

PREP Capstone Evaluation Policy

Policy Statement

This policy provides an overview of expectations in relation to the **Capstone Evaluation** and explains further actions for **Students** who receive unsuccessful results.

Defined terms are in **bold text**; definitions can be found in the [PREP Policy Definitions](#) document.

1. Authority and Application of Policy

1.1 This policy applies to **PREP Students** only.

1.2 **Students** agree to abide by this policy pursuant to the **Student Agreement** which all **Students** signed upon entry to their program.

1.3 This policy applies to both the in-person and virtual environments.

2. Cancellation by CPLED

2.1 CPLED reserves the right to cancel any **Intake** of **PREP** at any time and specifically for reasonable causes beyond CPLED's control such as insufficient enrolment, resource limitations, network, systems, or other technical failures or other causes as determined by CPLED.

3. Requirements to Pass

3.1 To pass the **Capstone Evaluation**, **Students** must demonstrate:

- a. Entry-level competence on each competency category, as established by CPLED, and
- b. Overall entry-level competence when the competency categories are considered together, as established by CPLED.

4. Professionalism and Integrity

4.1 **Students** taking the **Capstone Evaluation** are at all times subject to the [CPLED Professional Integrity Policy](#).

4.2 Professional integrity breaches will be addressed pursuant to that policy.

5. Academic Integrity Measures

5.1 **Students** must comply with any academic integrity measures implemented by CPLED for the **Capstone Evaluation**.

6. Collaboration

6.1 Collaboration on any aspect of the **Capstone Evaluation** is strictly prohibited.

7. Late or Missed Submissions

- 7.1 Assignments submitted after the deadline are late and are deemed to be **Missed Capstone Submissions**.
- 7.2 Assignments not submitted or attended are deemed to be **Missed Capstone Submissions**.
- 7.3 **Missed Capstone Submissions** will receive a grade of zero and will not receive feedback.
- 7.4 Assignments with errors in submission protocol will be reviewed by CPLED on a case-by-case basis.

8. Extenuating Circumstances

- 8.1 CPLED acknowledges that extenuating circumstances may arise immediately prior to or during the **Capstone Evaluation** which could reasonably impact a **Student's** performance.
- 8.2 CPLED generally considers extenuating circumstances to include medical emergencies, the birth or death of an immediate family member, natural disasters, personal legal obligations, severe personal or family crisis, or other grounds protected under applicable Human Rights law.
- 8.3 CPLED does not generally consider extenuating circumstances to include minor illnesses, common ailments, workload from school or employment, scheduling conflicts, vacations, transportation problems, or technical issues.
- 8.4 **Students** who encounter extenuating circumstances immediately prior to or during their **Capstone Evaluation** must submit a [PREP Capstone Notice of Emergency Circumstances](#) as soon as possible.
- 8.5 Submission of a Notice does not guarantee any remedy from CPLED. CPLED will review and consider extenuating circumstances on a case-by-case basis.

9. Scheduling

- 9.1 **Capstone Evaluation** dates are scheduled by CPLED. CPLED does not offer **Capstone Evaluations** outside of these scheduled dates.
- 9.2 **Capstone Evaluation** assignments and assignment deadlines cannot be re-scheduled.

10. Release and Disclosure of Results

- 10.1 CPLED does not release **Capstone Evaluation** results earlier than the scheduled results release date.
- 10.2 CPLED discloses **Capstone Evaluation** results in accordance with the [CPLED Privacy Policy](#).

11. Withholding of Results

11.1 If a **Student** is subject to an outstanding requirement, CPLED may withhold the **Student's Statement of Results**. In such cases, the **Student** will be informed of the outstanding requirement and how to rectify it to receive their results.

12. Use of Capstone Attempts

12.1 Students who commence the **Capstone Evaluation** and then terminate their participation will have used one of their **Capstone Attempts**, unless otherwise determined by CPLED.

13. Reattempting the Capstone Evaluation

13.1 When making a **Capstone Attempt**, **Students** must attempt the **Capstone Evaluation** in its entirety and are not exempt from any assignments.

13.2 Students are permitted three attempts to successfully complete the **Capstone Evaluation**, provided they are not ineligible to sit the **Capstone Evaluation** for reasons under another policy.

13.3 Students who are unsuccessful after three **Capstone Attempts** must request permission from CPLED for a **Fourth Capstone Attempt** by submitting a [PREP Application for Fourth Capstone Attempt](#).

13.4 Students requesting permission from CPLED for a **Fourth Capstone Attempt** must:

- a. Submit professional reference letters in support of their request for a **Fourth Capstone Attempt**; and
- b. Agree to repeat **PREP** in its entirety and at their own expense.

13.5 CPLED retains the sole discretion to approve, conditionally approve, or deny **Fourth Capstone Attempt** requests.

- a. Before conditionally approving a **Fourth Capstone Attempt** request, CPLED will inform the **Student** of the proposed conditions and provide the **Student** an opportunity to respond in writing within a specified time. CPLED will consider any written response provided by the **Student** before approving the request with or without the proposed conditions or other conditions, or denying the request.

13.6 Before a **Student** makes a **Fourth Capstone Attempt**, the **Student** must repeat **PREP** in its entirety and must satisfy CPLED that the **Student** has complied with any other conditions imposed under Section 13.5.

13.7 Where a **Student's** request for a **Fourth Capstone Attempt** is approved, the **Fourth Capstone Attempt** will be the **Student's** final opportunity to sit the **Capstone Evaluation**.

13.8 A Student is no longer eligible to complete the Bar admission program through CPLED if:

- a. The **Student's** request for a **Fourth Capstone Attempt** is denied; or
- b. The **Student** remains unsuccessful after a **Fourth Capstone Attempt**.

14. Right of Appeal

14.1 Decisions under this policy that are subject to appeal are identified in the [PREP Reconsideration and Appeal Policy](#).