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Alternative Format

If you require this Assessment Banking Rules document in an alternative format please [Contact Us](#) (visit www.open.ac.uk/contact), telephone us on +44 (0)300 303 5303, or get in touch with your dedicated Student Support Team via StudentHome if you are a current Open University student. If you are studying an apprenticeship please contact the Apprentice Enrolment and Support Team (AEST) by email on apprentice-support@open.ac.uk, or telephone (+44 (0) 300 303 4121). Welsh-speaking Students and Learners are welcome to speak with a student support adviser in Welsh on +44 (0) 29 2047 1170.

Introduction

Assessment Banking is when you defer study of a module but keep the scores from the assignments you have already completed. The rules contained in this document set out the conditions that must be met for Assessment Banking to take place. The [Changing Your Study Plans Policy](#) includes the rules and procedures to suspend study of a module (referred to as 'deferral') and notes that some but not all modules offer the option of assessment banking in conjunction with deferral.

If the module is eligible and you meet all the requirements for assessment banking, you may be able to carry your existing module assessment record forward to a future presentation of the same module and complete the remaining assessment requirements during that future presentation.

This document provides information about policy and procedure, but it does not offer advice and guidance about what action to take in line with your own circumstances.

For personalised advice and guidance, please contact your [Student Support Team \(SST\)](#) or [Apprentice Enrolment and Support Team](#) . Students living in Wales are welcome to speak with a student support adviser in Welsh.

A number of key terms are explained in a Definitions section at the end of this document.

Scope

What this policy covers

This document applies to undergraduate and postgraduate students on taught courses, registered or enrolled for modules from 1 August 2025 onwards. The document (except Section 6) also applies to Apprentices, who should contact the Apprentice Enrolment and Support Team (AEST) for further information and advice; see [How to contact us](#) for contact details.

What this policy does not cover

This document does not apply to Microcredential Learners, or to those studying non-credit bearing Short Courses.

Support and Information

How to contact us

If you have any queries about the content provided within this document and how to interpret it, please [Contact Us](#). To check full contact details for the Open University, please see [OU Offices](#).

If you are studying an apprenticeship, please contact the Apprentice Enrolment and Support Team (AEST) by email on apprentice-support@open.ac.uk, or telephone (+44 (0) 300 303 4121).

Welsh-speaking Students and Apprentices may speak with a student support adviser in Welsh on (029) 2047 1170.

Further Information

Online information that aligns with this policy is available in this [Assessment banking article](#).

Rules

1. Requirement for advice

- 1.1 You must receive advice from us before you can defer with Assessment Banking. Please see Section 7.

2. Assessment Banking eligibility

- 2.1 You must be studying an eligible module. Not all modules offer assessment banking, and some may only allow assessment banking at specified points within the module. You can check whether your module is eligible for assessment banking, and whether there are any additional rules when you contact your [Student Support Team](#), or [Apprentice Enrolment and Support Team](#), to notify them that you want to defer (as set out in the [Changing Your Study Plans Policy](#)).
- 2.2 You must have submitted at least one piece of assessed work before you can defer the module with assessment banking. This can be either a formative or summative piece of assessment.

3. Assessment Banking time limits and restrictions

- 3.1 To use your banked assessment, you must register or enrol to study the deferred module on a subsequent presentation that starts within 13 months of the original start date of the module that was deferred.
- 3.2 If your module is presented once each year, this means you will need to register for the deferred module in the next academic year. For example, if you defer with assessment banking from the October 2025 presentation, you must register for the October 2026 presentation to return to study with assessment banking.
- 3.3 If your module has more than one presentation each year (for example October and February) you may choose which presentation to return to within the time limit of within 13 months. In this example, if you defer with assessment banking from the October 2025 presentation, you could choose to return to study on either the February 2026 or the October 2026 presentation. The October 2026 presentation would be your final opportunity to return to study with assessment banking.

- 3.4 Assessments can only be banked once, so you will not be able to defer with assessment banking again when you have rejoined your deferred module. If you return to the earlier presentation of a module with a choice of presentations as described in 3.3, you may not defer again with assessment banking again to the later presentation, even if it is within the 13-month time limit stated in Section 3.1.
- 3.5 You should also refer to the [Fee Rules](#) for the academic year of the module from which you are withdrawing to check your eligibility and deadlines for any fee credit. If you use a discretionary fee credit from your deferred presentation to register on the next presentation and you subsequently withdraw, you will not be eligible for a further discretionary fee credit for that module.
- 3.6 You must register or enrol to study the deferred module by the final enrolment date and before your intended new presentation starts. You cannot return to study the module you have deferred with assessment banking on a presentation that has already started unless you are given exceptional permission by your [Student Support Team](#) or [Apprentice Enrolment and Support Team](#). If this option is appropriate for you, it will be discussed as part of your deferral with Assessment Banking advice and guidance conversation.

