

# How to apply for Self-Certified Extenuating Circumstances

During your studies, you may experience unforeseen exceptional circumstances that temporarily impair your ability to participate in your programme, submit your assessments or attend examinations or other assessment-related events such as an in-semester test or a performance.

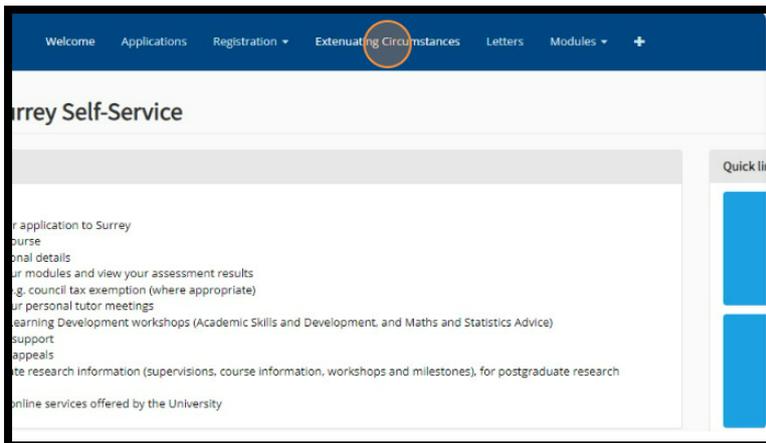
It is important that you **read all the information here** [Extenuating circumstances | Exams and assessments | MySurrey](#) before making an application, as well as the full regulations for ECs. You can also find key support contacts if you are considering an application – we are here to help you if you need us.

Extenuating circumstances are not a replacement for getting additional support. If you think you are experiencing ongoing issues that are impacting your studies, please [seek support](#) as soon as possible.

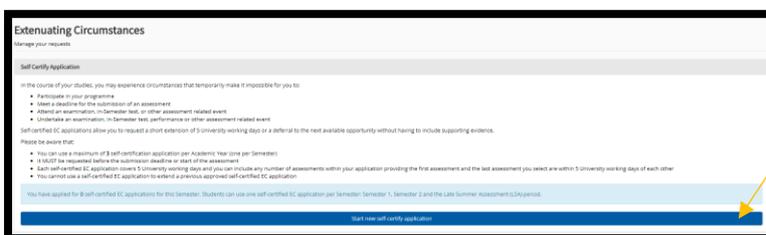
## Step by Step Guide

### How to submit an application

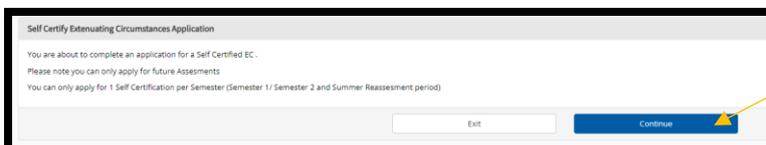
1. Log in to Student self-serve with your usual Surrey login details [https://sits.surrey.ac.uk/live/sits.urd/run/siw\\_lgn](https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn)
2. Click Extenuating Circumstances at the top of the page to access the application process.



3. You will be taken to a page that explains what the Extenuating Circumstances process can be used for and the types of requests you can submit. The top of the page details the **Self-certify** process. To start a Self-Certify application, select the blue button at the bottom of the section.



4. Make sure you read and understand the following information and then click 'continue'.



- Select the dates for the period your circumstances have affected your ability to participate with or submit your assessments by clicking in the 'From' and 'To' fields. When you click in the fields, a calendar will appear for you to select your dates from.

In the 'Please select from one of the following' field, click the drop down arrow to bring up the 7 options to choose from to identify the reason for your need to submit an Extenuating Circumstances request.

If you select 'other exceptional circumstances which affect your academic ability' the free text box will become available for you to explain your circumstances.

Select 'save and continue' to move on to the next stage of the application.

- Select the assessments you wish to include in your application from the list – for Self-Certify applications, you can **only select assessments where the deadline hasn't already passed**

Only assessments that are with the selectable range will be available to choose from.

Once you have selected the first deadline – only deadlines within 5 university working days will be available to select. If you change the first deadline you want to include in your application, the available assessments will change based on the submission deadline and if they are within 5 university working days of the first deadline.

Then select 'Next'

Select the modules you wish to include in your application from the list – click 'Select Assessments'

- You will then have the option to select the specific assessment(s) to want to add to your application. Select the impact your circumstances will or have had on each assessment.

Then tick the 'select' box. Once you have ticked all the assessments you want to include, select 'Add to Request'.

- You'll then be asked if you have included all of the assessments you wanted to – some assessments may not have been attached to your profile at the time you submit your application, or you may be trying to add an assessment that isn't eligible for a self-certify application.

If you are happy that you have included all of the assessments that you wanted to, select the drop-down arrow and 'yes' then 'continue' to move on to the next stage of the application.

If you want to include assessments that weren't available for you to choose, select 'No' and use the free text box to detail the module code, and assessment details. Then select 'Continue'.

- Once you have checked the summary and clicked 'submit', if all the assessments you have included in your application are standard coursework (not group work), you will receive an outcome straight away.

If you have included any other assessment(s) in your application (examination / class test / practical / group work), your application will need to be reviewed by an administrator. You should expect an outcome within 5 university working days via the extenuating circumstances application portal and an email to your Surrey email account.

Module	Assessment	Original Due Date	Extended Due Date	Status
POL3003- POLITICAL COMMUNICATION	ESSAY (2500 WORDS)	Tue 9 Jan 2024	10 Jan 2024	Approved
POL3003- US FOREIGN POLICY IN TRANSITION	ESSAY (2,500 WORDS)	Fri 5 Jan 2024	12 Jan 2024	Approved