

# COURTAULD

## Self-Certification Extension (SCE)

### What is the Self-Certification Extension (SCE)?

The Self-Certification Extension (SCE) allows you to self-certify short-term illness or unexpected disruption and automatically receive a **five-working-day extension** for one assessment per academic year.

You do **not** need to provide any evidence, and your request will be approved automatically if it is submitted before your submission deadline (the published deadline or your SoRA extension, if you have one).

The SCE is designed to help when something small but sudden gets in the way of meeting a deadline — for example, a short illness, caring responsibility, or unexpected personal situation. It complements the existing **Extenuating Circumstances (EC) Policy**, which should still be used for significant or ongoing issues requiring longer extensions, deferrals, or mitigation after a deadline.

### Key Information

Area	Details
Who can use it	All taught students – once per academic year for Courtauld Modules and UG KCL Modules.
Eligible assessments	One summative assessment (essay, coursework, or individual presentation). The SCE does not apply to non-assessed presentations or other formative work.
Not eligible	Dissertations, exams and group work.
How much time	5 working days added to your submission deadline (the published or SoRA extension date).
Evidence required	None – self-certification only.
When to apply	Before your submission deadline (and no more than 14 days in advance). If you have an approved Extenuating Circumstances claim, you cannot apply for an SCE in addition to it.
Can I change or reuse it?	No – once used, it cannot be retracted, transferred, or reused.
If I already have a SoRA	If you have a SoRA extension, you can still use your one SCE per year. The SCE adds five working days to your SoRA-

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	extension. Please note: if your SCE extension runs into a holiday or closure period, feedback or marking may take longer than usual to be returned.
<b>Can I use the late submission window?</b>	No. Submissions made using the SCE are not subject to the late submission window. Any submissions received after the SCE deadline will not be marked and you will receive a mark of 0.

## How to Apply

1. Go to the [Self-Certification Extension Form](#) on the VLE, located under the **Students** tab → **Self-Certification Extension**.
2. Complete the short online form before your submission deadline. Confirmation that it is submitted successfully will be visible on the form once you have completed your application – you will not receive separate email confirmation. Your new submission date will be five working days after your submission deadline (the published or SoRA extension date, as applicable).

If you submit on or before the extended deadline, your work will be marked as normal. Submissions made after this extended deadline without an approved EC will be recorded as a non-submission (mark of 0).

## Important Notes

- The SCE is a once-per-year entitlement, intended for short-term, low-level difficulties.
- It cannot be used retrospectively after a missed deadline.
- The SCE does **not replace** the Extenuating Circumstances process for serious, unforeseeable, or unexpected issues.
- You cannot use an SCE if you already have an approved extenuating circumstance claim for the same assessment.

## Need Advice?

If you're unsure whether to use your self-certification or submit an Extenuating Circumstances application, contact:

- **Programme Administration:** [programme.administration@courtauld.ac.uk](mailto:programme.administration@courtauld.ac.uk)
- **Students' Union:** [students.union@courtauld.ac.uk](mailto:students.union@courtauld.ac.uk)