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 Student Information 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 the Student Counter.
• 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 (UG) or lawgrad@nus.edu.sg (GD) or lawsep@nus.edu.sg (Incoming Exchange)

A. TO BE COMPLETED BY STUDENT

Name: ___________________________ Student ID.: ___________________________
Contact No.: ___________________________ Email: ___________________________

Programme (please ✓ below):

☐ LAW1 ☐ LAW2 ☐ LAW3 ☐ LAW4
☐ GLB1 ☐ GLB2 ☐ GLB3 ☐ Incoming Exchange Student
☐ LLM without a specialisation ☐ LLM (Asian Legal Studies)
☐ LLM (Corporate & Financial Services Law) ☐ LLM (Intellectual Property & Technology Law)
☐ LLM (International & Comparative Law) ☐ LLM (International Business Law)
☐ LLM (International Arbitration & Dispute Resolution) ☐ LLM (Maritime Law)
☐ Graduate Diploma in Maritime Law & Arbitration

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

________________________________________________________________________________________

Details of the CA (please ✓ below):

<table>
<thead>
<tr>
<th>Module Code &amp; Title</th>
<th>Module Convenor</th>
<th>Tutorial Group</th>
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<tbody>
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☐ Assignment ☐ Research Paper
☐ Take Home Exam (THExam) ☐ Others __________________________________________________________

Percentage (%) Affected: ________________________________________________________________
Release Date: ___________________________ Submission Deadline: ___________________________

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

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

This is to certify that I have seen ____________________________________________________________
(Name and NRIC/FIN/Passport No.) on ______________________ (date) at ______________________ (time).

He/She is diagnosed to be suffering from the following illness that would adversely affect his/her performance in an assessment from ______________________ (date) to ______________________ (date) and therefore should warrant special consideration: ____________________________________________________________
(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: ___________________________ Signature: __________________________________________
Date: ______________________ Name of Clinic: __________________________________________________

Clinic’s Stamp:

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

Extenuating Circumstances: Accepted/Rejected
Request for Extension of Time: Extended until ______________________ /Rejected
Other action taken: ____________________________________________________________

_______________________________
Signature & Date

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

Extenuating Circumstances: Accepted/Rejected
Arrangement for Alternative THEXam: __________________________________________________________
Other action taken: __________________________________________________________

_______________________________
Signature & 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 IVLE 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.