

## Information for students submitting end-of-module assessments (EMAs) and end-of-module tutor-marked assignments (emTMAs)

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### IMPORTANT

This booklet contains important information that could affect your module result so please read it carefully.

#### Cut-off date

Please see your module materials and StudentHome for the cut-off date.

**The deadline for receipt of work is 12 noon (UK local time) on the cut-off date.**

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## Contents

1. Introduction	3
2. Changes to this booklet	3
3. Deadline for submission	3
Electronic submission	4
Paper submission	4
Penalty for late submission	4
Preparing your work for electronic submission	5
4. How to submit your work electronically	7
Submitting via StudentHome	7
Availability of the electronic system	8
Submitting by email	8
5. Preparing your work for submission on paper	8
6. How to submit your work on paper	9
Submitting by post	9
Submitting by hand	10
Receipt of work	10
7. Non-submission of your work	10
8. Special circumstances affecting your performance	11
Performance affected by a disability, an illness or a medical condition	11
9. Misconduct	11
10. Information on your performance	12
11. Sources of help	12

## 1. Introduction

This booklet tells you what you need to know about submission of an EMA or emTMA as the final element of a module, so you should read it carefully and note what you need to do.

The booklet assumes you have access to the internet and [StudentHome](#) so it includes links to various online resources which you may need to refer to. If you've been sent a printed version and don't have internet access, or find online resources hard to use, please contact your student support team first. They'll be happy to help if they can, or they may need to refer you to another team. They can also send you paper versions of any forms you might need to fill out. If you need a printed copy of this booklet and weren't sent one, please call the Assessment Processing team on +44 (0) 1908 655291 or email [assignments@open.ac.uk](mailto:assignments@open.ac.uk).

You can find more information about all areas of assessment, including TMAs, exams and module results on the [Help Centre](#) and you will find the full policies in [Student policies and regulations](#).

The information in this booklet covers work (such as projects, portfolios, essays, end-of-module assessments (EMAs), final project reports, dissertations, posters, etc.) that makes up all or part of the examinable component on modules with two components of assessment. For some modules this may be the final TMA which isn't marked by your own tutor. It also covers end-of-module tutor-marked assignments (emTMAs) and EMAs that are part of your Overall Score on modules with one component of assessment.

Check your module material carefully for specific instructions on the academic content of your work and to see how your work must be submitted. For most modules, this will be electronically using the online TMA/EMA service, but for some modules you have to send your work on paper or you could be given the choice of how you submit. You might also need to submit your work in a specific format such as a PDF. If you're resubmitting your work or you postponed your submission, you may also get extra information from the module team.

Further details can be found in the [End of Module Assessment \(EMA\) Policy](#) and the [End-of-module Tutor Marked Assignment \(emTMA\) Policy](#).

## 2. Changes to this booklet

There have been some changes made to this booklet since it was last published.

We've removed references to the Assessment Handbook, as this has now been replaced by specific assessment policies. We've included references to the most appropriate policy instead.

## 3. Deadline for submission

Your module materials and StudentHome will tell you the cut-off date for your work. We'll also send you a reminder email 4-6 weeks before the cut-off.

If you don't submit your work on time you'll be given a *Fail: absent* result unless you've had formal approval for deferral or postponement from the University (see Section 7).

### **3.1 Electronic submission**

You must submit your work by 12 noon (UK local time) on the cut-off date. There's a grace period of 12 hours, so any submissions received before 23:59 will still be accepted. Work received at or immediately after midnight will be considered late and incur a penalty.

Work submitted after the 24-hour period will be accepted by the online TMA/EMA service but won't be accepted for assessment or marked.

Make sure you submit in good time because electronic transmission isn't immediate and network traffic may be particularly heavy on the cut-off date. If you leave submission until close to midnight on the cut-off date and you have problems with your internet connection, your work might not go through until after midnight. This could mean your work incurs a penalty or arrives too late to be accepted for marking (see section 3). If your work arrives too late to be marked, you won't be given another chance to submit it and you'll fail the module.

