OFFICE OF ACADEMIC AFFAIRS
APPLICATION FOR SPECIAL CONSIDERATION –
LAW CONTINUOUS ASSESSMENT (CA)

Notes to Student:
- Please read carefully the attached “Guidelines on Special Consideration for Law Continuous Assessment”.
- If you are applying for Short Term Official LOA via the Education Records System, please upload the completed form to lawundergrad@nus.edu.sg (for LLB/Exchange students) or lawgrad@nus.edu.sg (for LLM & JD students) or nuslawacademy@nus.edu.sg (for Grad Dip, Grad Cert & MEM students).
- A separate form should be completed for each CA-assignments, research papers or Take-Home Exam.
- Submissions have to be made as soon as possible and no later than 48 hours after the stipulated deadline of the Continuous Assessment (CA).
- If you have any queries, please email to lawundergrad@nus.edu.sg (for LLB/Exchange students) or lawgrad@nus.edu.sg (for LLM & JD students) or nuslawacademy@nus.edu.sg (for Grad Dip, Grad Cert & MEM students).

A. TO BE COMPLETED BY STUDENT

<table>
<thead>
<tr>
<th>Full Name:</th>
<th>Type Full Name</th>
<th>Student Card No.:</th>
<th>Type Student ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact No.:</td>
<td>Type Contact Number</td>
<td>Email:</td>
<td>Type Email Address</td>
</tr>
</tbody>
</table>

Programme (please click to select from dropdown list):
Select Programme

Details of the extenuating circumstance that will adversely affect your performance in the CA (Please attach supporting documents, if applicable)
Type justification here

Details of the CA (please ✔ below):

<table>
<thead>
<tr>
<th>Course Code &amp; Title</th>
<th>Course Convenor</th>
<th>Tutorial Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type Course Code &amp; Title Here</td>
<td>Type Name of Course Convenor</td>
<td>Type Tutorial Grp No</td>
</tr>
</tbody>
</table>

☐ Assignment ☐ Research Paper ☐ Take Home Exam (THExam)
☐ Others Please specify

Percentage (%) Affected: Type Percentage

Release Date: Select Date Submission Deadline: Select Date

I request an extension of time until Select Date (applicable ONLY for Assignment and Research Paper).

Signature of Student Select Date
B. TO BE COMPLETED BY ATTENDING DOCTOR & SUBMITTED WITH DOCUMENTARY EVIDENCE

This is to certify that I have seen [Name of Student] (Name and NRIC/FIN/Passport No.) on [Select Date] (date) at [Type Time] (time).

He/She is diagnosed to be suffering from the following illness that would adversely affect his/her performance in an assessment from [Select Date] (date) to [Select Date] and therefore should warrant special consideration: [Type Reason]

(Please detail the nature and extent of the student’s medical condition and how it will affect his/her performance in the assessment. Your professional assessment is important to our deliberations, which must balance fairness to the student concerned and the integrity of the university assessment process.)

Message to Doctor:
As your judgment above is given to the University in confidence, please put this form in a sealed envelope before returning it to the student for submission. Please inform the student explicitly if he/she is fit or unfit to sit for his/her assessment. Thank you.

Name of Doctor: [Type Name] Signature

Date: [Select Date] Name of Clinic: [Type Name of Clinic] Name of Clinic

Clinic’s Stamp: 

C. TO BE COMPLETED BY COURSE CONVENOR
(APPLICABLE FOR ASSIGNMENT/RESEARCH PAPER/OTHERS ONLY)

Extenuating Circumstances: [ ] Accepted [ ] Rejected
Request for Extension of Time: Extended until: [Select Date] and [Enter Time] /Rejected
Other action taken: [Type Action]

Signature of Course Convenor

Select Date Date

D. TO BE COMPLETED BY VICE DEAN, ACADEMIC AFFAIRS
(APPLICABLE FOR THE Exam ONLY)

Extenuating Circumstances: [ ] Accepted [ ] Rejected
Arrangement for Alternative THExam: [Click to Enter Arrangement]
Other action taken: [Type Action Here]

Signature of Vice Dean

Select Date Date
1. In general, the following extenuating circumstances may adversely affect your performance in the CA and you may apply for Special Consideration:
   a. Illness during the period when the CA was to be completed which resulted in the student not being able to complete the CA by the stipulated deadline. Such causes may include - Debilitating illness or psychological condition e.g., hospitalization, serious injury, severe asthma, high fever, severe anxiety or depression.
   b. Bereavement in the immediate family - this normally refers to the loss of parent, grandparent, sibling, spouse or child.
   c. Serious trauma e.g., victim of crime, accident or disaster (e.g. fire).
   d. Competitions/conferences/seminars e.g., represent the country in an official international competition or NUS at NUS-recognised university-level competitions.
   e. Recall for National Service or if student’s presence is warranted by the Police (e.g. as a witness to an accident, crime, etc.) and the active duty date coincide with the assessment (i.e. date and time).

2. If the extenuating circumstance is illness, you must submit documentary evidence substantiating your illness from the University Health Centre or from a medical practitioner registered with the Singapore Medical Council (SMC). Please note that Traditional Chinese Medicine (TCM) practitioners are not registered with the SMC. The Medical Certificate issued by the doctor should be attached to this form. In addition, the doctor who examined you must complete and acknowledge this form certifying that you were ill and specifying the period during which you were unable to complete the CA. If you have been advised by the doctor that you should not come to campus because of your illness, you may submit this completed form together with the supporting documents by post to the Faculty of Law, National University of Singapore, Eu Tong Sen Building, 469G Bukit Timah Road Singapore 259776 (Attn: Office of Academic Affairs).

3. If you were affected by extenuating circumstances other than illness, please attach documentary evidence of such circumstances. In case of doubt as to what documentary evidence should be submitted, you may consult the Office of Academic Affairs.

4. Circumstances that are not stated in the Special Consideration Guidelines for Law CA will not constitute sufficient reason for Special Consideration to be granted. A late submission may be accepted and subjected to penalties.

5. Submissions have to be made as soon as possible and no later than 48 hours after the stipulated deadline of the Continuous Assessment (CA).

6. Additional Instructions for THExam:
   6.1 Students are NOT allowed to download the THExam questions from LumiNUS upon its release. If students have already downloaded the THExam, it will be deemed as they have attempted the THExam and no special consideration will be granted.
   6.2 An alternative arrangement, subject to the approval of Vice-Dean, Academic Affairs, will be made for the student. Student will be informed of the alternative arrangement via email and will be required to sign an Honour Memo before he/she undertakes the alternative THExam.
   6.3 The Honour Memo states that the student shall be penalized with a fail grade should it be proven that he/she has breached its undertaking and communicated with someone with regards to the THExam.