

This leaflet should be read in conjunction with the University's *Self Certification for Extenuating Circumstances Policy and Procedures*. If you require additional advice, you should contact the Winchester Student Union Advice Centre or Student Services.

Applying for extensions with Self-Certification

The University recognises that there may be times when adverse circumstances, beyond their direct control, prevent students from completing work to a deadline, and they may be unable or unwilling to provide corroborating evidence for these circumstances. For students in this position, there is an opportunity for them to self-certify up to twice an academic year, to enable them to receive an extension of 5 working days for coursework assignments only.

Applying for an extension using Self Certification

If you wish to self certify in order to receive a 5-day extension for a piece of written coursework, you must complete a Self Certification form and send it to your Faculty (or equivalent) Extenuating Circumstances email address, details of which will be on your programme's Canvas home page.

Limits to Self Certification

- a) Students may only self-certify twice in an academic year (limited to one per semester), and the requests must be for two different coursework assignments.
- b) Applications for self-certification must be made before the original deadline on Canvas. No late applications will be accepted.
- c) Students may **not** self-certify for the following:
 - Dissertations, Extended Independent Studies or Postgraduate Independent Studies
 - Group work assignments.
 - Practical assessments, including exams and online timed constrained assessments, presentations, performances or *viva voces*.

Outcome of your Extension request

Upon receipt of your Self Certification form, the Faculty (or equivalent) will check that you have not submitted more than two Self Certification requests in the academic year. Assuming this is first or second request, you will be given a new submission deadline of 5 working days later the original deadline. A new link will be set up on Canvas for your submission.

Frequently asked questions

What is the difference between applying for an extension through Self Certification and through the standard Extenuating Circumstances process?

When Self Certifying, you do not need to state the reason for the extension request or provide any supporting evidence. However, you may only self-certify for two assessments each academic year (limited to one per semester), and they can only be individual coursework assignments. You cannot self-certify for group work or any type of practical assessment (including online assessments), exams or vivas.

If you require a longer extension, extensions for multiple assessments, or deferrals for practical assessments (including online time constrained assessments), you must submit an Extenuating Circumstances form and provide supporting evidence.

If your circumstances are affecting a group assessment, you must also submit an Extenuating Circumstances form and provide supporting evidence.

For more details about Extenuating Circumstances, please see the Extenuating Circumstances Policy, Extenuating Circumstances Procedures and the Extenuating Circumstances Guidance Leaflet.

If I self-certify, how long with the extension be?

Five working days.

What if I need a longer extension than 5 working days?

You will need to apply for an extension through the Extenuating Circumstances process. This means completing an Extenuating Circumstances form and providing supporting evidence of the circumstances you are experiencing.

Can I self-certify and then request a further extension for the same assessment?

Yes, but the Extenuating Circumstance request will only be considered if you can provide supporting evidence. This can include support from Student Services for personal or confidential circumstances. If the application is approved, you will then receive a further 10-working days to submit your assessment.

How do I apply for an extension through Self Certification?

You must complete a Self-Certification form and send it to your Faculty (or equivalent) Extenuating Circumstances email address. This will be detailed in your programme's home page on Canvas.

What if I try to self-certify more than twice in an academic year?

You will be contacted by someone in the Faculty or Department and informed that no further applications for self-certification are available to you, and you must complete an Extenuating Circumstances form and provide supporting evidence if you wish to request an extension.

What if I try to self-certify for a practical assessment (including online time constrained test), exam or viva?

You will be contacted by someone in the Faculty or Department and informed that you can only self-certify for coursework assessments and that you must complete an Extenuating Circumstances form and provide supporting evidence if you wish to request an extension or deferral for a practical assessment, exam or viva.