that you complete at the end of a module. The types of final assessed tasks that a module can have are exam, End-of-Module Assessment (EMA), and end-of-module Tutor-Marked Assignment (emTMA).

**Grace period**

The Open University operates a 12-hour grace period, which means that work received no later than 23:59 hrs (UK local time) on the published submission date will be considered to have been received on time.

Any submission within 24 hours of the grace period will be accepted but with a marking penalty and any submission after the 24-hour penalty period will be considered as non-submission and will not be marked.

### **interactive Computer-Marked Assignment (iCMA)**

This is an interactive form of assessment made up from a series of questions and submitted online. This submission method was originally developed to facilitate interactive Computer-Marked Assignments but it is now also used to facilitate submissions for some other types of assessment that are not interactive or computer-marked.

### **Module Result Panel (MRP)**

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 presentation to the Cluster Examination and Assessment Board (Cluster EAB).

### **Pending results**

If your module result has not yet been finalised, and you receive a 'pending' outcome this could be due to a number of different reasons. You can find more information about the reasons for a pending result on the Help Centre page "[Pending results and Additional Assessment](#)".

### **Plagiarism**

Using the work of other people to gain some form of benefit without fully acknowledging that the work came from someone else. This is a form of [academic misconduct](#). Please refer to the [Academic Conduct Policy](#) for more information.

### **Postponement**

Where you are unable to complete your final assessed task i.e. exam, End-of-Module Assessment (EMA) or end-of-module Tutor-Marked Assignment (emTMA), you may apply to The Open University who may give you permission to postpone it to the next available opportunity on a discretionary basis. This is called a Discretionary Postponement. Information on the eligibility for a Discretionary Postponement can be found in the [Postponement policy](#).

## **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 that is 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. You can find further information available in the [Resubmission policy](#).

## **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. Please refer to the [Special Circumstances policy](#) for further information.

## **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.

## **Related Policies and Legislation**

Refer to the following documentation in conjunction with this document:

[Academic Regulations](#) and your individual Qualification Regulations, if applicable (available via [StudentHome](#) once you are registered for a qualification, or on the [online prospectus](#)).

Assessment Policies:

- [TMA and iCMA Policy](#)
- [End-of-module tutor-marked assignment \(emTMA\) Policy](#)
- [Exam Policy](#)
- [Special Circumstances Policy](#)
- [Postponement Policy](#)
- [Resit and Resubmission Policy](#)
- [Module Results Determination Policy](#)
- [Academic Conduct Policy](#)
- [Changing Your Study Plans: Deferrals, Withdrawals and Cancellations](#)



- [Code of Practice for Student Discipline](#)
- [Computing Policy](#)
- [Student Complaints and Appeals Procedure](#)
- [Student Privacy Notice](#)

## Welsh language standards

### [Yr iaith Gymraeg \(Welsh Language Standards\)](#)

The Open University is one of several universities named in the Welsh Language (Wales) Measure 2011. This means that any students in Wales can expect to receive certain services from the OU in Welsh. These are outlined in what's called the [OU's Welsh language standards](#).

This means that you can speak to our student recruitment and support team in Welsh or contact the university in Welsh. You can find out more about your rights as a Welsh language user on the [OU in Wales website](#).

## 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 [the Safe Space 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.

## The Open University Student Charter Values

[The Student Charter](#) was developed jointly by The Open University and the OU Students Association. It is a declaration of our shared values and the commitments we make to each other. This document has been developed with the Student Charter values as its foundation.

## **The Open University commitment to Equality Diversity and Inclusion**

Our commitment to equality and inclusion is embedded in all that we do and reflects our mission to be open to people, places, methods and ideas. We celebrate diversity and the strengths that it brings, whilst challenging under-representation and differences in outcomes within our institution. We promote and manage equality and diversity to meet both our strategic goals and our statutory equality duties. We achieve this in many ways, including the development of inclusive policy.

### **Give Us Your Feedback**

If you have any comments about this policy document and how it might be improved, please share this with us, by emailing [SPR-Policy-Team@open.ac.uk](mailto:SPR-Policy-Team@open.ac.uk).

### **Charity Statement**

The Open University is incorporated by Royal Charter (RC 000391), an exempt charity in England and Wales and a charity registered in Scotland (SC 038302). The Open University is authorised and regulated by the Financial Conduct Authority in relation to its secondary activity of credit broking.

## **About this Document**

### **Summary of Significant Changes since last version**

There are a number of significant changes from the previous version of this policy (Version No. 1). These are:

- a. New policy template has been used so the layout has slightly changed and wordings updated.
- b. The wording in some sections has been reviewed and updated to make the information clearer.
- c. Added section 2.2 to include information on Turnitin access.
- d. Glossary terms updated to ensure they are up to date.

## **Policies Superseded by this Document**

This policy replaces the older version 1.1 of the End-of-Module Assessment Policy dated December 2023.

## **Document Information**

Version number: 1.2

Approved by: Director, Academic Services

Effective from: October 2024

Date for review: November 2025