If you've already made a submission before the end of the grace period, and then attempt another submission during the penalty period, the online TMA/EMA service will warn you that your score will attract the penalty. You'll have the option of not continuing with the later submission. If you do continue with the later submission then the penalty will apply. If you submit your work by email, you won't get a warning about the penalty and you won't be able to withdraw the later submission. Your email receipt will confirm that the penalty will be applied.

### **3.2 Paper submission**

Your cut-off date is the date by which your work must arrive at the Walton Hall campus. The date is also quoted on the letter and ET3 cover sheet we send you 4-6 weeks before the cut-off. Please note for modules with a choice of submission method, either electronic or paper, we don't send you ET3 forms. You'll need to download and print them from the [Help Centre](#) if you want to submit on paper.

Your work must be sent in time to arrive at Walton Hall no later than 12 noon (UK local time) on the cut-off date. There's a grace period of 12 hours, so any work received before 23:59 will still be accepted. The full address is on the front cover of this document and ET3 form.

You should allow at least 3 working days for delivery and get a proof of posting receipt. We'll check the envelope/parcel/box in which any work is received at Walton Hall up to 24 hours late. If the postmark is dated before the cut-off date, it will be accepted as if received on time and with no penalty. If the postmark is dated the day of the cut-off, the late penalty will be incurred (see Section 3). If there's no postmark, or it's not legible, you'll need to provide proof that it was posted in time, otherwise you'll incur the late penalty. Work received more than 24 hours late will be returned to you unmarked.

### **3.3 Penalty for late submission**

Work received late but within 24 hours of the midnight grace period will be accepted for marking. Up to 10 percentage points will be deducted as a mark penalty for late submission. This deduction won't reduce your score to below the pass mark, so 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 with the penalty, 55 would become 50 and 45 would be unchanged.

You won't fail the task 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 you could fail the module. For level 2 or 3 modules it may even impact 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 your study record to see what impact a lower score might have on your result or grade of pass.

If your work is received after the 24-hour period, it will not be accepted for assessment and you'll fail the module.

If the submission is received **on the cut-off date before 12 noon** (UK local time) it will show as 'received in time'.

If the submission is received **on the cut-off date after 12 noon but before 23.59** (UK local time) its status will be 'Grace period – work accepted for marking and no penalty'.

If the submission is received on **day 1 after the cut-off date before 23.59** (UK local time) its status will be 'Work accepted for marking but penalty incurred'.

If the submission is received **on day 2 after the cut-off date from 00.00 onwards** its status will be 'Work received too late and not marked'.

## **4. Preparing your work for electronic submission**

### **4.1 File Format**

The Help Centre gives you detailed information on the [formats you can use for your EMA](#).

Check your module materials carefully for information about file formats. Your module website may tell you to submit your work in a specific format such as .pdf, perhaps to protect the integrity of certain content when the document is opened by the marker. In these cases, the online TMA/EMA service will still accept files in the standard formats, but we can't guarantee the marker will see your work as you intended because they may use different software. Your score could be affected if you don't submit your work in the format stated on your module website.

### **4.2 Multiple files**

Multiple files must be sent as a single compressed (zip) file and you should not embed files within another document. Extra files, missing appendices or corrections received after the cut-off date won't be accepted for assessment.

### **4.3 File Size Limit**

Unless your module material tells you otherwise, your file must be no bigger than 10MB. If your work is bigger than 10MB it won't be accepted by the online TMA/EMA service so you'll need to zip it before you submit it.

Use *Windows Explorer* or *My Computer* to check the size of your file. Find your file and look in the right-hand panel of the screen to see the size. If the file size isn't showing you should either change the view or it may be displayed by holding your cursor over the file name.

#### **4.4 Embedding files and links**

Don't embed any files such as images in any of your documents as these can't always be read on other computers using different versions of the same software. Also don't include links to external sources, even if they're your own files. Only work submitted directly to the online TMA/EMA service will be marked.

#### **4.5 Zipping your files**

If your task consists of more than one file, you must zip the files together.

If you submit each file separately, only the last file you submit will be marked.

The Help Centre gives you a step-by-step guide to [zipping your files](#).

If your file is still bigger than 10MB even after zipping, you'll need to reduce its size. There's information on the Help Centre about [working with images in your document](#).

#### **4.6 Virus checking**

Your submission will be scanned for viruses when you upload it. If it contains a virus, it will be rejected and you'll get a message to inform you of this. It's in your interest to have up-to-date virus-scanning software running on your computer.

#### **4.7 Submitting drafts of your work**

The online TMA/EMA service lets you submit your EMA more than once before the cut-off date. Each submission overwrites the previous one. You can use this facility to your advantage by submitting a draft of your work early and then submitting updated versions as you continue working on your EMA. This means you don't risk submitting it late and failing your module. If you're submitting work during the penalty period, there's a limit of 5 submissions (or 5 additional submissions if you've already submitted work before the cut-off). If you need to submit more, please speak to the Computing Helpdesk and they'll delete the existing files.

Only the last submission received in time is marked. If your last submission is received after the end of the grace period, your work will be subject to a penalty, no matter when you made the first submission.

**Please note** you can't do the same with TMAs or emTMAs, as your tutor may start marking before the cut-off date and mark a draft rather than your final version.

#### **4.8 Keeping a copy of your work**

You should keep a copy of your submission at least until you've had your module result. You can't collect marked EMAs through the online TMA/EMA service and we don't return your work to you. You'll get a copy of any emTMAs in the same way you do for all other TMAs but this will be after your module result is released.

## 4.9 Final checks

Check your work carefully before you submit the file, especially if you've converted it from one format to another or if it contains graphics, as images can disappear when files are converted to a different format. It's normally best to create your piece of work in the format you're going to send it in, then you won't have problems when you convert it.

There's a [detailed checklist](#) on the Help Centre for you to work through.

Once you've submitted your file, you should use the facility on the online TMA/EMA service to download it so you can check it's complete and it's the right version.

Some common errors with submissions are:

- submitting a 'shortcut' to a file on your own computer instead of your actual file (you can tell by the small file size when you check your file in the online TMA/EMA service - it will probably have a file extension of .lnk)
- submitting the wrong file – i.e. *TMA03* instead of *TMA30*
- submitting the task for the wrong module
- submitting your work to TMA00 which is the test site and not used for marking scripts
- submitting a file which is password protected so can't be opened by anyone else.

If you've submitted the wrong file, you've used the wrong format or we can't open your file, your work won't be marked. In the case of an incomplete version, marks will only be given for the part you submitted. It's very important to be sure you've submitted your file correctly. If you don't pass your module but meet the resubmission criteria, you may be offered a chance to resubmit your work at the next opportunity for your module but this will be some months later and your result will be capped at the lowest grade of pass. Not all modules offer resubmission and you need to meet a threshold on some modules to get a resubmission opportunity, so check the Assessment Strategy text on StudentHome.

## 5. How to submit your work electronically

### 5.1 Submitting via StudentHome

Where electronic submission of work is a requirement of the module, we can't accept it in hard copy or by any other route than through the online TMA/EMA service unless you've had prior approval from your SST to do so.

- Log on to StudentHome
- Click on the Assessment link under the relevant module
- Click on the Submit link alongside the task you want to submit and follow the onscreen instructions.

There's onscreen help at each step in the submission process. You must wait for the submission summary page which will show whether or not your submission was successful and will show your receipt code. You'll also receive an email confirmation of submission receipt. You should keep this receipt as it's your proof of submission.

You should also check the file you submitted so you can be sure the file received by the system is the one you intended to send and you've uploaded it for the correct module and/or

assignment. We strongly recommend doing this as errors can't be rectified after the cut-off date.

## **5.2 Availability of the online TMA/EMA service**

The online TMA/EMA service is generally available 24 hours a day, seven days a week.

## **5.3 Submitting by email**

Submission to the online TMA/EMA service is always preferable because it guides you through the process and receipt by the system is quicker. However, if you can't access StudentHome for some reason, the email route is always available.

Your submission must follow all of the guidelines in this document relating to file size, multiple files and viruses. If you don't follow these guidelines your work won't be accepted and you'll get an error message.

Address your email to [etma@open.ac.uk](mailto:etma@open.ac.uk) and attach your file. Don't copy it to anyone apart from yourself (you may need to do this if your email system doesn't automatically save a copy of sent mail).