4. Deadline for requests to defer with Assessment Banking

- 4.1 You must defer by the final deferral date for the module that you are deferring from.
- 4.1.1 If your module includes an exam or an end-of-module assessment (EMA), the final deferral date is the working day before the module exam or the EMA submission deadline.
- 4.1.2 If your module does not include an exam or an EMA, the final deferral date is midnight (UK local time) on the working day before the submission deadline for the final piece of assessed work.
- 4.2 You must confirm if you wish to defer with or without assessment banking either at the time of your deferral or at any time up until the final enrolment date for the module presentation that you want to defer to. You can check the final enrolment date via the module description on the online prospectus, or on [StudentHome](#).

- 4.3 If you change your mind about whether to defer with or without assessment banking, you must tell us before the final enrolment date to register or enrol to start the deferred module. You can notify us by contacting your [Student Support Team](#), or [Apprentice Enrolment and Support Team](#).

5. Banking of existing assessment record

- 5.1 You must normally bank your complete assessment record at the point of deferral for all of your assignments irrespective of whether you passed, failed or did not submit a particular assignment leading up to the point of deferral. This will include scores for all tutor marked assignments and any interactive computer marked assignments.
- 5.2 If your module only allows Assessment Banking at specified points within the module, this may mean that not all of your marked assignments will be eligible to be banked. Your [Student Support Team](#) or the [Apprentice Enrolment and Support Team](#) will discuss this with you.
- 5.3 The first assignment you will be eligible to submit for assessment purposes when you return to study, will be the assignment that follows the last assignment you submitted (banked) on your original presentation. If paragraph 5.2 applies to your module, the first assignment you will be eligible to submit for assessment purposes when you return to study will be the assignment that follows the last assignment you were permitted to bank.
- 5.4 All remaining assignments on your module will need to be submitted in accordance with the study calendar for the presentation on which you have returned to study. If you did not submit some earlier assignments on your deferred module by the cut-off date or an agreed extension date prior to your last submitted assignment on that presentation, you will not be allowed to submit these missed assignments when you return to study.
- 5.5 If the module you are deferring permits [Substitution](#), where a low or zero TMA score is automatically replaced with a higher score, based on the scores obtained from the rest of your continuous assessment, any missed assignments will be subject to the module substitution rules. For more detail on substitution please refer to the [TMA and iCMA Policy](#)

- 5.6 When you restart your module following the deferral, you cannot resubmit any banked assignments to try to improve your scores.
- 5.7 If you have attended a day school, residential school or participated in an online school or alternative learning environment event as a component of your deferred module, the record of your attendance or participation will be carried forward to the new presentation.
- 5.8 Any special circumstances information you have submitted relating to the original presentation of your module will be carried forward to the new presentation.
- 5.9 Any disciplinary penalty applied to the original presentation of your module will be carried forward to the new presentation.

6. Cost of deferral with Assessment Banking

NOTE: This section does not apply to Apprentices.

- 6.1 If you defer with or without assessment banking, you will have to pay a further module fee in order to resume study of the module. To use any discretionary fee credit awarded for a deferral, you must return to study within 13 months of the start date of the original presentation of the module you withdrew from. If you use discretionary fee credit from a deferral and you subsequently withdraw from the new presentation, you will not be eligible for a further discretionary fee credit for that module. You should refer to the [Fee Rules](#) in place during the academic year in which you are studying a module you would like to defer for information about fee liability and discretionary fee credits.

Procedure

7. Advice and guidance to defer with Assessment Banking

- 7.1 You are required to discuss whether deferral with Assessment Banking is appropriate for your circumstances with a Senior Adviser or Educational Adviser in your Student Support Team, or the Apprentice Enrolment and Support Team before making your decision
- 7.2 The conversation with your adviser will consider:

- how many assignments have already been completed and the scores you have achieved,
- whether Deferral with Assessment Banking would affect any future assignments within your module or your study plans within your qualification,
- the potential academic impact of deferring your study,
- whether any other options such as discretionary postponement or deferral without Assessment Banking would provide an alternative and/or more beneficial route to module completion.

7.3 This discussion will ensure that you can make an informed decision. Deferral with Assessment Banking is only recommended by us when it is the best option for you to complete your module successfully.

7.4 If you are advised that we do not recommend Deferral with Assessment Banking in your circumstances, you may still proceed if you are within the rules described above. A summary of our advice and your decision to proceed against that advice will be noted on your student record.

8. Download your assessed work and reserve your new module presentation

8.1 You must download the assessed work you are banking for your own reference before you defer because we will not be able to supply copies of your assessed work once the assessment banking process has started. Once banked, this assessed work may be referred to as your 'banked assessments', 'banked TMAs', 'banked eTMAs' or 'banked iCMAs' as appropriate.

8.2 When you tell us you want to defer with or without assessment banking, we will reserve a place for you on the next available presentation of that module if registration for the next presentation has opened.

8.3 If there is more than one presentation starting within the Assessment Banking time limits in Section 3, you will be given a choice of presentations.

8.4 If registration for the next presentation has not yet opened, you will be advised when you will need to contact us to make a reservation.

