



**Exam Exemption checklist**

Please complete the checklist below when applying for exemptions from Law Society exams and send a copy of the form and required information via email to [martyrobinson@lawscot.org.uk](mailto:martyrobinson@lawscot.org.uk) Note: If you cannot send the documentation via email you must submit copies of all required documents **in duplicate**.

<b>Name of subject exemption being sought in</b>				
<b>Details of course name</b>				
<b>Where studied?</b>				
<b>Exam exemption grid (available from Society)</b>	<input type="checkbox"/> enclosed			
<b>Course description, outline of course, course documentation/ handouts/ syllabus**</b>	<input type="checkbox"/> enclosed			
<b>Copy of relevant extract of exam paper**</b>	<input type="checkbox"/> enclosed			
<b>Details of contact hours** (i.e. please give total and detail- i.e. whether lectures/ tutorials/ seminars, etc and give breakdown in hours</b>				
<b>Details of assessment methods** (please specify weight given to different methods).</b>	Exam	<input type="checkbox"/>	Weight given	
	Essay/ dissertation	<input type="checkbox"/>	Weight given	
	Project	<input type="checkbox"/>	Weight given	
	Others- please specify	<input type="checkbox"/>	Weight given	
<b>Proof of passing course** (i.e. official academic transcript)</b>	<input type="checkbox"/> enclosed			
<b>Administration fee of £30 payable to <i>The Law Society of Scotland</i>*</b>	<input type="checkbox"/> Sent separately <input type="checkbox"/> Contact number for credit card payment:			

\*please note that where an exemption is being sought in a paper of the Intra-UK or Aptitude test - if the paper is examined by more than one examiner, you must pay the appropriate fee (i.e. if applying for an exemption in Paper One of the Intra-UK transfer test, you must pay £60).

\*\* Please note that any documents not in English must be translated by an independent translator.