

SELF-CERTIFICATION OF ILLNESS BY STUDENTS

COVER SHEET

Presenter: Ms R Wasson

Action is required of the Committee as indicated below.

To consider a revised EC1 and associated guidance notes.

Senate approved a recommendation from ASQEC permitting self-certification of short periods of illness by students and consequent revision to Regulations.

Extract from the regulations governing student assessment in coursework and examinations

36 (a) *Save in exceptional circumstances:*

- (i) *written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in a written examination must be presented to the Course/Subject Director not later than five working days following the examination;*
- (ii) *written medical evidence, or evidence of compassionate circumstances, relevant to the performance of a candidate in coursework must be presented to the Course/Subject Director not later than five working days following the date on which the work was due to be submitted.*

(b) *For periods of more than five working days, evidence of ill-health must be authenticated by the candidate's medical advisor. Medical certificates should be forwarded directly to the Course/Subject Director. Self-certification will not be accepted for periods of more than five working days.*

The term 'exceptional circumstances' will be given a restrictive interpretation. The Senate, through the relevant committee, shall determine exceptional circumstances which allow alternative forms of authentication of ill-health in respect of clause (b). Such circumstances may include an epidemic or pandemic. A candidate claiming exceptional circumstances in relation to the late submission of evidence under clause (a) must do so in writing in accordance with clause 42.

Notes of Guidance

You are asked to note carefully the above extract from the regulations on the presentation of evidence of extenuating circumstances. The information below is designed to assist you in the interpretation of the regulations and provide further detail. Your attention is drawn to information available on the [Student Administration](#) website where the procedures are set out in full.

What are extenuating circumstances?

Extenuating circumstances are circumstances beyond your control which either prevented you from attending an examination, or submitting part or all of your coursework by the due deadline. It could also be the case that you attended an examination, or submitted coursework, but your performance was adversely affected by extenuating circumstances. Although often medical in nature, anything which is **unforeseeable** or **unpreventable** may be considered an extenuating circumstance (for example, a family bereavement). In all circumstances, medical or other, students should contact the University on day 1.

Self-certification

Self-certification is a means to allow students the opportunity to request a short extension or absence from an assessment where students are unable or it is not appropriate to seek medical attention for an illness. The University recognises that it is not always possible to make a GP appointment for short-term illnesses and as such deems self-certification appropriate. Self-certification should only be used where absolutely necessary.

Retrospective EC1 Self-certification will **not** be accepted and **there should be no more than 3 consecutive submissions of self-certification across a programme**

This option is available to students under the 'exceptional circumstances' clause mentioned above and should only be used in circumstances due to a short-term illness of 5 working days or less.

Students are responsible for declaring the reason for being absent on this EC1 form as soon as the illness is apparent. No additional evidence needs to be submitted, provided that the form is completed correctly and submitted immediately.

You should not use the Self-certification option for an illness that lasts more than 5 working days, or for an illness where medical attention is required. In these instances medical certification should be obtained to support your EC1 application.

EC1 Self-certification is aimed at short-term illnesses where you are either unable or it is not appropriate to seek medical attention. Examples of short-term illnesses for which it would be acceptable to use the self-certification option are – Noro-virus; Gastroenteritis; Acute period pain; Flu; Food poisoning; Diarrhoea. This list is not exhaustive and the University expects you to manage minor ailments yourself such as coughs or colds.

EC1 Self-certification **cannot** be used for temporary self-induced medical conditions such as hangover or drug taking (except prescribed medication); minor ailments such as coughs, colds, sprains or fractures (unless these are relevant to the

hand you write with); hayfever; or long term disability or ongoing illness or chronic condition where you have registered with Disability Services.

You should always consult your GP if your illness is severe, persists or if you are in any doubt about your health.

How do I present details of my extenuating circumstances?

This EC1 form has been designed to give you the opportunity to set out the details of your extenuating circumstances. You should complete Section A in full.

