



Code of Practice for Student Assessment

The Student Regulations (including the Code of Practice for Student Assessment and the Code of Practice for Student Discipline) apply to all students of The Open University.

These regulations define the basis of the registration agreement between you and us. Students who register for a specific academic award from the University are also governed by our award regulations which deal with registering for an award, completing an award and other matters about awards. The detailed assessment rules for each course appear separately as course rules.

The Code of Practice for Student Assessment should not be read in isolation. It is important that you read it in conjunction with the following documents.

- [Introduction to The Award Regulations](#)
- [General Award Regulations](#)
- [the regulations governing your award](#)
- [Student Regulations](#)
- [Code of Practice for Student Discipline](#)

If you wish to print the regulations governing your relationship with The Open University, you are advised to print *all* these documents.

Definitions

The terms used in this code of practice for student assessment are defined below.

Task

A task is the generic term for any assessment completed by a student. Tasks may be used in the determination of the level of achievement by the student and in the determination of the course result.

Assignments

These are the tutor-marked and computer-marked assessment tasks, together with any other assessment tasks included in the first (continuous) assessment component of a course. The scores for these are used individually, and also in combination with the score achieved in any second (examinable) assessment component, in the determination of an overall course result.

End-of-course assessments tasks

These can be formal written and oral examinations or any other assessment tasks that are approved as the second (examinable)

assessment component. The scores for these are used individually and also in combination with the score achieved in the first (continuous) assessment component, in the determination of an overall course result.

SA 1 Assignments

SA 1.1 How you will know about your assessment

We will tell you in the course rules how many assignments you need to complete for a particular course, how many of these we will use to work out your overall results (assignments used in this way are known as summative assignments), and how individual summative assignment scores will be combined.

SA 1.2 Submitting assignments

We expect you to submit every assignment in a course by the date we tell you. Unless it is specifically arranged otherwise, you must

submit all parts of an assignment together.

SA 1.3 Assignments for assessment purposes

For certain courses, we allow some of the assignment scores to be replaced by a 'substitution score'. We work this out from the scores of all your assignments used for assessment purposes plus your end-of-course assessment score or scores, each of which will be weighted in line with the course rules. In working out the overall score for the course, we will count any assignments you have not submitted as having a mark of zero. We will tell you in your course rules which assignments may be substituted and whether any are necessary for assessment purposes.

SA 1.4 Assignment score appeals

If you are not satisfied with the score awarded for a particular assignment, or want to ask about any comments that have been made, you must follow the procedure and timescales for appeals set out in your Assessment Handbook.

SA 1.5 Resubmitting assignments

You are not allowed to resubmit any assignment, tutor-marked or computer-marked, to try to improve the score for that assignment.

SA 1.6 Cheating in assessment

For the purpose of this regulation, cheating in assessment is defined as representing someone else's work as your own. This includes submitting an assessment or part of an assessment that has been written jointly or has been copied (either completely or partly) without acknowledging the other person's work. Such copying includes unacknowledged copying from published material. If you are found guilty of cheating, we will deal with you in line with our code of practice for student discipline.

SA 2 End-of-course assessment tasks

SA 2.1 Examinations

The following regulations apply to the conduct of formal written examinations. We will send you more information about your examination in the *Examination Arrangements* booklet, which you will receive shortly before the examination.

SA 2.1.1 Eligibility

You are eligible to sit an examination of the

University as long as you are registered for the course leading to the examination, or you have been allowed to resit the examination.

SA 2.1.2 How the examination will be run

Examinations will be run as set out by Senate. We will tell you beforehand the date, time and location of the examination, and will give you full information about how the examination will be held. The timetable cannot be changed except in an emergency. You will be told in the *Examination Arrangements* booklet how long is allowed for the examination, and the time will also be shown on the question paper. No extra time will be allowed *either* for reading the question paper *or* to candidates who arrive late for an examination.

SA 2.1.3 In the examination room

SA 2.1.3.1 Identification

You must identify yourself in the examination room by producing some valid identification (containing both your photograph and your signature) that the senior invigilator accepts.

SA 2.1.3.2 Permitted materials

You may take into the examination room only those materials that are authorised in the *Examination Arrangements* booklet. You may take in any other items only if the senior invigilator agrees.

SA 2.1.3.3 Late arrival within the first half-hour

If you arrive late for the examination but within the first half hour of the examination session, you will be allowed into the examination room.

SA 2.1.3.4 Late arrival after the first half-hour

If you arrive after the first half-hour of the examination session, the senior invigilator will decide whether to allow you into the examination room. However, we have the right to refuse to accept your examination paper for marking.

SA 2.1.4 Leaving the examination room

SA 2.1.4.1 Leaving within the first half-hour

You may not leave the examination room

during the first half-hour or during the final 15 minutes of the examination session, except in an emergency.

SA 2.1.4.2 Leaving after the first half-hour

You are allowed to leave the examination room temporarily at any time after the first half-hour of the examination session and, as long as you have been accompanied by an invigilator, you will be allowed back into the examination.

SA 2.1.4.3 If you finish your examination early

You are allowed to leave the examination room when you have finished your examination at any time after the first half hour of the examination session (you must give your answer book or books to an invigilator when you leave) but you will not be allowed back into the examination.

SA 2.1.4.4 Removing stationery

You may not remove any answer book, whether used or unused, or any part of an answer book, or any other examination stationery from the examination room.

SA 2.1.5 Conduct of students at the examination

While in the examination room, you must not behave in a way that, in the opinion of the senior invigilator, would annoy other candidates.

