

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.

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 deemed to be **Missed Capstone Submissions**.
- 7.2 Assignments not submitted or attended at all are deemed to be **Missed Capstone Submissions**.
- 7.3 **Missed Capstone Submissions** will not be assessed.

8. Extenuating Circumstances

- 8.1 CPLED acknowledges that extenuating circumstances such as medical or technical emergencies may arise immediately prior to or during the **Capstone Evaluation** which could impact a **Student's** performance.
- 8.2 **Students** who encounter extenuating circumstances must immediately contact CPLED and provide as much information regarding the circumstances as possible at their first point of contact.

9. Changes in Schedule

- 9.1 CPLED acknowledges that extenuating circumstances may arise which require a **Student** to make a request for a change to their schedule.
- 9.2 **Students** can request a change to their schedule by completing and submitting an [PREP Application for Change in Schedule](#).
- 9.3 Schedule change requests should be made in advance of the intended schedule change date whenever possible.
- 9.4 Schedule change requests may be granted at the sole discretion of CPLED.
- 9.5 **Capstone Evaluation** oral assessments cannot be rescheduled.

10. Disclosure of Results

- 10.1 CPLED discloses **Capstone Evaluation** results in accordance with the [CPLED Privacy Policy](#).
- 10.2 **Students'** law societies are advised of all **Capstone Evaluation** results.
- 10.3 **Students'** principals, if applicable, are advised only if their student is unsuccessful.

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.

12.2 Unsuccessful Students who still have remaining **Capstone Attempts** can request to participate in a subsequent **Capstone Evaluation**, provided there are no additional reasons pursuant to CPLED policy that would prevent this.

12.3 Eligible unsuccessful Students must reattempt the **Capstone Evaluation** again in its entirety and are not exempt from any assignments.

13. Reattempting the Capstone Evaluation

13.1 Students are permitted three attempts to successfully complete the **Capstone Evaluation**.

13.2 Students who have completed three **Capstone Attempts** without success must apply for permission from CPLED for any further **Capstone Attempts**.

13.3 CPLED retains the discretion to deny permission for **Capstone Attempts** beyond the third attempt.

13.4 Students who have completed three **Capstone Attempts** without success will be required to repeat **PREP** in its entirety and at their own expense.

13.5 To request permission from CPLED for a **Capstone Attempt** beyond the third attempt, **Students** must submit a written request which includes the following:

- a. a written remediation plan which describes how the **Student** will upgrade their knowledge and improve their skills in preparation for the **Capstone Evaluation**, and
- b. an acknowledgement that the **Student** agrees to repeat **PREP** in its entirety and at their own expense.

13.6 If CPLED determines the remediation plan is satisfactory, the **Student** will be permitted to implement the plan.

13.7 Provided the **Student** implements the plan to satisfaction, repeats **PREP**, and meets any additional conditions set, CPLED will grant permission for the **Student** to have a further **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](#).