For Self-certification of up to 5 working days, you do not need to provide any additional evidence **but you should comment on the impact of your extenuating circumstances.** For periods of absence of more than 5 working days, any evidence in support of your claim should be submitted with the form. Where appropriate, the University's Counselling Service will provide reports in support of claims of extenuating circumstances.

When do I present details of extenuating circumstances?

Claims for extenuating circumstances should be made at the time the circumstances occurred and must be submitted immediately **to your Course/Subject Director on day 1 of your illness.**

If you are ill on the day of an examination, or the day that coursework is due and you are using the EC1 Self-certification option, you should contact your Course/Subject Director immediately and follow this up with the EC1 form.

If you are ill on the day of an examination, or the day that coursework is due and you are likely to be off for more than 5 days, you should still contact your Course/Subject Director immediately (if medical circumstances allow) and follow this up with the EC1 form and appropriate evidence from a medical practitioner for example. This should be submitted as below -

- Examination – not later than five days following the examination
- Coursework – not later than five days following the due submission date

To whom do I present details of extenuating circumstances?

The EC1 form for self-certification up to 5 days will be considered in the normal way through your Course/Subject Director, and should be submitted immediately you feel ill. It is important that you include as much detail as possible to allow a decision to be made on whether to accept the extenuating circumstances request.

For periods of illness over 5 days or for other extenuating circumstances you should also complete the EC1 form and together with any supporting documentation, this must be presented to your Course/Subject Director, except in the Faculty of Computing, Engineering and the Built Environment where forms should be submitted to School Offices and a receipt obtained.

What will happen to my completed form?

By submitting the EC1 form on the basis of self-certification, you are declaring that the information is true and complete. **Any students found to have submitted fabricated or falsified EC1 information to the University, will be subject to investigation and disciplinary procedures where the standard penalty is expulsion from the University.**

Your submission will be considered through the appropriate channels and the outcome communicated to you. If the **Self-certification or** evidence is accepted you will be given the opportunity to be assessed on a further occasion in the appropriate examination(s) or coursework. **If you submit your EC1 within 5 days following attendance at an examination (or submission of coursework), this indicates that your examination script (or coursework) should be discounted and it will not be marked.**

Please note that a successful outcome will always involve further assessment in the module(s) concerned; the examiners will **not** give you additional marks to compensate for your extenuating circumstances.

over/

SECTION A contd

3 DETAILS OF EXTENUATING CIRCUMSTANCES

i) **Nature of Difficulty:** Illness Other Personal Circumstance
(Please tick as appropriate)

ii) **Date(s) on which you were affected**

iii) **Absence from Study**
(Please indicate as appropriate)

Self-certification Option

a) Are you self-certifying for a period of up to five working days due to short-term illness only? YES/NO

b) Were you absent from the University for more than five working days as a result of your extenuating circumstances (illness or other personal circumstances)? YES/NO

c) *If 'YES' is a completed Notification of Absence Form attached? YES/NO

iv) **Supporting Evidence for absences of over five working days**
(Please indicate as appropriate)

a) Do you have medical certificate(s) or other supporting evidence? YES/NO

b) *If 'YES' is the evidence attached? YES/NO

If you are Self-certifying your absence under iii) a), or do not have objective evidence under iv) a) you should explain below the nature of your illness or difficulties.
(You may continue on a separate sheet if necessary)

4 EFFECT OF EXTENUATING CIRCUMSTANCES

i) Please explain the effect of the extenuating circumstances on performance in the assessments listed at part 2. (You may continue on a separate sheet if necessary).

ii) Please state what your preferred outcome would be (e.g. specify the length of extension requested for coursework).

I confirm that to the best of my knowledge the information given on this form is a true and accurate statement of my personal circumstances.

Student Signature **Date**..... over/...
over/... **Date**.....

On completion of this section the form should be submitted to the Course/Subject Director