SA 2.1.5.1 Misconduct during the examination

For the purpose of this regulation, misconduct in the examination is defined as:

- a taking into the examination room, or possessing while in that room, any books, notes or other similar material, except those which have been supplied by the invigilator or authorised in the *Examination Arrangements* booklet;
- b helping or trying to help another student, or getting or trying to get help from another student;
- c consulting or trying to consult any books, notes or other similar material while temporarily outside the examination room

- d during the period of the examination; and
- d having a mobile phone, or other communication device, at your desk or on your person.

SA 2.1.5.2 Disciplinary code

If you are found guilty of misconduct in the examination, we will deal with you in line with our code of practice for student discipline.

SA 2.1.5.3 Indiscipline in the examination

For the purpose of this regulation, indiscipline in the examination is defined as any socially unacceptable action or behaviour that comes within the terms of regulation SD 2 of the code of practice for student discipline.

SA 2.1.5.4 Serious cases

In serious cases of indiscipline, the senior invigilator may stop the examination and may ask you and anyone else involved to leave the examination room.

SA 2.1.6 Absence from the examination

SA 2.1.6.1 Ill health or other serious causes

If you (or your representatives) send your Regional Director relevant documentary evidence relating directly to the period of the examination and a written explanation of your absence, within five days of the examination, you may be allowed to take the examination at another time. You can find more details about this in your Assessment Handbook. You will not be given this opportunity if you have not satisfied any residential school requirement or Alternative Learning Experience (ALE) associated with that course, nor been excused from it.

SA 2.1.6.2 Continued illness or other serious cause

If:

- you were absent from an examination;
- you have kept to paragraph SA 2.1.6.1; and
- your supporting documentary evidence covers the date of the specially arranged examination;

you may be allowed to sit the examination at

the next normal examination session for that course. We will not offer you another examination if:

- a you have not satisfied any residential school requirement or ALE associated with that course, or
- b the date of the examination would be more than 24 months later than the course start date.

The conditions covering resits and resubmissions (paragraph SA 2.5.2) will also apply to you.

SA 2.2 Awarding aegrotat

(An aegrotat is an award of a pass that *may* be given if you are too ill to complete the assessment for the course.)

In exceptional circumstances, if you are unable, due to medical reasons, to complete the course assessment, you may be eligible for an award of aegrotat under a code of practice approved by the Senate. Aegrotat passes are limited to students who, for medical reasons, cannot continue with any further study and are registered on the final course which would qualify them for certain academic awards.

SA 2.3 Students who are ill or who have extra requirements

SA 2.3.1 If you are unable to get to an examination centre

You will be allowed to take the examination at home, in hospital or elsewhere if:

- a for reasons of ill health or other extra requirements, you cannot go to an examination centre; and
- b your Regional Director thinks this is justified.

You must produce a medical certificate to confirm your extra requirements or ill health. The examination will be held under the supervision of an invigilator appointed by us.

SA 2.3.2 If you are unable to write your answers

You will be allowed to record your answers in a different format if you have extra requirements that, in your Regional Director's opinion, prevent you from completing them in writing. You must produce a medical certificate to confirm your extra requirements.

SA 2.3.3 Visual impairment

You will be allowed to have your examination question paper produced in an appropriate format approved by us if you are visually impaired. You must produce appropriate documentary evidence to confirm your extra requirements.

SA 2.3.4 Extra time

You will be allowed extra time in which to complete your examination if you have requirements that, in the opinion of your Regional Director or the Chair of the Sub-Committee on Exceptional Examination Arrangements or Special Circumstances, justify it. You must produce appropriate documentary evidence to confirm your extra requirements.

SA 2.4 Students overseas

On certain courses and for particular categories of student, we will try to arrange examinations overseas. If we have arranged this for you, you may have to pay a fee, in advance, for each examination.

SA 2.5 Resits and resubmissions

SA 2.5.1 When resits and resubmissions are allowed

You may (in line with any relevant award regulations) be allowed to resit the examination or resubmit other assessment tasks that contribute to the second assessment component, if you fail a course and:

- a have achieved an overall assessment score for that course of at least 40, or such other minimum level set by Senate, in the continuous assessment component and (where this applies) have also achieved a certain score (known as a 'threshold requirement') on specified assessment tasks in the continuous assessment component;
- b (for courses that have a residential school) have satisfied the appropriate residential school requirement or ALE for that course;
- c (for courses that have an examination) have taken the examination and have achieved the minimum level set by Senate; or
- d (for courses with other end-of-course assessment that allow you to resubmit the work to pass) have achieved the minimum score for this assessment set by Senate

for this purpose.

You must follow the conditions set out in paragraph SA 2.5.2.

SA 2.5.2 Conditions for allowable resits and resubmissions

The conditions for resits and resubmissions that are allowed under paragraph SA 2.5.1 are as follows.

- a If you are resitting an examination, you must take the examination when we tell you to.
- b You must normally resit the examination or resubmit assessment work that counts instead of or as well as the examination within 12 months of the original failure.
- c If you are resitting an examination or resubmitting other assessment work, we will consider you to have failed the course until Senate, on the recommendation of the appropriate Examination and Assessment Board, decides otherwise.

- d Courses for which you are resitting an examination, or resubmitting other assessment work, will count towards the total number of credit points or units of work, or a combination of these, for which you may register at any one time.
- e If you are resitting an examination or resubmitting other assessment work, you will have to pay a fee, in advance, for each examination.

SA 2.6 Viva voce examination

You may be offered additional assessment tasks, such as an oral examination, if the appropriate Examination and Assessment Board thinks it is necessary before the course result is determined.

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