



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 with the score achieved in any second (examinable) assessment component, in the determination of an overall course result.

End-of-course assessment tasks

These can be formal written, oral or computer-based examinations or any other assessment tasks that are approved as the second (examinable) assessment component. The scores for these are used individually and also 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

We will use the scores you have been awarded for all summative assignments and the assignment weightings given in the course rules to work out your overall continuous assessment score for the course. Any assignments you have not submitted (or that you submitted too late) will be counted as having a mark of zero. Some courses allow 'substitution' to increase one or more assignment scores that fall below your usual standard. This is done automatically and uses information about your assessment throughout the course (again weighted in line with the course rules).

Some courses have assignments (or groups of assignments) for which you must achieve a minimum (overall) score in order to pass the course. Failure to achieve the minimum score will usually lead to you failing the course with no entitlement to resit the examination or resubmit the ECA (whichever applies).

We will tell you in your course rules which assignments may be substituted, whether any are necessary for assessment purposes and whether any are subject to minimum-score requirements.

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 marked assignment, whether 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 EXAMINATIONS

SA 2.1 Examinations

The following regulations apply to the conduct of formal examinations. We will provide more information about your examination in the *Examination Arrangements* booklet, which will be issued shortly before the examination.

SA 2.2 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 2.3 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 additional time will be allowed either for reading the question paper or to candidates who arrive late for an examination.

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 In the examination room

SA 2.5.1 Identification

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

SA 2.5.2 Permitted materials

You may take into the examination room only those materials that are authorised in the *Examination Arrangements* booklet or in your letter confirming any additional examination arrangements.

SA 2.5.3 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 to complete the examination in the time remaining.

SA 2.5.4 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 2.6 Leaving the examination room

SA 2.6.1 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 2.6.2 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 2.6.3 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 and before

the final 15 minutes (you must give your question paper and answer booklets to an invigilator when you leave) but you will not be allowed back into the examination.

SA 2.6.4 Removing stationery

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

SA 2.7 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 2.7.1 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 or your confirmation of additional arrangements letter;
- 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 during the period of the examination;
- d having a mobile phone, or other communication device, at your desk or on your person.

SA 2.7.2 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 2.7.3 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 2.7.4 Serious cases

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

SA 2.8 Absence from the examination

SA 2.8.1 Ill health or other serious circumstances

If you (or your representatives) send your Regional or National Director relevant documentary evidence relating directly to the date of the examination and a written explanation of your absence, within five calendar days of the examination, you may be allowed to take the examination at a later date (deferral). You can find more details about this in your Assessment Handbook.

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 next scheduled examination would be more than 13 months later than your first examination opportunity.

The conditions covering resits and resubmissions (paragraph SA 6.2) will also apply to you.

SA 3 NON-EXAMINED END-OF-COURSE ASSESSMENT TASKS

SA 3.1 Non-examined end-of-course assessment tasks

The following regulations apply to other assessment tasks that are approved as the second (examinable) assessment component. We will provide you with more information in the *Information for Students Submitting Examinable Work* booklet, which will be issued approximately six weeks before your cut-off date.

SA 3.2 Submission of assessment tasks

SA 3.2.1 Cut-off dates

You must submit your assessment task(s) by the published cut-off date unless you have been formally granted an extension or deferral.

SA 3.2.2 Ill health or other serious circumstances

On most courses, if circumstances beyond your control prevent you from meeting the submission date for your piece of work, you may be eligible to either:

- delay submission by up to three weeks (referred to as an “extension”); or
- defer submission of the examinable component until the submission date for the following presentation of the course (a “deferral”).

If extensions and deferrals are not permitted on your course, your course materials will indicate this.

SA 3.2.3 Applying for extension/deferral

You must apply for an extension or deferral in accordance with the instructions in the *Information for Students Submitting Examinable Work* booklet. You will need to provide relevant documentary evidence covering the date of submission or the final three weeks leading up to the submission period.

We will not offer you another opportunity to submit your assessment task(s) if:

- a you have not satisfied any residential school requirement or ALE associated with that course, or
- b the submission date of the next presentation of the course would be more than 13 months later than your first submission opportunity.

