



STUDENT SUPPORT QUICK GUIDE: SUPPORTING YOU TO COMPLETE YOUR MODULE IN 2021

We hope you're progressing well in your studies, but we know that studying during lockdown has been extremely difficult for our students. It can feel like a big challenge to catch up if you've fallen behind. Please contact the Students in Secure Environments (SiSE) Team via your Education Department if you need support. Here are some of the ways we can help.



Get in touch to make a study plan

If you feel you've fallen behind, your first step is to contact your tutor or your SiSE Team via your Education Department. Your tutor can help you prioritise what to study for your assignments. The SiSE Team provide general advice and help you to understand your options and make decisions about your study plans.



Request a TMA extension

A TMA extension can give you additional time to catch up or to deal with an urgent personal issue. It's important to contact your tutor (via your Education Department) to request this as soon as you can before the TMA deadline. You can request up to a 21-day extension on all TMAs apart from the final TMA. Please note, your tutor may advise a shorter extension to help you prepare for future assessments. There are no limits to how many times you can have a TMA extension. If your Education Department are having any problems reaching your tutor or need additional advice, they can contact the SiSE Team directly.



Final TMA extension requests

You can also request from your tutor an extension for your final TMA – the last assignment before your EMA, remote exam or emTMA. The length of the extension depends on the TMA deadline. For most modules that started in October 2020, extensions to final TMAs cannot go beyond 8 June 2021. Find out more about final TMA extension dates.



If you need to delay your final assessment or stop studying, contact us

We know that sometimes it's not possible to catch up and you may need to stop studying. Usually, you'll be able to delay your remote exam, EMA or emTMA (called 'Discretionary Postponement'). Normally this is requested after the last TMA or iCMA, so you know how you've done in your assignments. During 2021 you don't need to provide any supporting evidence.

It may also be possible to stop studying now and pick up the module when it next starts again, often you can also carry forward your assignment scores. This is called 'Deferral' and may have additional costs.

We're here to support you and will help you find the best way to complete your studies. Make contact with the SISE Team via your Education Department and we will advise you on your options



Submitting your work

TMA, iCMA and EMA should be submitted online via our eTMA system. This will ensure a clear audit trail and allow for more timely marking of TMAs and receipt of feedback. If your Education Department are unable to submit your work electronically, they can submit via post as an exception. If your Education Department are unsure about how to submit work online, please ask them to refer to our website or contact the SISE team directly for advice. Please note that there are likely to be delays processing work submitted via post, as several of our offices remain closed and most staff are still working remotely. Your Education Department can find guidance on submitting via post on our website: <http://www.open.ac.uk/secure-environments/students-prisons-and-secure-hospitals>



Tell us about anything that has affected your studies

It's important to tell us about anything that has affected any of your assessments. This includes changes in your job, illness or bereavement, home schooling or additional caring responsibilities. To do this, complete the [Special Circumstances form](#). We can then take this into account when deciding your module result. At the moment, you don't need to provide any supporting evidence (but do include it if you have it). You can submit Special Circumstances multiple times during a module, but will need to submit a separate form for each module you are studying.