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**APPLICATION FOR EXEMPTION FROM LATE PENALTIES**

If you are submitting coursework late and this is due to unforeseen medical or exceptional circumstances, it may be possible for you to be exempt from the late penalty on your coursework mark. In most cases you will be required to provide evidence to support your request, such as a valid Doctor’s certificate to verify illness. Submission without supporting evidence (Self-certification) is only permitted on two occasions (an occasion relates to a single assessment or submission) within one academic year and should only be used where supporting documentation cannot be obtained. (see CoPA Appendix M Annexe 1: Policy on Extenuating Circumstances: Guidelines for Staff and Students at <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/>).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **FULL NAME** |  | | | | |
| **STUDENT ID** |  | | | | |
| **PROGRAMME OF STUDY** |  | | | | |
| **YEAR OF STUDY** |  | Please indicate as appropriate | **Semester 1** | **Semester 2** | **Resit Period** |
|  |  |  |

**DETAILS OF LATE COURSEWORK**

|  |  |  |  |
| --- | --- | --- | --- |
| **Module Code** | **Assessment task and title where relevant** | **Original deadline**  dd/mm/yy | **Date submitted**  dd/mm/yy |
|  |  |  |  |

**Details of your extenuating circumstances**

Please provide a **detailed** description of the extenuating circumstances that are affecting your ability to submit on time, including the time-period over which these circumstances are/have been occurring. **It is important to provide as much information as possible for the nominated staff to consider your application.**

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**SUPPORTING DOCUMENTATION**

Please list all the supporting documentation of your claim and indicate that which is appended to this form and any evidence that you will have to obtain at a later date. Medical claims should be supported by a GP’s medical note or Consultant’s report, other claims should be supported by appropriate documentation (for example, police reports, insurance reports). **It is important to be specific with your evidence. Examples of the type of acceptable evidence are provided in the CoPA Appendix M Annexe 1: Policy on Extenuating Circumstances: Guidelines for Staff and Students at** <https://www.liverpool.ac.uk/aqsd/academic-codes-of-practice/code-of-practice-on-assessment/>

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**SELF CERTIFICATION FOR EXEMPTION FROM LATE PENALTIES**

It is expected that supporting documentation will be provided to support your request for an Exemption from Late Penalties. In circumstances where supporting documentation (evidence) cannot be obtained, students studying on taught programmes may self-certify their request, submitting the application without evidence.

Students on taught programmes can self-certify on **two occasions only (an occasion relates to a single submission or assessment)** within one academic year.

When choosing to self-certify, you should still provide a **detailed** description of the extenuating circumstances that are affecting your ability to submit on time, including the time-period over which these circumstances are/have been occurring.

**It is important to provide as much information as possible for the nominated staff to consider your application.**

By selecting to self-certify, you are confirming you have been unable to provide supporting documentation on this occasion, and you are aware you are only able to self-certify on a maximum of two occasions within the current academic year.

A record of your self-certification will be kept by your School/Department.

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| I have been unable to provide supporting documentation to support my request for an Exemption from Late Penalties, and wish to submit my request on a self-certification basis.  *Select here to confirm* |

**STUDENT/APPRENTICE DECLARATION**

I confirm that all the information contained in this statement is accurate and complete to the best of my knowledge. I consent to the information being used by staff nominated by the Dean/Head of School/Institute to consider exemptions and I understand that the information will be treated in the strictest confidence and in accordance with GDP Regulations.

Signature of student/apprentice: ……………………...................................................

Date: …………………................................

**FOR USE BY OFFICE STAFF ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Original Mark** | **Mark after penalty applied** | **Exemption claim accepted** | **Final Mark** | **Self-certification (yes/no)** |
|  |  |  |  |  |

Claim dealt with by: ……………………………………………………………………………………………………………………. [name]

Date: …………………………………………