The conditions covering resits and resubmissions (paragraph SA 6.2) will also apply to you.

SA 3.3 Disciplinary code

If you are found guilty of misconduct or plagiarism in the end-of-course assessment, we will deal with you in line with our code of practice for student discipline.

SA 4 STUDENTS WITH DISABILITIES AND ADDITIONAL REQUIREMENTS.

SA 4.1 Sources of Information

Information about support we can offer for assessment can be found in the documents *Meeting Your Needs* and *Meeting Your Examination Needs* for courses with an examination. You will be issued with these documents if you declare a disability to the University.

SA 4.2 Assignments

Your Assessment Handbook tells you how to submit your assignments and what you must do if you are unable to submit an assignment by the cut-off date. If you feel that your continuous assessment has been affected by your disability or additional requirements, you should submit a special circumstances claim form as detailed in Paragraph SA 5.1

SA 4.3 Examinations

If you have declared a disability, we will contact you before your examination to ask you about any additional arrangements you may need. If you have not declared a disability but have other additional requirements, you should contact your regional or national centre.

SA 4.3.1 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 additional requirements, you cannot go to an examination centre; and
- b your Regional or National Director thinks this is justified.

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

SA 4.3.2 If you are unable to write your answers

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

SA 4.3.3 Format of question paper

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

SA 4.3.4 Additional time

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

SA 4.3.5 Notification of additional arrangements

When the Examination and Assessment Board meets to consider your course result, it will be provided with brief factual details of any additional arrangements which have been made for your examination. If you feel that the arrangements made for your examination did not adequately compensate you for your disability, you should submit a special circumstances claim form as detailed in Paragraph SA 5.2

SA 4.4 Non-examined end-of-course assessment tasks

SA 4.4.1 Submission of assessment tasks

If you are unable to submit your assessment task by the cut-off date for reasons related to your disability, you should apply for extension or deferral as detailed in paragraph SA 3.2.3. If you complete your assessment but feel that your performance

has been affected by your disability, you should submit a special circumstances claim as detailed in Paragraph SA 5.3

SA 5 SPECIAL CIRCUMSTANCES

If you think that you have studied your course effectively but that special circumstances have had a serious effect on your performance in either the examination, non-examined end-of-course assessment or the continuous assessment, you may bring information about this to the attention of the Examination and Assessment Board. You can find further guidance about this in your Assessment Handbook.

SA 5.1 Assignments

If you want to tell the University about circumstances which have affected your continuous assessment, you must submit form PT39 within fourteen days of the cut-off date of your final assignment.

SA 5.2 Examinations

If you want to tell the University about circumstances which have affected your examination, you must submit form E39 within seven days of the date of your examination. You can find more information and guidance about this in your *Examination Arrangements* booklet.

SA 5.3 Non-examined end-of-course assessment tasks.

If you want to tell the University about circumstances which have affected your end-of-course assessment, you must submit form E39P within seven days of the cut-off date of your submission cut-off date. You can find more information and guidance about this in your *Information for Students Submitting Examinable Work* booklet.

SA 5.4 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 6 RESITS AND RESUBMISSIONS

SA 6.1 When resits and resubmissions are allowed

You may (in line with any relevant award regulations) be allowed one opportunity to resit the examination or resubmit other repeatable assessment tasks 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 approved 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; and
- b (for courses that have a residential school) have satisfied the appropriate residential school requirement or ALE for that course; and
- c (for courses that have an examination) have taken the examination and have achieved the minimum level set by Senate; and
- 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 6.2.

SA 6.2 Conditions for allowable resits and resubmissions

The conditions for resits and resubmissions that are allowed under paragraph SA 6.1 are as follows.

- a Only one resit/ resubmission opportunity is permitted.
- b If you are resitting or have deferred an examination, you must take the examination when we tell you to.
- c You must normally resit/sit the examination or resubmit/submit assessment work that counts instead of, or as well as, the examination within 13 months of the original failure or deferral.
- d 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.
- e Courses for which you are resitting an examination, resubmitting other assessment work or have deferred your end-of-course assessment 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.
- f If you are resitting an examination or resubmitting other assessment work, you will have to pay a fee, in advance.

SA 6.3 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.