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To: [Woodhead, Charlotte](#); [Jackman, Susanna](#); [Lowe, Daniel](#); [Sociology-HOD, Resource](#); [Singh, Dalvinder](#); [Skeates, Andrew](#); [Hiorns, Sara](#); [Taylor, Kelly](#); [Takhar, Sukhjit](#)
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For information and circulation

Best wishes Maggie

Dr Margaret O'Brien

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 [Book time to meet with me](#)

From: Maggie.O-Brien@warwick.ac.uk <Maggie.O-Brien@warwick.ac.uk>
Sent: 22 April 2026 12:58
To: O'Brien, Maggie <Maggie.O-Brien@warwick.ac.uk>
Subject: DUG UPDATE - EXAMINATIONS AND ASSESSMENT SUBMISSIONS/MODULE REMINDER

Dear Student

With the final assessment deadlines approaching, this DUG briefing focuses on the different ways we can assist students who experience difficulty completing their assessments to time. A few quick reminders first.

Examinations

Your personalised examination timetable is now available [HERE](#)

The Examination Preparation session run by Sukhjit and I will take place on at 9:30am - 11am, on Wednesday 6th May 2026. It is in RO.21 in the Ramphal Building. We recommend anyone taking examinations comes to the session which will lead you through how to access the online portal, give you some general hints about how to make sure your examinations go smoothly, and what to do if they don't. We'll be making time for a Q and A.

It's been a valuable session in the past and I hope you can make it.

Module Application – Briefing and Fair

The pre application briefing will take place on 14 May 2026 at 10am to 11am. It is in OCO.1.05 – The Oculus building. We'll be running through the application process, and giving you an opportunity to clarify any issues or concerns before the Module Fair which follows in SO.8, SO.9, and SO.10s At the Module Fair, you will be able to browse Modules, speak to Convenors and former students. It's usually a really nice event and I will look forward to seeing you there.

There is a wealth of information on Module Application [HERE](#)

If you wish to take an external module, you must apply directly to the host Department.

Kelly has collated a list of Departments and deadlines [HERE](#)

Briefing on Self – Certification, Extensions and Mitigating Circumstances.

The Law School has now adopted the University-wide policy on self-certification alongside the existing policy on extensions and mitigating circumstances. Self-certification allows you to determine whether you need a bit more time to complete your assessments *in the event of sickness or some other life event*. You can only use self-certification for two

5 day periods in a full year of study.

Formal extensions and mitigating circumstances are a little different. We know life does not always conform to our best plans; extensions and mitigating circumstances are both ways in which the Law School helps students through more difficult times. Please remember, though, both facilities offer exceptional treatment for students experiencing difficult circumstances, they should not and will not compensate for failures in preparation and/or planning. Extensions and MC claims must be evidenced.

Read on for detailed clarification of the rules on:

1. Self-Certification
2. Assignment-specific Extensions
3. Mitigating Circumstances

1. Self-certified extensions

The [Self-Certification policy](#) provides an automatic 5 university working day extension for eligible assessed work without the need for evidence. Students can self-certify twice in an academic year. One self-certification request covers all the summative assessments that fall within the self-certification period, a self-certification period is a maximum of 5 consecutive university working days.

What are the rules?

- All individual written assessments are eligible. However, self-certification cannot be used for **examinations, presentations, timed essays or formative work**.
- You cannot self-certify an extension after you have already been granted an assessment-specific extension. However, you can request an assessment specific extension after you have self-certified.
- Extended deadlines for Undergraduates will always be 4pm on the fifth working day after the formal submission date.
- Any work submitted after the extended deadline will receive a late penalty.

To self-certify, you must use the portal on Tabula which you will find in the Personal/Mitigating Circumstances section of your student profile before the deadline. As long as the assessment is eligible (see details above), the self-certification request will receive automatic approval, and no evidence will be required. Not all assessments are eligible for self-certification, and the Tabula system will grey out any assessments that are not eligible.

You will have to manage your self-certifications yourself. Remember there is a limit to the number of times you can use this, and you will not be able to self-certify for more than two periods of five working days. Your Tabula profile will update to reflect the number of self-certifications you have remaining.

Guidance on how to use self-certification is available [HERE](#).

2. Assignment specific extensions

In addition to self-certification you can apply for assignment specific extensions that potentially allow you to extend your deadline for any written assignment. For assignment specific extensions, you must provide evidence.

What are the rules?

- Extensions are not available for examinations.
- An extension may be granted only in exceptional circumstances which occur **during the assessment period** for summative coursework assessments for Law School Modules.
- We do not grant extensions for less than three days of illness or for difficulties in planning or managing assessment deadlines.
- You must apply for an extension for each individual assignment if applicable.

If you have a chronic condition, you might have received a recommendation for extended deadlines as part of your Reasonable Adjustments assessment. ***You still need to apply***, but the extension request will be automatically granted.

- An extended deadline will be for a maximum of 10 working days or 14 calendar days. Any work submitted after this deadline will incur a late penalty. You will be granted an extension that reflects your individual circumstances – it is not 10 days automatically. Remember, you should only apply for an extension if your need for additional time is greater than the 5 days granted through self-certification, or if you have used up your self-certification allowances.
- Submissions **cannot be accepted beyond 18 working days** after the original submission deadline, or where feedback has been published. There is no flexibility to this rule, but you will be able to apply for mitigating circumstances.

You apply for extensions using the Personal Circumstances Tab on the Tabula system.

More information [HERE](#)

3. Mitigating Circumstances (MC)

Mitigating circumstances are exceptional unforeseen personal situations affecting your ability to study and take assessments. This could include serious illness, bereavement of somebody close to you, family difficulties or caring responsibilities, or acute problems occurring in the short term. If you are unable to submit an assessment, or submit it late without an extension, an MC application can mitigate the effect of this failure on your results.

Note, MC will never be used as a basis for changing an individual module mark but can be used by the Examination Boards to consider whether it is appropriate to cushion the impact of external circumstances on marks.

The outcomes of an application might be:

- *Waived or reduced penalties for late submission of assessments*
- *Allowing reassessments as a 'first attempt' with marks uncapped*
- *Discounting a Module mark entirely (up to 30 cats over the course of your degree)*
- *Allowing to progress carrying a fail*
- *Recommendation that the student be awarded a higher class of degree than would be merited by the marks returned if on the borderline e.g. within 2% of grade boundary. This counts for finalists only.*
- *Recommendation of a resit without residence*

Recommendations on Mitigating Circumstances are made by the MC Panel, chaired by Director of Welfare, Professor Jane Bryan. These recommendations are formally considered each year by the Examination Board where a final decision is taken.

More information [HERE](#)

Comments and Questions

A reminder: my office hours are 2pm to 4pm on Tuesday and 3pm to 5pm Thursday. If you would like to drop in please let me know beforehand in Term 3 as I will not always be on campus. I will always be available on Teams.

Any urgent questions or queries please use the DUG inbox at Law.Dug@warwick.ac.uk – either Daniel or I will usually respond with in 24 hours.

Best wishes

Maggie