

NUST LAW School Retake Examination Standard Operating Procedures (SOPs)

1. Purpose

In accordance with NUST's retake policy, the NLS hereby sets clear criteria and specific standard operating procedures (SOPs) for students to retake exams. The goal is to ensure fairness and consistency while preserving the Law School's academic integrity.

2. Scope

This policy applies to all students enrolled in any undergraduate or graduate law program provided by the Law School.

3. Policy Statement

A retake of any law exam will only be permitted **in cases of extreme emergency and truly unavoidable circumstances**. These situations must be **supported by credible documentation, approved by a law school's (Department of Board of Studies) and/or a committee, and receive final approval from the Principal & Dean**.

Approval for a retake is **not automatic** and will only be granted **in exceptional cases** where circumstances are beyond the student's control—such as serious illness, an accident, a bereavement in the immediate family, or other similar emergencies.

An applicable retake fee will be charged if the application is approved. The fee will be charged even if the student does not appear in the retake exam.

4. Procedure

1. The student must inform the law school administration (Principal & Dean, HoD, Exam Manager, and/or anyone in the chain of command) **immediately** by phone, email, or any other fastest means available. The term "immediate" means happening right away, without delay. Immediacy is defined **as the quality of being direct, prompt, or occurring without delay**. The student must submit a **written request** for a retake **within two (2) working days** of the missed examination.
2. The request must include:
 - A formal application addressed to the Exam Manager;
 - A detailed explanation of the emergency, and
 - Authentic and credible supporting documentation (e.g., medical certificate, accident report, or death certificate).
 - The medical report submitted by the student shall be evaluated by the NUST medical center. The NUST medical center's determination of the student medical report shall be considered final before the decision is made.
3. The Principal and Dean, in consultation with the Examination Committee, shall review the request and decide whether a retake may be granted.



4. If approved, the Law School shall schedule the retake at a suitable date determined by the Examination Office.

5. Consequences of False Claims

Any student who **submits false, forged, or misleading information or documents** in support of a retake request shall be subject to **strict disciplinary action**. Such action may include:

- Immediate **revocation of the retake approval**,
- A **failing grade** in the concerned course or examination, and/or
- **Further disciplinary proceedings** under the Law School's Student Code of Conduct, which may result in suspension or expulsion.

6. Approval Authority

The **Principal and Dean of the Law School** is the final authority for granting or denying permission to retake an examination.

