



NOVA SCOTIA BARRISTERS' SOCIETY

NAME OF POLICY	Policy regarding Completion of Assignments and Evaluations in the Skills Course		
DEPARTMENT			
Approved by DATE	Effective DATE	Reviewed	Revised

Policy regarding Completion of Assignments and Evaluations in the Skills Course

Preamble

During the Skills Course, completion of all assignments and evaluations is mandatory and applicants are required to attend the course as set out in regulation 3.6.5.

Online Skills Course

1.1 Applicant Responsibility for Timely Submission during Online Modules

1.1.1 Applicants bear responsibility for timely submission of assignments and evaluations. During the online course, applicants must upload their assignments and evaluations to the CPLED dropbox before the due date and time. Applicants must upload their work in sufficient time to check that the work has been uploaded properly. Once the dropbox closes, an assignment or evaluation cannot be uploaded. If the applicant misses the deadline they must immediately contact the Online Course Coordinator.

Request for Extension during Online Course

1.1.2 If a situation arises that would affect the timely submission of an assignment, the applicant must contact the Online Course Co-ordinator (OCC) and, if applicable, his or her Learning Group Facilitator (LGF), in advance of the submission deadline to request an extension. The OCC and LGF will review the situation and advise the applicant whether or not an extension is granted. If the applicant does not receive a response, before the deadline, the applicant must follow-up with the Director, Education & Credentials, and may not assume that the extension has been granted.

Applicant contacted during Online Course

1.1.3 If an applicant does not submit an assignment or evaluation on time, the Director, Education & Credentials will first contact the applicant.

Principal/Supervising Lawyer Contacted during Online Course

1.1.4 After contacting the applicant, the Director, Education & Credentials will contact the applicant's principal or supervising lawyer to advise them of the situation.

Failure to Meet Assignment Deadline

1.1.5 If an applicant misses the submission deadline for an assignment during a given module, the applicant shall not be permitted to complete the competency evaluation for that module and will need to complete the entire module during the supplement period.

Failure to Complete Competency Evaluation

1.1.6 If an applicant fails to submit the competency evaluation, the applicant shall receive a mark of “fail” and shall complete the supplemental evaluation.

In-Person Skills Course

2.1 Applicant Responsibility for Timely Submission/Attendance during In-Person Course

2.1.1 Applicants bear responsibility for timely submission of assignments and evaluations:

- (a) During the in-person course, written assignments and evaluations are due before the time set out in the Skills Course calendar. Applicants must allow themselves sufficient time to print assignments and evaluations recognizing that other applicants may also need to use the printer.
- (b) During the in-person course, applicants must appear on time for interviewing, negotiation, mediation, and advocacy assignments and evaluations, including the interviewing video review. If an applicant fails to appear on time, they may not be able to complete the assignment or evaluation, and risks receiving a mark of “incomplete” in the particular module.

Request for Extension during In-Person Course

2.1.2 If a situation arises that would affect the timely submission of an assignment or evaluation, or attendance at an assignment or evaluation, the applicant must contact their instructor in advance of the deadline to request an extension. The instructor will review the situation and advise the applicant whether or not an extension is granted. If the applicant does not receive a response, by the deadline, the applicant must follow-up with the Director, Education & Credentials, and may not assume that the extension has been granted.

Applicant contacted during In-Person Course

2.1.3 If an applicant does not submit or attend for an assignment or evaluation on time, the Director, Education & Credentials will first contact the applicant.

Principal/Supervising Lawyer Contacted during In-Person Course

2.1.4 After contacting the applicant, the Director, Education & Credentials will contact the applicant’s principal or supervising lawyer to advise of the situation.

Supplemental Evaluations

3.1 Timing of Supplemental Evaluations

3.1.1 The Executive Director will set the time for supplemental evaluations but generally they will be completed at the end of the Bar Admission Course Schedule during the month of April.

If an applicant takes a module of the Skills Course other than during the usual timeframe, the timing of the supplemental will be determined by the Director, Education & Credentials.

Only One Supplemental Evaluation without Executive Director Permission

3.1.2 Pursuant to Regulation 3.6.6(b), an applicant may take only one supplemental evaluation in each legal practice skill unless the Executive Director otherwise permits.

Call to Bar may be Delayed

3.1.3 The requirement to complete a supplemental evaluation may delay an applicant's call to the bar.

4.1 Failure of Bar Admission Course

4.1.1 If an applicant fails the supplemental evaluation in one or more modules of the Skills Course, the applicant fails the Bar Admission Course.

Application to Executive Director

4.1.2 An applicant who fails the Bar Admission Course may apply to the Executive Director for a determination of the requirements to be met to complete the Bar Admission Course. The options available to the Executive Director pursuant to regulation 3.6.19 are as follows:

- (a) to require the applicant to successfully complete all or a portion of the Bar Admission Course,
- (b) to extend the applicant's Articling Agreement for no more than twelve months to allow the applicant to complete the Bar Admission Course,
- (c) to impose other requirements deemed appropriate, or
- (d) to deny the application.

Application Denied or Approved with Terms – Written Reasons Required

2.1.9 If the Executive Director makes a decision denying the application or approving it with terms, the Executive Director must provide the applicant with a written decision with reasons and inform the applicant of the internal review process pursuant to regulation 3.6.20.

Approved by the Credentials Committee – May 25, 2016

Revised by the Credentials Committee – November 22, 2018