



End-of-Module Assessment (EMA)

Policy

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Summary of policy

- An End-of-Module Assessment (EMA) is one type of final assessed task that your module might have. The other final assessed tasks that a module can have are Exams and End-of-Module Tutor-Marked Assignments (emTMA) which are covered by separate policies. This policy outlines the information related to **EMAs only** to help you complete this final assessed task. It covers:
 - a) the general rules and regulations of submitting your EMA;
 - b) the submission deadlines;
 - c) consequences of late submission and non-submission;
 - d) what to do if you think you will not be able to submit your EMA on time
 - e) the importance of keeping a copy of your submitted assessments; and
 - f) other guidance you may find useful.
- This document should be read in conjunction with the module specific information such as the assessment strategy on [StudentHome](#), your Module Guide, Study Planner and Assignment Booklet which will give you more information about the EMA task in your module. If you are studying a microcredential, please refer to the 'Your Assessment' step of your microcredential for more information.
- [Table 1 in Section 5](#) below summarises all the policy points contained within this document with deadlines and exceptions to the policy (if any).
- If you have any queries or need guidance on how this policy may relate to your personal circumstances, please [contact us](#).

Policies superseded by this document

This policy previously formed part of the combined [Assessment Handbook](#). For microcredentials, parts of this policy were previously found in the [Assessment Handbook \(microcredentials\)](#).

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Scope

Who and which circumstances this policy covers

This policy applies to modules where the End-of-Module Assessment (EMA) is the final assessed task. This policy 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 in secure environments
- Apprentices studying a module
- Short Course module TG089 only
- Learners studying an Open University microcredential

Who and which circumstances 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 [TMA and iCMA policy](#)
- Exams - please see [Exam Policy](#)
- End-of-module tutor-marked assignments (emTMA) - please see [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](#).
- PD Course learners: please refer to [Terms and Conditions: Professional Development courses](#).
- Students studying under partnership agreement: please contact the [OUVP Curriculum Partnerships team](#).

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- 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 \(Short Courses\)](#).

Related Documentation

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](#)

The Open University Student Charter Values

This document specifically aligns with the following Open University Student Charter Values:

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1. We communicate with each other in ways which are clear, relevant, accurate and timely.
2. We act ethically and transparently, providing and making use of fair and open means to deal with our concerns and grievances, learning from them.
3. As students, we share the responsibility for learning and make a commitment to study and research using the resources and support services available, upholding the highest standards of academic integrity.
4. We work to maintain and enhance the standards and reputation of our University recognising the contributions that all members make to its success.

Commitment to Equality, Diversity and Inclusion at The Open University

Policies are inclusive of all Open University Students, Learners, Enquirers and Alumni, regardless of age, civil status, dependency or caring status, care experience, disability, family status, gender, gender identity, gender reassignment, marital status, marriage and civil partnerships, membership of the Traveller community, political opinion, pregnancy and maternity, race, religion or belief, socio-economic background, sex, sexual orientation or trades union membership status.

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 [an 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.

Introduction

A number of 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).'

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Open University EMAs most commonly include essays, projects, portfolios, dissertations and assessments.

The final assessed tasks on a module can be an exam, End-of-Module Assessment (EMA) or End-of-Module Tutor-Marked Assignment (emTMA). 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](#). In the centre panel, under the title of the module you are enrolled on, select 'Assessment' (or 'Assignment scores'), then select 'Assessment strategy'. 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.

Any terminology that may be unfamiliar is explained in a [glossary of terms](#) 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 policy. If you are an Apprentice studying as part of an apprenticeship programme, you should contact the appropriate Apprenticeship Enrolment and Support Team (AEST) or equivalent contact, for more information; alternatively, you should request that your employer contacts their named Apprenticeship Programme Delivery Manager (APDM) for further information, see [Contacts section](#) below for more information. If you are studying a microcredential, you should contact mc.support@futurelearn.com for further details on how this policy applies to your course.

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Policy and related information

1. Purpose

The Open University uses different assessment types. Each assessment type is governed by its own policy to maintain consistency across modules. This document covers the policy for EMAs, including submission of your work, late or failed submission, and methods of appeal.

