



**"BLUE FORM" - REQUEST FOR SPECIAL CONSIDERATION REGARDING SUBMISSION OF ASSIGNMENT OR CA EXERCISE**

*Note: Please read the Notes on the reverse of this form before completing It and retain a photocopy of the completed form for your own records.*

FACULTY OF LAW

**I hereby request special consideration with respect to the assignment or exercise because extenuating circumstances have prevented me from submitting it by the stipulated deadline.**

**1. Details of assignment or exercise affected by extenuating circumstances:**

Name of Subject and Course Code \_\_\_\_\_  
Course Convener: \_\_\_\_\_  
Assignment or Exercise Affected: \_\_\_\_\_  
Tutor's Name & Tutorial Group No. \_\_\_\_\_  
Date Distributed: \_\_\_\_\_  
Deadline for Submission \_\_\_\_\_

**2. Summary of the extenuating circumstances (limit explanation to the space below):**

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**3. I request an extension of time until \_\_\_\_\_**

**4. Student Details**

Name and IC Number: \_\_\_\_\_  
Tel & Email contacts: \_\_\_\_\_  
Status (circle) Law1 Law2 Law3 Law4 GLB1 GLB2 GLB3 SEP NGNE LLM DipSing Others \_\_\_\_\_  
Signature and Date \_\_\_\_\_

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**(To be completed by the Medical Physician)**

I have seen the above-named student on \_\_\_\_\_ at \_\_\_\_\_ and can certify that she/he was unfit to complete the assignment or exercise for \_\_\_\_\_ days with effect from \_\_\_\_\_

\_\_\_\_\_  
Name of doctor  
Clinic stamp: \_\_\_\_\_ Signature & Date

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**(To be completed by the Course Convener)**

Extenuating Circumstances: *accepted/rejected*  
Request for Extension of time: *rejected / extended until* \_\_\_\_\_  
Other Action Taken:

\_\_\_\_\_  
Signature of Convener & Date

## Notes on the Blue Form and Submission of Assignments and Exercises

1. If there are **extenuating circumstances**, academic or otherwise, which have resulted or will result in your not being able to submit a written assignment or complete a continuous assessment exercise by the stipulated deadline, you may submit a Blue Form to request special consideration. In general, examples of extenuating circumstances include, but are not limited to, the following:
  - a. illness during the period when the assignment or exercise was to be completed which resulted in the student not being able to complete the assignment or exercise by the stipulated deadline, or which seriously affected the student's ability to complete the assignment or exercise by the stipulated deadline; and
  - b. death in the immediate family or other family emergency.
2. If **reasons other than extenuating circumstances** have resulted or will result in your not being able to submit an assignment or complete an exercise by the stipulated deadline, you should not submit a Blue Form. You should consult your tutor to find out whether in the absence of extenuating circumstances, a late submission will be accepted. Examples of reasons which are generally not considered as extenuating circumstances include, but are not limited to, the following:
  - a. illnesses treatable on an "outpatient" basis such as fever, headache, stomach cramps, diarrhoea and stress;
  - b. computer viruses, hard disk crashes, printer failures, traffic jams and other similar excuses;
  - c. other assignments or exercises within the same time period.
3. Blue Forms are available from the Student Counter and Dean's Office. A separate Blue Form should be completed for each assignment or exercise that could not be or cannot be submitted by the stipulated deadline because of extenuating circumstances. If the nature of the extenuating circumstance is such that you would like it to remain confidential, you should submit this form to the Dean's Office in a sealed envelope marked CONFIDENTIAL, and addressed to the Undergraduate Programmes.
4. A Blue Form should be completed and submitted to the Student Counter *as soon as possible after the assignment or exercise was due*. A Blue Form may also be submitted *before the stipulated deadline* if you are certain that you will not be able to submit the assignment or complete the exercise by the stipulated deadline, and you are requesting an extension of time to complete the assignment or deadline.
5. The original Blue Form will be submitted through the Dean's Office to the Course Convener who will decide whether extenuating circumstances exist, and if so, whether an extension of time should be granted or other action should be taken. You will be notified of the decision via email from the Undergraduate Programmes. A copy of the Blue Form will be placed in your file.
6. If the extenuating circumstance is illness, you must submit documentary evidence substantiating your illness from the University Health & Wellness Centre or from a Singapore registered physician. Medical certificates from Chinese Traditional Medicine Physicians are not recognised. The Medical Certificate issued by the doctor should be attached to the Blue Form. *In addition, the doctor who examined you must complete and sign the Blue Form certifying that you were ill and specifying the period during which you were unable to complete the assignment*. If you have been advised by the doctor that you should not come to campus because of your illness, you may submit the Blue Form and supporting evidence by post to the Faculty of Law, National University of Singapore, Eu Tong Sen Building, Bukit Timah Road Singapore 259776.
7. 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 Assistant Dean.
8. If students have questions regarding the policy on extensions of time or late submissions in a particular subject or for a particular assignment or exercise, they should contact the Course Convener. Students should note that all decisions relating to the late submission of assignments or exercises are made by Course Conveners, not co-teachers, tutors, legal writing instructors or the Dean's Office.