

About the Exam Policy

An alternative format of this summary is available. Please contact the Student Support team via [Contact Us](#) (phone +44 (0)300 303 5303), or via [StudentHome](#) if you are a current Open University student.

This summary was written alongside the main policy to offer a short introduction. Support from our advisers is available so please [Contact Us](#) to discuss this. Welsh-speaking Students and Learners may speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

At the Open University there are several different kinds of final assessed tasks. These include End of Module Assessment (EMA), Exams and end-of-module Tutor-Marked Assignments (emTMAs). Your module will assess you in one of these ways. Exams at The Open University are completed online, at home or at a place you choose, using your own computer, stationery and equipment. The [Exam policy](#) covers how, where and when you will submit your exam, what happens if you have problems submitting your exam, what happens if you submit it late or not at all and who to contact if you have questions or wish to complain or appeal. It also outlines the additional support available to students with disabilities or additional requirements.

We will follow these principles

- We will let you know the types of assessments your module has via the module assessment strategy which you can access from [StudentHome](#).
- We will publish the date and time of your exam on your module website within the first six weeks of your module starting. We will email you to make you aware that the date and time have been published.
- We will make reasonable adjustments, upon your request, where you would be at a substantial disadvantage because of your disability or circumstances.

- We will reschedule your exams if you have two or more exams clashing.
- We will provide support and help in understanding this policy and its application.
- Students living in Wales have the right to communicate with us in Welsh. Phone +44 (0)29 2047 1170, or email wales-support@open.ac.uk.

You need to be aware

- There are different types of exams - 24-hour, 3-day, timed exams with a flexible or fixed start time or online invigilated exam.
- You need to submit your exam using either the TMA/EMA service or iCME system, depending on your module.
- You should submit the exam in required file format. Your module website will specify how you should complete your exam and any file formats that you should use. If we cannot access your work, you will receive a zero score for your exam.
- Only answer the required number of questions; extra answers won't be marked.
- There will be mark penalty for exceeding word limits by 10% or more. Full details will be provided in your exam question paper.
- Late submissions are allowed within a 24 hour late penalty period but incur up to a 10% mark deduction.
- If circumstances outside of your control had an impact on the completion or submission of your exam, you should submit [Special Circumstances form](#) before midnight (UK time) four calendar days after your exam submission deadline.
- Deferral or postponement options are available if you know in advance that you will be unable to submit your exam or experience issues on the day.

- Reasonable adjustments are available for students with disabilities or temporary illness, please contact your [Student Support team](#) as soon as possible.
- If you'll be unable to complete your exam on the day of the submission deadline for religious reasons, you should contact your Student Support Team as soon as possible.
- If you don't submit and have not been granted a formal deferral or postponement by the relevant deadlines, you'll fail and won't be eligible for a resit.

Your data

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

How to question a decision made under this policy

For information about how to appeal against a decision made under this policy please refer to the [Complaints and Appeals Procedure](#). Please [Contact Us](#) for support.

Give Us Your Feedback

If you have any comments about this policy summary document and how it might be improved, please share this with us, by emailing 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.

Document Information

Short summary for Exam Policy effective from 1 September 2025

Approved by: Delegate, Director Academic Services

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