UNIVERSITY OF
FORWARD
THINKING
WESTMINSTER▥

2022/23 SELF CERTIFICATION (SCs) CLAIM FORM

Self Certification (SC) claims are submitted on-line via e:Vision. You should only be using the paper form if you have permission from your Campus Registry Office.

Self Certification Self-certification is intended for use in relation to short-term issues which impact on a student's ability to take an assessment over a single period not exceeding five working days.

Self-certified claims may only be submitted to request:
i. an extension, in respect of a coursework assessment task; or
ii. a deferral, in respect of a scheduled assessment or exam.

Self-certification may not be used to request a deferral in respect of a coursework assessment component.

The University operates a **'fit to sit'** policy, which means if you submit a piece of coursework or sit an exam and/or in-class test, etc., you have deemed yourself fit to do so. You cannot submit a self-certification claim for poor performance within assessment(s). It is your responsibility to determine if you are fit to participate in assessment or if a mitigating circumstances claim should be submitted.

- You are permitted to **submit two claims** for self-certification during the academic year.

- Self-certified claims must be submitted **no later than five working days** after the assessment due date.

- Where a student is taken ill during either a scheduled assessment or an exam, the student may self-certify, and must do so within five working days.

- Late applications for self-certification will not be permitted. Instead you may wish to submit a claim for mitigating circumstances, in accordance with mitigating circumstances regulations.

Claims with missing information may not be considered and may be returned to you.

You will be notified of the outcome of your Self-certification claim by email to your student Westminster account, normally within five working days of the claim being submitted. Please note at busy times of the academic year you may be notified within 10 working days.

Further information on the process and the University regulations (see Section 11) regarding Self-certification is available at:
www.westminster.ac.uk/mitigating-circumstances
www.westminster.ac.uk/academic-regulations

STUDENT DETAILS

Please complete the following information.

Academic year:	2023	First name(s):	Gayan
Semester:	2	Surname:	Jayawardena
Student ID number:	W1761099 / 2019411	Course of study:	BEng (Hons) Software Engineering

MODULE AND ASSESSMENT DETAILS

Self-certification claims are applicable for absences of up to 5 working days. Please list all modules and assessments for which you are submitting a self-certification claim, including deadline, submission and examination/in-class test dates. Assessments that are listed that do not relate to the period of absence will be rejected.

Module code:	Module title:	Assessment title (e.g. cwk 1 or 2/essay/ presentation/ portfolio):	Category (You must select a code. See below*):	Coursework deadline:	Date coursework submitted:	Date of exam / in-class test:
6COSC019C.2	Cyber Security (IIT Sri Lanka)	Cyber Security Coursework submission	2	9/5/2023	16/5/2023	

*CATEGORY OF SELF CERTIFICATION CLAIM

Please read this information carefully to ensure you are submitting the claim for the correct assessment/reasons and note the appropriate category code clearly in the table above.

Code:	Assessment type:	Description:	Description note:
1	Formal scheduled examination (as detailed in the University Calendar)	Unable to attend examination	You must give the date when this assessment was scheduled to take place. Insert this in the 'Date of exam/in-class test' box above.
2	Coursework (includes dissertations/projects)	Submitted coursework late	Applies to work which has been or will be **submitted no later than 5 working days after the coursework deadline. *** Please provide the date(s) when the coursework was due and the actual date submitted. If your claim is accepted, you **will not** be offered a deferral.
4	In-class test, oral test, laboratory work, presentation or other similar assessment	Unable to attend	You must give the date when this assessment was scheduled to take place. Insert this in the 'Date of exam/in-class test' box above.

*Coursework submitted **after** 5 working days of the deadline (code 2 above) will be deemed as a non-submission.

FURTHER DETAILS

STATEMENT

Please explain how the circumstances affected your work and/or studies. Continue on a separate sheet if necessary. All information provided will be treated as confidential.

This is the request for self-claiming the cyber security lab based coursework which was due on 9th May 2023.I apologize for the inconvenience caused. Due to contracting chickenpox, I was unable to complete the cyber coursework within the designated deadline. The contagious nature of chickenpox required me to isolate myself and prioritize rest for recovery. The symptoms, such as fever and discomfort, affected my energy levels and concentration. I apologize for any inconvenience caused and request your understanding regarding my situation. I am committed to completing the coursework as soon as possible within the five working days. Thank you for your consideration.

REMEMBER

- Claims with missing information may not be considered and may be returned to you.

- You must complete all assessments for the modules on which you are registered.

DECLARATION

I confirm that I have read and understood Section 11 of the University regulations regarding self-certification claims.

I confirm that the above information is true and correct. I understand that any false information or deliberate omission will render invalid my self certification claim

Name **(PRINT)**: Gayan Jayawardena

Signature:

Date: 11/5/2023

OFFICE USE ONLY:

DATE RECEIVED: **DATE CONSIDERED:**   **OUTCOME EMAILED:**