

About the Postponement 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 are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

The Postponement Policy allows students who are unable to complete their exam, EMA or emTMA by the normal deadline to postpone it to a later date. There are two types of postponement, discretionary postponement and elective postponement. Discretionary postponement allows you to postpone an exam, EMA or emTMA due to serious and unexpected circumstances. Elective postponement allows you to postpone a resit or resubmission opportunity if this occurs within 12 to 16 weeks of your original exam or submission date.

We will follow these principles

- We will consider your request for discretionary postponement individually.
- We will try to respond to your postponement request within 10 working days.

You need to be aware

- You can't postpone if you've submitted your exam, EMA or emTMA.
- You need to submit a form to request a postponement.
- You need to provide evidence to support your request for discretionary postponement. Occasionally, we may need to ask you for more evidence so we can make a decision.

- You don't need to provide evidence to request an elective postponement, but you must check your module is eligible.
- You should request a postponement as soon as you know you can't submit your work. This must be no later than midnight (UK local time) on the day after your exam date or EMA or emTMA submission cut-off date.
- You must complete your module within 13 months of the original exam or EMA or emTMA submission opportunity, or within three exam or EMA or emTMA submission opportunities, whichever occurs first.

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

If your request for discretionary postponement is declined, you can ask for this to be reviewed if:

- you can show that this decision was based on incorrect information; or
- you have further information or evidence.

You can ask for the decision to be reviewed by replying to the original decision email.

For more 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

Summary for the Postponement Policy effective from April 2025

Approved by the Student Experience Committee

Date for review April 2026