

Appendix 2 – Extenuating Circumstances Self-Certification Form



You should use this form if you are making an Extenuating Circumstances claim that is unable to provide independent supporting evidence. Please see the relevant section 7.2 of the Extenuating Circumstances Policy 2022-23.

This form should not be used for to claim a period longer than 5 working days. The extenuating circumstances claim must be supported by independent evidence.

Student Name:	Click or tap here to enter text.		
Student ID Number:	Click or tap here to enter text.	Personal Tutor:	Click or tap here to enter text.
Programme of Study:	Click or tap here to enter text.		

All extenuating circumstances claims will be treated with the utmost confidentiality, processed formally, and judged impartially.

The Extenuating Circumstances Committee will review the claim and this form to come to their decision. Ensure you complete both the claim and the self-certification form as clearly and fully as possible. Please note that in some cases you may need to supply for further information to support your self-certification. For example, if you are claiming for a migraine attack, you will need to supply medical evidence that supports that you suffer from migraines.

Self-Certification circumstances details

Date(s) you were affected:
The evidence you provide should cover these dates. Date from: Click or tap to enter a date. To: Click or tap to enter a date.
Affected Module:
Click or tap here to enter text.
Reason(s) for absence/sickness details:
Click or tap here to enter text.
Impact of those circumstances on the ability to take / complete assessment:
Click or tap here to enter text.

Student signature: Click or tap here to enter text.

Date: Click or tap to enter a date.