In the subject line, put your personal identifier, your module code and the TMA number. You can find this number on StudentHome. Click the link called *Assignment Scores* under the relevant module. This will detail your assignment scores to date and also show a final assignment number.

Each part of the subject line (your personal identifier, module code and TMA number) should be separated by slashes. You must not put anything else in the subject line or your email will be rejected so the subject line should look like this: A1234567/B999/30

Don't add anything else into the email as it won't be read. You should also make sure there's no formatting or signature in the email.

You'll get an email acknowledgement from the online TMA/EMA service when your work has been accepted. This isn't immediate as the email takes time to transfer over, sometimes up to 12 hours. You can only be sure your submission has been received if you get an acknowledgement.

Don't submit your work again unless you get an error message. The error message will clarify why your work hasn't been accepted. You should correct the error and try again.

The error message comes by email from a different email address, so don't reply to this email when re-sending your work.

## **6. Preparing your work for submission on paper**

If your module has compulsory paper submission, you should have received one Cover Sheet for End-of-module Assessment (ET3) per copy of work you have to submit. The acceptance of your work for assessment is conditional on you signing each ET3 to confirm that the work you are submitting is your own and does not contain material copied from other sources without suitable referencing. Attach one of these signed ET3s to the front of each

copy of your submitted work. However, if you cannot find your ET3 forms, do not delay submitting your work.

Mark every page of your work with your name and Personal Identifier.

Make sure you send the required number of copies of your work. For modules with compulsory paper submission, the letter accompanying the ET3 cover sheet tells you how many copies of your work you should submit. For modules where you can choose how to submit, the email confirming the cut-off date will tell you how many copies are needed if you submit on paper. If you don't submit enough copies, you'll be asked to supply one or more extra copies and this may delay the marking. Each copy must be identical and complete.

The barcode on each ET3 is unique and is used for tracking the attached copy of your work. It's important that you use a different ET3 on each copy of your work rather than simply signing one and photocopying it. Don't use any ET3s you may have been sent for other modules either.

Keep a copy of your work for your own records and in case your sent copies get lost in the post. We won't return any copies of your work.

Submit all copies of your work together in one package, making sure each copy has a signed ET3 attached to the front and that the packaging is secure.

Stick the pre-addressed label sent with your ET3 forms on to your package and enter your module code in the space provided. If you lose the label, send your work to Assessment Processing at the address on the front cover of this booklet.

For modules where you can choose either to submit on paper or electronically, please note we don't send you personalised ET3 forms or a pre-addressed label. A [blank ET3 form](#) (which includes the return address) is available in the Help Centre.

## **7. How to submit your work on paper**

### **7.1 Submitting by post**

You must obtain independent proof of posting your work in good time, issued by a recognised postal or courier service. Unless absolutely necessary, don't use recorded delivery post as this may cause delays within the University and is relatively expensive. If you're sending work from outside the UK, you may find recorded delivery or courier services are the only methods of carriage that provide proof of posting. Check with the carrier that delivery can be made to a PO Box number. If not, simply cross out the PO box number on the address label.

You must use sufficient postage. A single first class or large letter stamp probably won't be enough and work received late because of insufficient postage will be returned to you unmarked.

You should keep your proof of posting until after you receive your module result.

## 7.2 Submitting by hand

You may deliver your work by hand to Walton Hall up to 23:59 (including the 24-hour late penalty period) on the cut-off date for your module. You should go to the Main Reception during normal working hours (9.00 am to 5.30 pm, Monday to Thursday and 9.00 am to 5.00 pm Friday). Outside these times you can deliver your work to the Security Lodge at Walton Hall, which is open 24 hours a day, seven days a week.

You should obtain a receipt that is either stamped or which gives the name of the person it was handed to and the date it was handed in. Ensure all hand-delivered work is in a sealed envelope. We can't accept your work in any format other than that specified by your module. In particular, we can't accept faxed copies, or work submitted electronically unless this is a module requirement.

## 7.3 Receipt of work

You can check that your work has been received by logging on to [StudentHome](#). Please note it may take up to 7 days for StudentHome to be updated.

