



**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 in your application. If you are not applying for Short Term Official LOA, please submit the completed form to [lawundergrad@nus.edu.sg](mailto:lawundergrad@nus.edu.sg) (for LLB/ Exchange students) or [lawgrad@nus.edu.sg](mailto:lawgrad@nus.edu.sg) (for LLM & JD students) or [nuslawacademy@nus.edu.sg](mailto: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](mailto:lawundergrad@nus.edu.sg) (for LLB/ Exchange students) or [lawgrad@nus.edu.sg](mailto:lawgrad@nus.edu.sg) (for LLM & JD students) or [nuslawacademy@nus.edu.sg](mailto:nuslawacademy@nus.edu.sg) (for Grad Dip, Grad Cert & MEM students).

**A. TO BE COMPLETED BY STUDENT**

Full Name:           Type Full Name           Student Card No.:           Type Student ID            
Contact No.:           Type Contact Number           Email:           Type Email Address          

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):

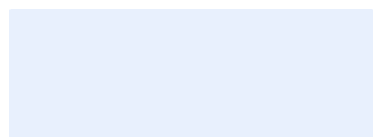
Course Code & Title	Course Convenor	Tutorial Group
Type Course Code & Title Here	Type Name of Course Convenor	Type Tutorial Grp No

- 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          

Date

**B. TO BE COMPLETED BY ATTENDING DOCTOR & SUBMITTED WITH DOCUMENTARY EVIDENCE**

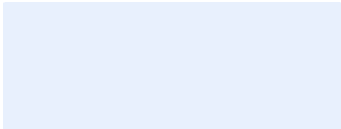
This is to certify that I have seen Type Name of Student  
(Name and NRIC/FIN/Passport No.) on Select Date (date) at Type Time (time).

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

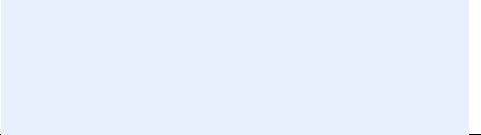
*(Please detail the nature and extent of the student's medical condition and how it will affect his/her performance in the assessment. Your professional assessment is important to our deliberations, which must balance fairness to the student concerned and the integrity of the university assessment process.)*

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

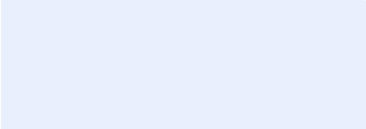
Clinic's Stamp: 

**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

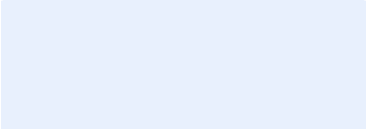
Select Date  
Date

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

Extenuating Circumstances:  Accepted  Rejected

Arrangement for Alternative THEExam: Click to Enter Arrangement

Other action taken: Type Action Here

  
Signature of Vice Dean

Select Date  
Date

APPLICATION FOR SPECIAL CONSIDERATION –  
LAW CONTINUOUS ASSESSMENT ( CA )  
Guidelines

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 **THEExam**:
  - 6.1 Students are **NOT** allowed to download the THEExam questions from LumiNUS upon its release. If students have already downloaded the THEExam, it will be deemed as they have attempted the THEExam 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 THEExam.
  - 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 THEExam.