9. Returning to study after deferral with Assessment Banking

- 9.1 When you have re-registered or re-enrolled on your next module presentation, you will be able to see the assignment scores that have been transferred to the restarted module in [StudentHome](#) once that module presentation starts.
- 9.2 If you completed any assignments out of sequence (for example, early submission of iCMAs with a final submission date at the end of the module) then these scores will not be transferred until you have completed the remaining assignments that have earlier submission dates.
- 9.3 Your tutor will be able to see the assessment scores that have been transferred to the restarted module and will be aware of your decision to use assessment banking.
- 9.4 You are encouraged to participate fully in all the learning activities for the module as normal, using the materials for the new presentation.
- 9.5 You will need to start submitting assignments for assessment for the new module presentation from the point of your last submitted assignment that was banked. For example, if you had submitted and banked TMA01, TMA02 and TMA03, you would submit from TMA04 onwards.

Definitions

Apprentice Enrolment and Support Team (AEST)

The Team provides support to apprentices throughout their Apprenticeship journey. The Apprentice Enrolment and Support Team comprises a team of Senior Advisers who offer advice and support for a range of queries apprentices may have whilst studying their modules, including advice on an upcoming assignment or exam, navigation around the University's online learning platforms, or when experiencing difficult circumstances that are having an impact on their studies. The Apprentice Enrolment and Support Team will liaise with other teams across the University to ensure the right information, help and support is provided to an apprentice.

Assessment banking

You keep the scores from assessments you have already completed, carry these forwards to a future presentation of the same module and complete the outstanding assessment requirements within that future presentation.

Deferral

You can temporarily suspend your study by deferring a module. This means ceasing to study a module temporarily with the intention of returning to complete that module in a later presentation.

Discretionary Fee credit

An amount of money awarded by us that can be used to offset the fees of a future presentation for the same module or, in some circumstances, a different module.

Rules about discretionary fee credits are in the [Fee Rules](#).

Final enrolment date

The last date that a reservation can be made for a module in a specific presentation period. It will be published in the online prospectus in the module description and on [StudentHome](#).

Formative assignment

Assignments generally set for learning purposes only, and marks awarded do not contribute towards your module score.

Missed assignment

An assignment you did not submit either by the cut-off date or an agreed extension date. These assignments, whether you submit them late or not at all, receive zero marks.

Presentation

The period of time between module start and end dates. Presentations are referred to by their first month e.g. a module that is presented from February to October is a February presentation.

Substitution

A limited number of modules permit Substitution where a low or zero TMA score is automatically replaced with a higher score, based on the scores obtained from the rest of your continuous assessment. Where a module permits substitution, a substitution score is applied at the end of the module, but only if it will improve your score. You cannot be permitted to substitute scores if an academic conduct penalty was applied to you.

Summative assignment

Assignments where the scores contribute to your module score.

Related Policies and Legislation

- [Changing Your Study Plans Policy](#)
- [Fee Rules for the academic year in which you are studying](#)
- [Postponement Policy](#)
- [Resit and Resubmission Policy](#)
- [Special Circumstances Policy](#)
- [TMA and iCMA Policy](#)

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.

Give Us Your Feedback

If you have any comments about this policy document and how it might be improved, please share this with us, by emailing SPR-Policy-Team@open.ac.uk.

Our commitment to Equality Diversity and Inclusion

Our commitment to equality and inclusion is embedded in all that we do and reflects our mission to be open to people, places, methods and ideas. We celebrate diversity and the strengths that it brings, whilst challenging under-representation and differences in outcomes within our institution. We promote and manage equality and diversity to meet both our strategic goals and our statutory equality duties. We achieve this in many ways, including the development of inclusive policy.

Our Student Charter Values

[The Student Charter](#) developed jointly by The Open University and the OU Students Association. It is a declaration of our shared values and the commitments we make to each other. This document has been developed with the Student Charter values as its foundation.

Reporting Bullying and Harassment

The Open University is committed to creating a diverse and inclusive environment where everyone feels safe and is treated with dignity and respect. Unlawful discrimination of any kind across The Open University will not be tolerated. We encourage staff, students, learners and visitors to report incidents of assault, bullying harassment, hate crime or sexual harassment through [Report + Support](#). This platform also provides information about what you can do if you or someone you know experiences such incidents, and where you can find support.

Welsh language standards

[Safonau'r Gymraeg \(Welsh Language Standards\)](#)

The Open University is one of several universities named in the Welsh Language (Wales) Measure 2011. This means that any students in Wales can expect to receive certain services from the OU in Welsh. These are outlined in what's called the [OU's Welsh language standards](#).

This means that you can speak to our student recruitment and support team in Welsh or contact the university in Welsh. You can find out more about your rights as a Welsh language user on the [OU in Wales website](#).

About this Document

Summary of Significant Changes since last version

The following changes have been made

- The Assessment Banking Rules have been put in a new template to improve accessibility
- A short summary has been published alongside the main Rules for the first time.
- For students starting modules in October 2025 onwards, fee credits will no longer awarded automatically. You should refer to the [Fee Rules](#) for the new rules and information about applications for discretionary fee credits.

Policies Superseded by this Document

Assessment Banking Rules 2025/26 replaces the Assessment Banking Rules 2024/25 with effect from 1 August 2025.

Document Information

Version number 1.0

Approved by Delegate, Director Academic Services

Effective from 1 August 2025

Date for review March 2026