



Exceptional Circumstances & Self Certification

This guidance should be read in conjunction with the University's Policies

How do I get an extension?

Self Certification Route

Students who are on level 6 of their studies (final year undergrad), and level 7 (masters level), can use either the Self Certification or Exceptional Circumstances process to apply for an extension.

Exceptional Circumstances

Students who are on level 3 (foundation year), 4 (first year undergrad), 5 (second year undergrad), and new part time level 7 (masters level), can only use Exceptional Circumstances (ECs) process to apply for an extension.

These students may also use the Graduated Penalty scheme.

Graduated Penalties

Students who are on level 3 (foundation year), 4 (first year undergrad), 5 (second year undergrad), and new part time level 7 (masters level), can use Graduated Penalties to avoid a cliff edged cap on late submissions. Instead, a grade reduction of 3 marks if applied each 24 hours an assessment is late, up to 5 working days or a maximum of 15 marks.

What's the difference?

Self Certification is a non-evidence based extension that can be used on one assessment a term.

It's a 'no questions asked' 5 working day extension that can be used on written assessments.

It cannot be used on group work assessments, exams, practical assessments, or independent studies.

Exceptional Circumstances is an evidence based extension request that can be used on any type of assessment

Level 6 & 7 students can apply for a 10 working day extension, all other levels can apply for a 5 working day extension.

To apply for ECs, students are required to submit evidence to support their circumstances. If approved, you'll receive either an extension or deferral depending on the type of assessment.

What is the process?

Students can find application forms for Self Certification or Exceptional Circumstances on the Intranet by searching 'Exceptional Circumstances'. Once on the page, you'll be directed to the correct process depending on your level of study.

Self Certification applications must be made before the original assessment deadline.

EC applications can be made up to 5 working days before the original assessment deadline, and up to 5 working days after the original deadline.

Wherever possible, evidence should be submitted at the time of submission. If this isn't possible, level 6 and 7 students can submit evidence up to 6 working days after their EC application. Level 3, 4, & 5 students can submit evidence within 30 working days of their EC application.

Please note that the decision to uphold or dismiss an EC application cannot be made without evidence.

Level 6 & 7 students, also have access to apply for an additional 5 working day EC extension.

Graduated Penalties will be automatically applied to late submissions for level 3, 4, & 5 students. If no work is submitted by 5 working days, the work will be marked as a non-submission and will receive a mark of 0.

Late submissions at levels 6 & 7, will automatically be capped at the assessment pass mark.

Where can I get help with this?

We appreciate this may be confusing, you can seek support on which process applies to you via our Advice Centre, your Faculty Office, or the Student Journey Team.

Being a student can be fun, rewarding and fulfilling, but we also know it can be challenging, stressful and at times, overwhelming.

Winchester Student Union Advice Centre can be accessed by all current University of Winchester students. We aim to support students to make their own informed choices by offering free, impartial advice and information on a range of matters.

If you would like further support, you can get in touch by completing our Advice Enquiry Form:
www.winchesterstudents.co.uk/advice

You'll find the Advice Centre in the King Alfred Centre on Level 3 (next to the Foodhall).