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](#), four to six weeks before your submission date. You will be expected to read the booklet carefully. If you are studying a microcredential, go to the 'How do I submit my assessment' step for your microcredential on the FutureLearn platform.

There are two methods of submitting EMAs:

- a) online;
- b) 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. If you are studying a microcredential, you can only submit your EMA online. Further information can be found on the 'How do I submit my assessment' step for your microcredential on the FutureLearn platform.

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 or equivalent](#). If you are studying a microcredential, contact mc.support@futurelearn.com.

Please contact us as early as possible to arrange to submit a paper-based submission, 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.

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You may submit written work for an assessment 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.

Please consider the following points before making a submission:

2.1 Good academic practice and plagiarism

As an Open University student, you are required to read and follow The Open University's [Academic Conduct Policy](#) carefully. You are also required to read the resource '[All my own work](#)'.

Good academic practice is about making sure that anyone who reads your work can easily identify your thoughts and ideas on a subject and can distinguish these from the thoughts and ideas of others.

Plagiarism is using someone else's ideas or work and presenting it as your own. The Open University uses text comparison software to help detect plagiarism. This checks your assessment against the work of other students and against internet sources and other published material. If you submit an assessment that contains work that is not your own without indicating this to the marker you are committing plagiarism, which is an offence under SD1.2 of the [Code of Practice for Student Discipline](#).

2.2 Keeping copies of your EMAs

You are strongly advised to keep a copy of your EMA until you have received your module result. Electronic EMA submissions cannot be accessed again after the 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.

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2.3 Resubmission of EMAs

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 cut-off date is noon (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 date will be considered to have been received on time.

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 on the day after the cut-off), i.e., in the 24-hour penalty period, it will be accepted for marking with a deduction of up to 10 percentage points as a mark penalty for late submission. This deduction will not reduce your EMA score to below the pass mark: 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. The Assessment Calculator is not available for microcredentials.

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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 may consider submitting special circumstances to bring this to the attention of the Module Result Panel (MRP) who can consider this when they agree your module result. Please refer to the [Special Circumstances policy](#) for more details. If you are studying a microcredential and have experienced circumstances outside of your control that prevented you from submitting your assessment on time, please refer to the '[Deferring your microcredential policy](#)' or contact mc.support@futurelearn.com. In some cases, (especially in the case of completing a resubmission), you may receive a pending result as your result may need to be delayed 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 six weeks.

You should refer to the [Submitting an End of Module Assessment](#) webpage where you can find the EMA and emTMA guidelines booklet for further details.

Microcredential learners 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

As stated above, any EMA submitted after the 24-hour penalty period will be considered as a non-submission and will not be marked. 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:

- i) 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 or equivalent contact for further discussion. Your AEST will discuss the implications of changing your study plans with you and your employer. If you are a microcredential learner, please refer to the [Deferring your Microcredential policy](#).

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- ii) To apply for a postponement to allow you to submit your EMA at the next available opportunity, please refer to the [Postponement Policy](#). Postponements are not available for microcredentials. If you are a microcredential learner, please refer to the Deferring your Microcredential policy and contact mc.support@futurelearn.com to discuss your study options.

If you have not submitted your EMA before the deadline and the 24-hour 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.

5. Timetable and exceptions to the Policy

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

Policy	Deadline	Exceptions
EMA submission deadline	EMAs can be submitted at any time before the deadline time of 12 noon (UK local time) on the cut-off date.	EMA submission grace period (see point 2 below)
EMA submission grace period	EMAs received up until midnight (00:00) UK local time on the 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 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 cut-off) will be accepted for marking, but with a marking penalty (see Section 3.2 'Late submission and Penalty')	No exception
EMA non-submission	EMAs not submitted or submitted after the 24-hour penalty period will not be marked (see Section 4 'Non-submission of EMAs').	No exception. If you cannot submit your work within the submission period, you must defer or postpone your EMA to be allowed to submit at the next available opportunity.