## 8. Non-submission of your work

Extensions to the submission date for your work **are not available under any circumstances**. They can't be given as a reasonable adjustment for a disability, illness or additional requirement.

If you're able to make even a partial submission then you should, even if you feel your performance will be adversely affected by recent circumstances. If you don't achieve a Pass grade, you may be offered a resubmission if you've met the other requirements which apply to your module and your module offers resubmissions (check the Assessment Strategy text on StudentHome).

If you can't submit any work due to circumstances beyond your control, such as illness or bereavement, you have these options:

- defer your module
- apply for a discretionary postponement.

More information about discretionary postponement can be found in the [Help Centre](#) and you can apply using the [discretionary postponement webform](#). You may also want to read the [Changing your study plans policy](#) and the [Assessment Banking Rules](#).

For module deferral, you must contact your student support team (SST) before your cut-off date.

If you don't submit your work or apply for deferral or discretionary postponement, you won't be given another chance to submit and you'll fail the module. Please note **not all modules** are eligible for deferral or postponement.

## 9. Special circumstances affecting your performance

If you think you studied your module effectively but special circumstances had a serious effect on your performance in the EMA or emTMA, you can tell the Module Result Panel.

You should only report serious circumstances which had a significant effect on you in the three weeks up to and including the submission deadline.

When submitting special circumstances you must supply relevant third-party documentary evidence. If you don't provide suitable evidence, the Panel might not have enough information to understand how your circumstances impacted your performance so they may not be able to take it into account when they agree your result.

Special Circumstances relating to EMAs or emTMAs should be reported using the [special circumstances webform](#).

You must submit your Special Circumstances before midnight (UK local time) four calendar days after your cut-off date. Supporting evidence can be submitted electronically or in hard copy and must be received by the University within 14 days of your special circumstances submission. More information can be found in the [Special Circumstances policy](#).

### 9.1 Performance affected by a disability, an illness or a medical condition

When the Module Result Panel meets to agree your results, they have very little information other than how well you performed in the assessed tasks during the module. They won't have any information about disabilities, illnesses or medical conditions that you've given us or your tutor for other purposes.

You're strongly advised to submit special circumstances if you think your disability or health has had a serious adverse effect on your performance in the EMA/emTMA.

More information and the [special circumstances webform](#) can be found in the Help Centre.

## 10. Misconduct

A very high standard of conduct is expected from students submitting work for assessment. Any misconduct is seen as a serious matter that can result in disciplinary action but it's most likely in these cases:

- you try to influence a marker or other University official (such as by including notes in your work about special circumstances)
- you submit work that's not your own (plagiarism) - see the University's [Plagiarism Policy](#)
- you collaborate excessively with others and the same (or very similar) text is evident in each of your work (collusion)

It is highly likely that your work will be checked for possible plagiarism or collusion.

You should read the regulations about misconduct when producing assessed work. The key document is the [Code of Practice for Student Assessment](#), but this should be read alongside the [Academic Regulations](#) and the [Code of Practice for Student Discipline](#).

## **11. Information on your performance**

Your module materials will tell you whether you'll be given any feedback or information on your performance in the EMA/emTMA. Any information provided will have been sanctioned by the Module Result Panel and represents an academic appraisal of your work. Feedback for emTMAs is available in the same way as for other TMAs but can only be downloaded once your module result has been released.

This information is available via a link on your module results page on StudentHome.

## **12. Sources of help**

### **Assessment Processing Centre**

General questions about submitting work.

Opening hours: Mon - Fri 8.00 – 17.00

Phone: +44 (0) 1908 655291

Email: [assignments@open.ac.uk](mailto:assignments@open.ac.uk)

### **OU Computing Helpdesk**

Technical support such as accessing the electronic system.

Opening hours: Available 24 hours, 7 days a week, including UK bank holidays.

Phone: +44 (0) 1908 653972

Email: [OU-computing-helpdesk@open.ac.uk](mailto:OU-computing-helpdesk@open.ac.uk)

### **Student support team**

Advice if your elective postponement request is not processed.

Find their contact details on your StudentHome or on the Help Centre [contact page](#).