

Self-Certification – Students

Initiating this process

This process can be initiated by the student, or by a college on their behalf, using eVision via Student Self-Service by using [this link](#).

Starting a Self-Certification Application

1. Select the **My Exams** tab
2. Under **Extension Requests**, select **Start Self Certification Application**
3. Review the policy and guidance and assessment details.
4. To use this process, ensure that:
 - a. the assessment you require an extension for is one of those listed, but has not had an extension previously granted
 - b. that you have made no more than 2 self-certified applications in an academic year (this can be two applications for multiple assessments).
 - c. that you require no more than 7 days extension
5. Select **Continue**

Completing a Self-Certification Application

1. Review Policy and Guidance if necessary
2. Use the checkboxes to **select the assessments for which you require an extension**

Note: Any previously granted self-certifications will be shown.

3. Use the drop-down menu to select a **reason for requesting an extension**
4. Select **Submit Application**
5. Review the application form and select **Back** to make changes or **Submit Application** to proceed

Notes:

*Please take care not to press the **Submit Application** button twice, as this can cause duplicate entries. After pressing **Submit Application**, please wait for the page refresh*

You will see a confirmation screen stating whether the application has been successfully submitted for consideration or if there is an error that requires further action before you can submit

If this is your second application of the academic or course year, you will be unable to access the Self-Certification Application screen for the remaining of that year.

Confirmation of Application Outcome

1. If your **extension request is successful**, it will take effect immediately and your college and department will be notified. Please note that the submission time for the revised date is automatically set to 12.00 (noon).
2. If the extension date for the assessment(s) is not displayed in the submission platform (Inspera, SAMS, Moodle) 3 days prior to the new deadline, please contact your department.
3. If your **request is unsuccessful and you still wish to apply for an extension**, please contact your college or department (if you do not have a college). You may be required to provide evidence to support your request.

Help and additional information

Further details relating to Coursework Extension requests can be found here on the '[Problems completing your assessment](#)' webpage.

If you have further queries, please contact the Student Systems Support Centre in the first instance by email: student.systems@admin.ox.ac.uk or phone Tel: 01865 (2)84848.