

Policy regarding reattempting the Capstone

Purpose:

The purpose of this policy is to set out the process for retaking the Capstone and the permitted number of attempts of the Capstone.

1. Attempts

- 1.1. A student is permitted three attempts to successfully complete the Capstone.
- 1.2. The participation in a Capstone or a Capstone reassessment is considered an attempt on whether or not the student completes the entire session.¹
- 1.3. A student who commences a session of a Capstone or Capstone reassessment and fails for any reason to complete the entire session will have their Capstone submission disqualified and the session considered as an attempt unless otherwise determined by CPLED.
- 1.4. A student who has completed three attempts at the Capstone without success may seek further attempts at the Capstone only with the permission of CPLED.

2. Reattempting the Capstone

- 2.1. Provided a student has attempts remaining, a student who is unsuccessful at a Capstone session shall be permitted to participate in a Capstone reassessment which will be scheduled within six weeks of the results of the unsuccessful Capstone being released.
- 2.2. Provided a student has attempts remaining, a student who is unsuccessful at a Capstone reassessment shall be permitted to participate in the next session of the Capstone.
- 2.3. Students should be aware that their Bar call will be delayed should it be necessary for them to participate in future sessions of the Capstone.

3. Further Attempts

- 3.1. As set out in paragraph 1.4 of this policy, a student who has completed three attempts at the Capstone without success must obtain permission from CPLED to have further attempts at the Capstone.
- 3.2. For CPLED to consider the student's request to have further attempts at the Capstone, the student must provide a written remediation plan to the Manager of Education that provides for the engagement of a qualified tutor, describes how the student will upgrade

¹ This means a student would complete three attempts at the Capstone if they attempted the Capstone, Capstone reassessment and Capstone.

their knowledge and improve their skills in preparation for the Capstone, and includes a statement from the qualified tutor indicating their agreement to carry out the plan with the student.

- 3.3.** The student shall respond to any inquiries and provide such further supporting documentation as may be required by the Manager of Education.
- 3.4.** The Manager of Education will review the remediation plan to assess if it provides the student a reasonable opportunity to improve their skills and knowledge, and therefore, a reasonable opportunity to successfully complete the Capstone on their next attempt.
- 3.5.** If the Manager of Education is satisfied with the remediation plan, they may grant permission to the student to have a further attempt at the Capstone provided the student implements their remediation plan and meets any additional conditions set by CPLED.
- 3.6.** In addition to implementing the remediation plan, CPLED will require the student to repeat PREP in its entirety at the student's expense.
- 3.7.** CPLED retains the discretion to deny permission for a subsequent attempt at the Capstone and in denying a subsequent attempt may expel the student from PREP.
- 3.8.** A student can appeal the decision of denial of permission for a subsequent attempt pursuant to the Reconsideration and Appeal Policy.

4. Completion of All Attempts

- 4.1.** A student must complete all their attempts at the Capstone within two years of the date of commencing PREP.
- 4.2.** A student who does not complete all attempts at the Capstone within the time set out in paragraph 4.1 must complete PREP in its entirety before being permitted to take any attempts they have remaining at the Capstone.