# SELF-CERTIFICATION FORM: GUIDANCE NOTES

**What is self-certification and when can you use this form?**

Self-certification is a signed declaration outlining the reason for missing an assessment/s which take place on a single day. It may be submitted as evidence to accompany a missed assessments application when it is not possible to obtain independent documentary evidence.

**Limits of Use**

You may use this form **once only per academic year** to cover one or more assessments which are due to be submitted or attended on the **same day**. Subsequent forms will not be accepted if you have submitted a previous application during the same academic year.

**If multiple assessments are recorded on an missed assessments form, please ensure you make it clear which of the assessments you are self-certifying for.** Any other assessments will still need to be accounted for by independent documentary evidence.

**You cannot use this form as evidence for**

* absence from assessed group work;
* a five working day extension request;
* an extension to a coursework deadline as a reasonable adjustment;
* an application relating to a practice placement;
* withdrawing from a module;
* a late missed assessments application;
* an assessment you have submitted or attended;
* supporting an exceptional request to remove a mark;

**Guidance**

Please contact an Information Point for further advice.

Telephone: +44 (0)117 32 85678

Tweet: @UWEBristol

Email: infopoint@uwe.ac.uk

**Completing the form accurately**

Please complete all the fields in the form below. Failure to do so may mean it is not possible to process your application and it may be rejected.

# SELF CERTIFICATION FORM

**Please read**

Students should submit their missed assessments application and self-certification form as soon as possible and no later than the relevant deadline as set out in the Academic Regulations and Procedures.

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| --- | --- | --- | --- |
| Student Name: |  | Student number: |  |
| Programme: |  | Level of study: |  |
| Module title/s: |  | Module code/s: |  |
| Please enter the title and element of the assessment/s being certified for (e.g. January exam EX1): |   |
| Please indicate if the reason is Family / Medical or Personal: |  |
| **Data Protection, Consent to Process Personal Information** I agree to the University processing my personal data as described below in accordance with the terms and conditions of the applicable UK Data Protection legislation. The Data Controller is UWE Bristol. For data protection queries, please write to the Data Protection Officer, UWE Bristol Frenchay Campus, Coldharbour Lane, Bristol, BS16 1QY, or dataprotection@uwe.ac.uk. We will hold your data securely within a University SharePoint site with access privileges only given to designated staff. We will not make it available to any third party unless permitted or required to do so by law. The requested information will be used as follows: 1. For the sole purpose of reviewing and processing your personal circumstances application after which time the information will be deleted / destroyed.2. It will only be disclosed to designated staff who are responsible for consideration of requests.I declare that the information I have given on this self-certification form is true.  |
| Date (dd/mm/yy) |

**Please tick to confirm your consent and declaration**

|  |  |
| --- | --- |
| **UWE Bristol staff only** |  |
| Recorded on Infohub | Date |  |
| Initials |  |