

College Operating Procedures (COP)



Procedure Title: Department Challenge Exam Procedure
Procedure Number: 03-1003
Originating Department: Provost/Vice President of Academic Affairs

Specific Authority:

Board Policy n/a
Florida Statute n/a
Florida Administrative Code n/a

Procedure Actions: Adopted: 06/01/10; 02/15/11

Purpose Statement: To allow a student to challenge prerequisites for specific courses.

Guidelines:

Departmental course challenge exams are designed to allow a student to test out of prerequisites for specific courses. All Florida SouthWestern State College (College) departmental challenge exams will follow the rules and procedures outlined below. Failure of a student or department to strictly adhere to the following policies will result in denial of prerequisite challenge by that examination.

Procedures:

Students must initiate a request with the appropriate Department Chair. Should the Chair approve, the student must arrange for the examination with the department offering the course.

Departments offer challenge exams in a limited number of courses and have the prerogative of excluding certain courses which are demonstrably unsuited for waiver by examination.

The academic standards for challenge examinations will be commensurate with the academic standards for the course. If a student's performance on the examination is judged to be of C or higher quality, the department Chair will notify the Office of the Registrar that the student will not be required to complete the course as part of his/her academic program. Students will not earn credits through challenge examinations.

If a student fails to achieve C or higher quality work on an attempted examination, no action is required other than the notification of the student by the department. However, that student is not eligible for another such examination in the same course. Once a student has failed a course, the student is not eligible for a challenge examination for that course.

- Students may only take a challenge exam during the allotted period designated by each department.
- Students must show a valid student ID in order to take the exam.

- No books, notes, and/or papers are allowed in the examination room. All personal items, including cell phones and electronic devices, must be left outside the testing area.
- If calculators and/or scrap paper are needed for the exam and allowed by the specific department, they will be provided by the College and collected before the student leaves the testing site.
- There will be strict adherence to predetermined departmental time limits for the challenge exam.
- All challenge exams must be proctored by the respective department Associate Dean, Chair, or faculty member designated by the individual departments.
- A grade of 70% or better must be earned in order for the exam to count toward a prerequisite bypass.
- Once the student has received the exam, he/she may not leave the testing site. If the student opts to leave, he/she may not return to finish the exam.
- Once the student completes his/her exam, the exam is graded and the grade is sent to the Department Chair. The Department Chair submits the results to the Registrar through the challenge Exam Grade Report Form.
- Students will be notified of the results within two weeks of completing the exam.
- It is the responsibility of the student to notify the department Associate Dean or Chair at least two weeks prior to the testing date if he/she wishes to take a challenge exam.
- No exam may be taken by a student who has already begun the course.
- A student may not take a challenge exam if he/she has already taken and/or failed or received a W (Withdrawal) in the specific course.
- A challenge exam cannot be used to replace an "I" (Incomplete) for any course.
- A student requesting a challenge exam must be currently enrolled at the College.
- A student may not use a challenge as part of his or her credit load or for maintaining financial aid requirements.

Departmental Procedures:

- Exams must be aligned with course learning outcomes.
- Exams must be created or adopted by members of the discipline and must be approved by at least three full-time faculty within that discipline. If there are fewer than three full-time faculty members within a specific discipline, the exam must be approved by the full-time faculty members and two other adjunct faculty members of that discipline.
- Challenge exams can only be used to challenge prerequisites at the College; they cannot be used for obtaining college credit or transfer to another institution.
- A time limit will be determined by each department for their exam and will be strictly adhered to and will be the same for all students for that specific course.
- All challenge exams must be piloted and tested for reliability and validity before use. New challenge exams must be reviewed and approved by the Student Assessment Committee (SAC) prior to implementation.
- Course developers will pre-determine if an exam also applies to co-requisites.