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.

SURREY

It is important that you **read all the information here** Extenuating circumstances | Exams and assessments | <u>MySurrey</u> 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 <u>seek support</u> 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 <u>https://sits.surrey.ac.uk/live/sits.urd/run/siw_lgn</u>
- 2. Click Extenuating Circumstances at the top of the page to access the application process.



 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.

	1
Extension Circumstances	
noninge you monet	
- Self Cently Application	
und the cancel of your candes you may assess and constraints that the separative date it reported to date it reported to the second of your bit is a s	
The campoint as a set where the approximation is where a provide all information the first approximation of the first approx	l
Start new self-centry application	I.

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

Self Certify Extenuating Circumstances Application					
You are about to complete an application for a Self Certified EC . Please note you can only apply for future Assesments You can only apply for 1 Self Certification par Semester (Semester 1 and Summer Reassesment period)					
	Exit	Continue			

Terri Parrish January 2024

5. 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.

Extenuating Circumstances Application	
Please indicate the period during which your circumstances affected your ability to participate in your programme/studies:	
From*	
To*	
Please select from one of the following* Choose an option	
If other please specify below :	In the ' <i>Please select from one of the following</i> ' field, click the <u>drop down</u> arrow to bring up the 7 options to choose from to identify the reason for your <u>need</u> to submit an Extenuating Circumstances request
If you select 'other exceptional circumstances which affect your academic ability' the free text box <u>will</u> become available for you to explain your circumstances.	Select 'save and continue' to move on to the next stage of the application.

6. 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

Select Assessments and mission which and an annual selection by the request. Preservation for a lot on the test and and a lot be identical to the earliest supportunity.									
Select a Mindule									
Module	Module Name		Summary		Select				
POL3065	US FOREIGN POLICY IN TRANSITION	1 of 1 assessments linked to request				Select Assessments	×		
POL3082	POLITICAL COMMUNICATION	0 of 1 assessments linked to request				Select Assessments			
		Skip		Not					

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'

Sel	ielect Assessments and is some sets which assessments are affected by the request. Please note that bann advected and group project can not be extended and will be defend to the extent opportunity.								
1	Select a Module								
				•••• (
	lodule	Module Name	Surrriang	Select					
P	OL3065	US FOREIGN POLICY IN TRANSITION	1 of 1 assessments linked to request	Select Assessments					
,	013082	POLITICAL COMMUNICATION	0 of 1 assessments linked to require	Select Assessments					
			5kp Not						

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

Select Assessme Use this screen to select which	ents assessments are affected by the request. Please note that Exams onli	te tests and group projects ca	n not be extented and will be deferred to the earliest opportunity .		
Select a Module					
Module	Module Name		Summary	Select	
POL3065	US FOREIGN POLICY IN TRANSITION		0 of 1 assessments linked to request	Select Assessments	
P0L3082	POLITICAL COMMUNICATION		0 of 2 assessments linked to request	Select Assessments	
		Skip	Next		

7. 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.

							_	
Select Assessn	nents							
Select Assess	sments Table							
Sequence	Туре	Weighting	Attempt	Impact Name	Original Due Date Outcome	New Due Date	Linked to Request	Select
002	COURSEWORK	70	1	Missed Exam /1 ESSAY (2.500 WORDS)	15/jan/2024		ND	- > •
)[
						CANCE	REMOVE FROM REQ	ADD TO REQUEST

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

8. 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.

Assessments Confirmation						
Have you selected all the assessments you want to include? No))					
Please add any assesments that you wish to include here*						
	Back	Continue				

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.

Assesments Confirmation		
Have you selected all the assesments you want to include?	No	
Please add any assesments that you wish to include here*		
	Back Continue	

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*'.

9. 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.

Application Submitted	Application Submitted								
The set of entited apploation in the set of presented and approved The regist the bits total provide instance grow instances grow motions and address total and approved The register to the bits total provide instances and address total and address total and and total provide The register total address and address total ad									
Aggituation 60. From Date: Te: Beason: Cammer: New you included at the assessments you needed to?:	N/A. Y								
Assessments Linked to Application	nun								
Module POL3082-POLITICAL COMMUNICATION		Assesment ESSAV (2000 WORDS)	Original Due Date	Extended Due Date	Approved				
POL3065-US FOREIGN POLICY IN TRANSITION		ESSAY (2.500 WORDS)	Fri 5 jan 2024	12jan/2024	Approved				