 **Self-Certification Form FORM S  
 For Extensions and Mitigation**

**Submitting self-certification:**

1. **If you are applying for an Extension, requests must be made before your submission deadline.** Requests received after the deadline will not be considered and any work submitted will be penalised as late submission of assessment.
2. **Self-certification for another attempt at the assessment may be submitted up to 10 working days after your submission deadline.** If it has been longer than 10 working days, you must complete the Late Mitigation Form (Form M) found at [**uwl.ac.uk/policies**](https://www.uwl.ac.uk/about-us/policies-and-regulations) and provide evidence of mitigating circumstances.

**How to apply:**

**Send your completed Self-certification Form to:** [**mitigationapplications@uwl.ac.uk**](mailto:mitigationapplications@uwl.ac.uk)

You can submit a paper copy (remember to keep a copy for yourself) to the Student Administration desks on the 4th floor of Paragon House, Brentford Site, or the Heartspace, St Mary’s Road, Ealing Site, in an envelope marked ‘Mitigation’.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Full Name:** |  | | | **Student ID Number:** | | |  | |
| **Purpose of Self-certification – choose one** | | | | | | | | |
| **Extension** (of up to 10 working days / a month for dissertations or final projects)  **Another attempt at the assessment** (to be taken at the next opportunity set by your School or College) | | | | | | | | |
| **Modules and Assessment(s) affected** (List **all** the modules and assessments affected by your circumstances individually) | | | | | | | | |
| **Module Title:** (as shown in your Module Study Guide) | | **Module code:** (as shown in your Module Study Guide) | **Assessment Affected:** (circle or highlight the type and number of the assessment you want to mitigate for) | | | | **Original submission date:** (the date you were due to hand in your work) | **Which Attempt was this:** |
|  | |  | Written Coursework / Exam / Other | | Assessment 1 / A2 / A3 / A4 | |  | 1st Attempt  Resit |
|  | |  | Written Coursework / Exam / Other | | Assessment 1 / A2 / A3 / A4 | |  | 1st Attempt  Resit |
|  | |  | Written Coursework / Exam / Other | | Assessment 1 / A2 / A3 / A4 | |  | 1st Attempt  Resit |
| **Reason for self-certification:** (see guidance below for details) | | | | | | | | |
| Physical or mental ill-health | | | | Unavoidable absence from home | | | | |
| Severe financial hardship | | | | Loss of immigration status | | | | |
| Emotional/personal difficulties | | | | Jury service | | | | |
| Disability | | | | Other serious unforeseen circumstances:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| Unavoidable absence from University | | | |
| **Period of self-certification – the dates where you were affected by your circumstances:** | | | | | | | | |
| **Date From:** |  | | | **Date To:** | |  | | |

**Declaration:**

I confirm that the information I have given is true and accurate to the best of my knowledge. **I understand that false information or deliberate omission will invalidate my self-certification and may result in disciplinary action.**

If you consent to us sharing the outcome of your Self-Certification with the UWLSU Advice Service please tick this box.

**Signed:** **Date:**

**Data Protection:**

Personal data collected on this form will be used for the purpose of considering your mitigation and will be retained on your file. We may use this information to identify support or services which would be beneficial to you. The information provided will not be shared beyond those processing the mitigation. For further information please see the Privacy notice for students available at [**uwl.ac.uk/about-us/policies-and-regulations/privacy-and-data-protection**](https://www.uwl.ac.uk/about-us/policies-and-regulations/privacy-and-data-protection).

**Self-certification Guidance Notes:**

*‘Mitigating circumstances are circumstances that are outside a student’s control which may negatively impact a student’s ability to undertake or complete any assessment, such that the assessment submitted would not be a true reflection of the student’s capabilities in normal circumstances.’*

Reasons for Mitigation include:

* physical or mental ill-health
* severe financial hardship
* emotional/personal difficulties e.g. bereavement
* disability i.e. where the student’s disability comes to light for the first time at assessment
* unavoidable absence from the University e.g. unforeseen requirements of employer
* unavoidable absence from home e.g. eviction
* loss of immigration status
* jury service
* other serious circumstances which could not be foreseen by the student or serious circumstances beyond the control of the student.

1. **Extensions:** When you think you need a bit more time to complete coursework due to your mitigating circumstances, an extension allows you to submit work late without the mark being capped.

Requests for extensions must be submitted **before the original submission deadline** by completing and submitting this Self-certification Form (Form S).

Work must then be submitted as soon as possible, up to 10 working days after the original deadline. Work submitted within the 10 working days will not be capped.

For dissertations or final project modules, the work must be submitted no later than one month after the original deadline. **Please note that submitting your dissertation or final project late may delay your graduation**.

Requests for extensions received after the submission deadline will not be considered and standard penalties for late submission will apply.

Extensions are not available for examinations or other timetabled assessments (eg in-class tests).

1. **Mitigation:** When you think you are going to fail an assessment, or if you cannot submit an assessment or attend an examination due to your circumstances, mitigation allows for a further attempt at an assessment.

Requests for mitigation should be submitted before the submission deadline. Where circumstances are not known in advance of the deadline, requests for mitigation must normally be submitted **no more than 10 working days** after the assessment due date, by completing and submitting this Self-certification Form   
(Form S)

Your further attempt will take place at the next available opportunity. You will receive details of the next attempt in writing, after the Assessment Board takes place.

You should make sure you get in touch with to your Personal Tutor, Module Leader, or Course Leader for academic advice and the Students’ Union for support with the impact of mitigation on your workload and progression to the next level of your course. Remember, mitigation may delay your graduation.

Please note that the University reserves the right to request evidence of your mitigating circumstances where it has reason to believe that you have provided inaccurate information.

1. **Late Mitigation:** When you have failed an assessment, or did not submit an assessment, or did not attend an examination due to your mitigating circumstances, but didn’t make them known at the time, late mitigation may allow for a further attempt at an assessment.

To request late mitigation you will need to complete and submit the Late Mitigation Form (Form M) found at [**uwl.ac.uk/policies**](https://www.uwl.ac.uk/about-us/policies-and-regulations), and provide documentary evidence of your mitigating circumstances.

You can’t mitigate if you have passed the assessment or module.

1. **Further Information/Advice:**

Visit [**uwl.ac.uk/policies**](https://www.uwl.ac.uk/about-us/policies-and-regulations)to read the Academic Regulations and get Self-Certification and Late Mitigation forms.

Get help submitting mitigation from the UWLSU Student Advice Team. Find out more at [**www.uwlsu.com/advice**](http://www.uwlsu.com/advice)

Find out about how we can support you with your circumstances at [**uwl.ac.uk/current-students/support-current-students**](https://www.uwl.ac.uk/current-students/support-current-students)

Any questions? Get in touch with[**mitigationenquiries@uwl.ac.uk**](mailto:mitigationenquiries@uwl.ac.uk)