

SELF-CERTIFICATION MEDICAL FORM

1 What is self-certification?

It is a way to report a short period of illness of between 1 and 5 consecutive days. It can be used to: -

- inform the University of your absence from lectures, tutorials and other teaching and learning activities
- to support a Request to Extend an Assessment Deadline (RESD)
- to support a Request to Repeat an Assessment Attempt (RRAA) which is related to a time-bound assessment only (i.e., exams, phase tests, presentation etc; not permitted for coursework)

Self-certification can also be used within the RRAA process to report IT issues affecting performance in an online exam, including the ability to submit that exam by the submission deadline.

2 What do I need to do?

You need to complete a formal written and signed declaration to confirm:-

- what illness you have suffered from
- the dates of your illness
- how the illness affected your attendance and/or engagement with assessment

The self-certification must contain a clear description of the reasons for non-attendance/non-engagement with assessment; not merely a claim that you felt unwell.

3 Self-certification to report absence from lectures, tutorials and similar teaching and learning activities

Some courses have attendance requirements and you may need to submit documentary evidence to account for any absences from lectures, tutorials, etc. You need to check your module/course information to make sure you know what the attendance requirements are for your course, particularly if there are placement or professional body requirements.

4 Self-certification to support a Request to Extend a Submission Deadline

Under the [Extenuating Circumstances Policy and Procedure](#) you can submit a self-certification form to support your RESD. Self-certification will only be considered as acceptable evidence to support your RESD when uncompleted coursework is uploaded to the RESD online system which demonstrates that an attempt has been made to complete the work by the deadline date.

5 Self-certification to support a Request to Repeat an Assessment Attempt

Under the [Extenuating Circumstances Policy and Procedure](#) you can submit a self-certification form to support your RRAA for time constrained assessment activities only. This means examinations, phase tests, presentations, etc. Self-certification is not considered acceptable evidence to support a RRAA relating to coursework.

6 How to submit a self-certification form

- Submit your self-certification to account for absence at teaching-related activities according to the guidance given in your module/course information.
- Submit your self-certification to support a RESD or RRAA via the relevant online systems through My Student Record.

7 Limits on the use of self-certification

You can use the self-certification process for a maximum of two absences in a particular semester (or trimester if you are a postgraduate student) and a maximum of three absences in an academic year. If

your period of illness is longer than five days, or if you have already used the self-certification process for the number of times as stated above, then you should seek medical advice and submit evidence as appropriate with your request.

SELF-CERTIFICATION FORM

Surname/Family Name

Forename(s)

Student ID number

Course

College

Year of course Semester/Trimester

Please complete the following as applicable:

For short-term illness

I declare that I was suffering from illness during the following period (enter first day and last day of absence) - ***note that you can only self-certificate for a maximum of 5 days:***

First date of illness (day) (month) (year)

Last date of illness (day) (month) (year)

I was suffering from:

.....

This affected my attendance/studies in the following way:

.....

.....

.....

.....

For IT issues during an online exam

I declare that I suffered IT issues during the following online exam:

