

Self-Certification relating to an Examination Assessment

Self-certification is supporting evidence that can be provided for your mitigating circumstances claim in the form of a certificate, IF your circumstances apply to the following criteria. Students may self-certify absence from an examination(s) with the self-certification form available within the online mitigating circumstances form. Self-certification is for EXAMS AND PRACTICAL ASSESSMENTS ONLY and can be for a maximum of seven consecutive calendar days in an assessment period; this includes online exams and other scheduled activities such as performances, and for a maximum of once per semester. ***If you self-certify for the same circumstance more than once we may ask you to provide further supporting evidence to corroborate your claim.*** Self-certification does not apply to coursework as it is possible to arrange and agree

Corroborated: the claim must meet the requirements for independent documentary evidence outlined in this FAQ Document

An extension is extra time to complete an assignment and it is usually always advisable to consider this option before applying for mitigating circumstances.

6. Can Mitigating Circumstances provide an extension?

No, for an extension you will need to contact your Programme. The decision to give an extension

ongoing issue that is not supported by S.A.R.A. we will advise you to contact the Dyslexia and Disability Service to discuss applying for a S.A.R.A.

10. Can I apply for Mitigating Circumstances for both Semester One and Two?

Yes, however you will need to make these claims separately within the semester the assessment is due (so you cannot apply in semester 1 for an assessment due in semester 2), ideally before your assessments, and be able to provide valid documentary evidence which covers the dates of your assessments. You will need to provide new, up to date evidence and fill in the relevant claim form for each Semester you wish to apply for. Please note you cannot submit a retrospective claim for previous semesters (e.g. You cannot apply for mitigating circumstances in Semester Two on modules which were due in Semester One), and if making a repeat claim, you cannot use the evidence you used previously, it must be up to date even if your issue/s are ongoing, no matter what the circumstances. If you are applying for a claim in a double module, this should be applied for in the Semester of assessment (this is usually Semester Two) and you should clearly be able to demonstrate how your study has been affected across the time period of the double module.

11. How Many Times Can I submit a Mitigating Circumstances Claim?

Twice is the maximum number of times you can submit a claim for the same module/s (although there are exceptional cases for this). If your first two claims are upheld and applied (due to failure or non-submission), you are likely to be invited to submit in these module/s by the Board of Examiners as if for the first time and set a new s

3rd attempt, you are likely to be set a re-submission with a capped mark at 40%, a mitigating circumstances claim for a third time on the same module/s is unlikely to remove the capped mark. A fourth claim on the same modules is likely to be rejected.

Please be aware that if you have submitted a claim more than once and find yourself in a position where your circumstances are continuing to severely impact your studies resulting in you submitting repeated claims, it is advisable to contact the University

Circumstance	Example	Evidence
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Personal illness

<p>Religious Observance and scheduled examinations</p>	<p>Prayer time/key event in religious calendar for specific religion/s during scheduled exams <i>Please note that such a request is usually only accepted as a mitigating circumstance once, and will not be accepted on a repeated basis</i></p>	<p>a letter from a religious leader explaining the nature of the obligation and impact on the student; a personal statement by the student explaining the nature of the obligation and the way in which it impacts on their timetable supported by a published timetable of festivals or events showing the dates time and nature of the observance.</p>
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Ensemble Music/Musical Theatre/dance/law Students where one student has confirmed mitigating circumstances

Where one ensemble student has submitted confirmed mitigating circumstances leaving other members of the ensemble unable to take the exam/assessment

15. What are unacceptable mitigating circumstances?

All students are expected to conduct their work and study with maturity and diligence, and to cope with what could reasonably be considered to be normal life events. In addition, students should try to avoid situations which might otherwise lead to mitigating circumstances claims. Mitigating circumstances are not a substitute for academic performance and should not be submitted as an insurance against possible poor performance. It is extremely unlikely therefore that the University would accept documentary evidence of events such as those listed (below) as mitigating circumstances affecting performance in assessments:

Circumstance	Example
Alleged medical conditions without supporting evidence	Claims will not be accepted without appropriate medical / Nurse Health Adviser evidence. s of medical conditions or prescriptions
Social activities	Hectic social life, parties, visits by/to friends, sporting fixtures.
Temporary self-induced conditions	Hangovers, drug taking (unless possibly for a registered medical user affected by the medical treatment involved). Includes the effects of prescribed medication for certain conditions where it is known that there may be adverse reactions e.g. drowsiness.
Minor ailments and other conditions	Coughs, colds, sore throats (other than music students with vocal assessment), or sprains (other than in the writing hand/arm). Long- standing medical conditions for which special arrangements could have been made or treatment anticipated and taken, or where there is S.A.R.A in place to support the condition and it has not worsened/been exacerbated. Accidents/illness affecting relatives or friends unless very serious or the student is the sole carer.
Job seeking / paid employment	Time out for interviews. Change of job or "normal" job pressure (exceptional crises at work might be acceptable)
Examination stress	Examination stress or stress in practice placement will not, by itself, usually be considered as a mitigating circumstance. It is expected that individuals in higher education will develop the ability to deal with this and produce satisfactory work whilst meeting deadlines.

Domestic or personal disruptions which could have b

It is recommended that if you need to discuss your claim, you make an appointment prior to visiting AQSS. This will enable a focussed approach when considering various circumstances. If you need help, support or advice relating to specific mental, physical health or emotional/domestic circumstance issues, we would encourage you to contact

1. **The University's Health & Wellbeing Service**

If you are advised to make an appointment in regard to your claim with a Wellbeing Adviser, please book an appointment through our website wellbeing.chi.ac.uk. Further information about the Wellbeing Service can also be found on the website.

Please note that even if you are advised to seek supporting evidence for your claim from the Service, it is dependent on the professional judgment of the Adviser you see as to whether your claim can be supported by them. Wellbeing will be unable to provide supporting evidence if you have not previously engaged with the Service.

Mental Health Adviser: Visit Wellbeing.chi.ac.uk or email wellbeing@chi.ac.uk

Nurse Health Adviser Support: studenthealth@chi.ac.uk

Togetherall

Togetherall is a safe, online community where people support each other anonymously to improve mental health and wellbeing. If you would like support with your Wellbeing, whether it is for something specific or you would like some general information/help, this excellent online platform is a