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6. Methods of appeal

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.

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.

7. Contact details for further information

Student Support Teams (SSTs)

You can contact your Student Support Team from the [Contact us](#) page in the Help Centre.

For queries related to apprentices/apprenticeships the following learner support contact details are applicable:

Apprenticeship Enrolment and Support Team (AEST) (for apprentices in England, Scotland and Wales)

Email: apprentice-support@open.ac.uk

Telephone: 0300 3034121

Apprenticeship Programme Delivery Manager (APDM) (for apprentices in England, Scotland and Wales)

Employers: please contact your named APDM, alternatively please email apprenticeships@open.ac.uk, and your allocated APDM will contact you.

For Apprentices studying Nursing Programmes, Social Work or Advanced Clinical Practice

Email: hsc-support@open.ac.uk

Telephone: 01908 541070

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For Microcredential Learners

Email: mc.support@futurelearn.com

Other

To check the latest postal address and other contact details or if you would like to find out more about our most up-to-date response times for receiving and sending postal correspondence to the Open University, please see [Open University Offices](#).

Glossary of terms

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.

Apprenticeship Programme Delivery Manager (APDM)

APDMs support Employers participating in an Apprenticeship Programme. They offer support and advice on recruitment, registration and eligibility; act as the conduit between the Employer and the OU; and provide support to line managers/workplace mentors and Apprentices. APDMs also review, track and respond to Apprentice progression by working with the Employer, the Apprentice and the Faculty to achieve successful completion. They collect and act upon feedback from the Employer and the Apprentice to continually enhance this process.

Assessment

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

Assessment strategy

This means 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.

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

Deferral

This means withdrawing from the current presentation of your module, and then re-register on a later presentation of that module.

End-of-Module Assessments (EMA)

This means one of the final assessed tasks within a module. On many 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 assignments (emTMA)

This means that 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)

At The Open University there are two types of exams: face-to-face exams and remote exams. Different types of exams are held in exam periods at the end of module presentations.

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Final assessed tasks

This means the name given to the assessments completed at the end of the 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 before midnight (UK local time) on the published submission date will be considered to have been received on time. Any submission within 24-hour 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 assignments (iCMA)

This means an interactive form of assessment made up from a series of questions and submitted online.

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

This means that your result has not yet been finalised and this could be due to a lot of different reasons. You can find more information about the reasons for a pend result on the Help Centre page "[Receiving a pending result or viva-voce](#)".

Plagiarism

This means using, without acknowledgement, someone else's ideas or work. If you submit an assignment that contains work that is not your own, without clearly indicating this to the marker (fully acknowledging your sources using the rules of the specified academic referencing style), you are committing 'plagiarism' and this is [academic misconduct](#).

Postponement

This means 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).

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The Open University may give you permission to postpone it to the next available opportunity on a discretionary basis. This is called a discretionary postponement.

Resit

This means if you take your exam but do not achieve the required standard for a pass on your module you may be offered a resit opportunity. There is a minimum requirement to qualify for a resit specific to your module/s which is explained in the Assessment section on [StudentHome](#). You can only resit once, and your module result will normally be capped.

Resubmission

This means 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 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.

Special Circumstances

This means 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.

Tutor-marked assignment (TMA)

This means as part of the teaching methodology on most modules, you have to submit written assignments to your tutor. These are called tutor-marked assignments.

Further clarification

If you have any queries around the content provided within this document and how to interpret it, please contact your [Student Support Team](#) via StudentHome who are specially trained to advise on the implementation of policy. Alternatively, you can contact your Student Support Team through the 'Contact Us' option on the [Help Centre](#) if you are a current Open University student.

Apprentices studying as part of an apprenticeship programme should contact the appropriate Apprenticeship Enrolment and Support Team (AEST) or equivalent contact, for more

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If you have any comments about this policy document and how it might be improved, please submit these to SPR-Policy-Team@open.ac.uk.

Alternative format (for this End-of-Module Assessment Policy

If you require this End-of-Module Assessment (EMA) Policy document in an alternative format, please contact the Student Support Team via <http://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.

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