

Exam Exemption Application Form

This application form provides the main points that you should consider when submitting an exemption application for one of the Law Society’s exams. However, more detailed guidance on the exemption process is set out in the Law Society’s exemption guidelines.

# General advice on completing this form

1. Any documents not in English must be translated by an independent, official translator.
2. You may submit multiple applications at the same time but you must provide a separate form for each exemption application.
3. If you are submitting a bundle of documents as evidence, you must clearly identify the evidence that relates to a particular application.
4. Do not put personal or confidential information about you or any clients or transactions in your application.
5. There is a non-refundable fee of £55 per exemption application. This can be paid by cheque bank transfer or card. If you wish to pay by card, please call us, using the details below, and we will contact you to collect payment.
6. Your completed exemption application should be sent to Louise Bradley, Qualifications Coordinator (louisebradley@lawscot.org.uk) 0131 476 8105, together with your Preliminary Entrance Certificate (pre-PEAT exams), Entrance Certificate (non-PEAT 1 exams) or Certificate of Eligibility (QLA exams) form and documentation.

# Specific advice for Qualified Lawyers Assessment candidates

1. **IMPORTANT**: The relevant exam syllabus should be referred to in your exemption application evidence. It is fundamental that you provide evidence that your prior qualifications and/or experience matches to the Scots law syllabus being examined. It is not sufficient to provide evidence that you have prior qualifications and/or work experience in another jurisdiction that relates to the subject from which you are applying for an exemption. Even the most experienced of foreign qualified lawyers will be required to sit the Society’s QLA exams, if they cannot show that their prior qualifications and/or experience matches the Scots law syllabus being examined. The key is whether you can show you have learned or worked in areas of Scots law. If you cannot, even where you have considerable prior experience, your exemption application will likely be refused.
2. Exemptions “by right” will automatically be granted and do not require a separate application. Information on the exams that certain QLA candidates are exempt from “by right” can be found on our [QLA webpage](https://www.lawscot.org.uk/qualifying-and-education/qualifying-as-a-scottish-solicitor/requalifying-into-scotland/).

# Exemption Application Form

If you are applying for exemption from more than one exam, you must provide a separate application form for each exam. Please copy the template below and complete it for each exam exemption application.

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| **Name of the exam that are you seeking an exemption from** |
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| **Why should you be exempt from this exam?** |
| It is essential that the information that you provide relates your qualifications and experience to the Scots law syllabus for the exam from which you wish to be exempt.Please provide information in relation to the following, if it is relevant to your application: 1. Any qualifications you have obtained, including who awarded it and when.
2. Whether you undertook a vocational (legal) course, again stating where, when and the qualification obtained.
3. Where and how you undertook any practical (legal) training.
4. The areas of (legal) work that you currently practise in or have previously practised in (give examples of the work you have undertaken and indicate how many years’ experience you have in each area of work).
5. Whether you have ever taught law at a university, college or with a vocational provider (including the nature of this teaching, the areas of law that you taught, and where you carried out your teaching).
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| **Please list the evidence that you have submitted with your application** |
| Where you are relying on a prior qualification for your exemption application, in support of your application you should consider providing some evidence of:1. Details of course name(s).
2. A course description/ outline.
3. Course documentation/ handouts/ syllabus.
4. Copy of relevant exam paper(s).
5. Details of contact hours (including whether lectures/ tutorials/ seminars, etc and a breakdown in hours).
6. Details of assessment methods (including the weight given to different methods).
7. Proof of passing course (i.e. an official academic transcript)

Note: your application does not need to include all of the above but should be supported by sufficient evidence, to allow the examiner to come to an informed conclusion. |