What does the portal look like?

Self-Certification Extensions

Self-certification extension requests and the management of them will be administered by the self-certification function within the **Personal Circumstances tab in Tabula**, or in myWBS.

In Tabula, select **my student profile** (the example shown is a fictitious student)

Then select the **Personal Circumstances tab**. A screenshot of where this tab is in the student Tabula page is shown for a fictitious student.

Then select the **Personal Circumstances tab.** You will be taken to a page showing the number of self-certifications you have remaining for the year. To submit a self-certification, select the **self-certify button** and you will be taken to the request screen.

Which assessments can be self-certified?

Departments decide which assessments are self-certifiable. Most essay type assessments should be eligible, however, there will be valid pedagogic reasons if certain assessments have been excluded. Departments should make it clear which assessments are self-certifiable. These include

but are not restricted to: time sensitive assessments such as weekly homeworks (where answers are posted weekly and a 5-working day extension would therefore preclude answers being shared with the cohort), timed tests, examinations, performances or other in person or group presentations.

Counting Self-Certification requests

The self-certification portal will count and keep track of the number of eligible self-certification extension requests the student has made. If they have reached a student's annual allowance, it will signpost them to request a departmental specific extension.

Completing a Self-Certification request

The screenshot below, shows you an example of the screen you will see when you hit the self-certify button (please note that a fictitious student has been used for this example). A self-certification request covers ALL eligible assignments in a 5-working day window. So, you must first pick the start date of your five working-day window. The portal will automatically calculate the end date of the 5-working day window for you.

When this page loads, you will see some general guidance on the right-hand side. You will see your personal data is already completed and then you need to enter the start date of the request.

Self-Certify

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University ID	4200103
Email	L.Bennettson@tabula-sandbox.warwick.ac.uk
Course	Architecture with Intercalated Year
Year of study	2
Mode of study	Full-time

1. What period does this Self-Certification cover?
(Self-Certifications cover a period of 5 consecutive university working days from the start date inclusive)

Start date	11-Feb-2021	🗓
End date	17-Feb-2021	🗓

General guidance

Our self-certification policy ⬈ allows an automatic extension of 5 university working days for eligible assessed work without the need for evidence.

Students can self-certify twice from now until the end of the academic year; this policy will be reviewed each term for as long as the pandemic persists. One self-certification request covers all the assessments that fall within the self-certification period (a self-certification period is a maximum of 5 consecutive university working

Students often know in advance that they will need some extra time on an assessment and wish to apply for a self-certification extension period. Consequently, students can self-certify up to *5-working days* before an assessment deadline.

After inputting the date for your self-certification extension period, you will be given a list of current modules with deadlines falling within the period chosen. If an assessment is missing you can add the details to the boxes at the end of the automated list of assessments. Please add the module code and the assessment type and its deadline. Tick the boxes on the left of the assessment to confirm the ones you wish to self-certify, noting if the boxes on the right are greyed out then they are not eligible for self-certification and you will need to contact your department for further support.

2. Which assessments have been affected?
(Please tell us which coursework submissions should be included in this Self-Certification. To make this easier, we've listed the assignments that we think fall within the period you've selected.)

☐	Module	Title	Deadline / exam date	
☑	**ARC203** // Professional Practice and Management (20/21)	Sanity assignment 10th feb 2	12-Feb-2021	📅
☐	**ARC203** // Professional Practice and Management (20/21)	Sanity assignment 10th feb 2	12-Feb-2021	📅
☐	**ARC219** // Tectonic Practice (20/21)	Report (2,000 words)	12-Feb-2021	📅
☐	**ARC222** // Sustainable Principles (20/21)	Sanity assignment 10th feb	12-Feb-2021	📅
☐	**ARC222** // Sustainable Principles (20/21)	Sanity assignment 10th feb	12-Feb-2021	📅
Add	⌄			📅

Once you have selected the assessments for which you are requesting a 5-working day extension then you should press **submit**. If you have not selected any assessments, you will get the following message:-

Please tell us which assessments should be included in this Self-Certification

If you have submitted correctly, you will get a confirmation screen, (see screenshot below) once you have selected the confirm tab you will receive an automatic email confirmation.

Self-Certify

You will be notified when the deadlines have been updated for the following assessments.

Module	Title	·	Original deadline		New deadline
ARC219 // Tectonic Practice (20/21)	Report (2,000 words)		Tomorrow	→	Fri 19th February 2021

[Confirm] [Cancel]

Optional explanation of reason for self-certification
If Departments decide to activate the free text box which asks students to provide a short explanation of why they wish to self-certify, then the information states that it is **not mandatory** to provide this information and will not stop them submitting a self-certification extension, it will also signpost them to Wellbeing Services if they have a specific need for further support. The screenshot below is the narrative that students will see when the free text box is enabled.

3. Details

This text box is not mandatory and you will still receive the extension if it is left blank. However, you may wish to provide further information on why you need to self-certify if you think you might benefit from additional support for the reason the extension is needed. Alternatively, you may want to get in touch with your personal or senior tutors to discuss your situation or seek support from Wellbeing support services. If you are having ongoing or long-term problems, it may be more appropriate to use your department's regular extension policy or mitigating circumstances portal. Your personal or senior tutors can provide support and guidance on this.