



AC.3.18.1 Challenge Examinations

Schedule A: Challenge Examination Procedure

Challenge Examination Procedure Summary		
Who	What	When
Academic chair/coordinator or designate responsible for delivering the course	<ol style="list-style-type: none">1. Advise the student of AC.3.18 policy/ procedure and provide the student with the course outline for course that the student wishes to challenge.2. Determine if a challenge examination exists/should be created for the course.3. Confirm, using SHACRSE or SRECORD in BANNER, that:<ol style="list-style-type: none">a) The student has not previously attempted a challenge examination for the course;b) The student has not previously failed the course;c) The student has not passed the course within the last five years (for a Certificate program), within the last seven years (for a Diploma or Applied Degree program), or within the last ten years (for a Baccalaureate program).4. Confirm with the Office of the Registrar that a CRN has been created for the challenge examination.5. Advise the student of the challenge examination fee.6. Set the date, time and location of the examination, and complete the Challenge Examination Request form.	Upon the student's request for a challenge examination

	7. Direct the student to the Office of the Registrar for registration.	
Student	<ol style="list-style-type: none"> 1. Register in and provide proof of payment for the challenge examination in person at the Office of the Registrar. 2. Provide the proof of registration to the school/department responsible for delivering the course, prior to taking the examination. 	<ol style="list-style-type: none"> 1. The student may register for the examination at any time before the midpoint for that course, although procedure AC.3.1.1 Grading and Progression deadlines apply if the student wishes to drop/withdraw from the course being challenged. 2. The examination must be completed within ten business days after registering for it, or an "F" or "NP" grade will be entered.
Academic chair/coordinator or designate responsible for delivering the course	<ol style="list-style-type: none"> 1. Arrange for invigilation of the examination, either by Testing Services or by the school/department. 2. Arrange for marking of the challenge examination. 3. Enter the student's grade in Banner. 	Within ten business days of the student attempting the examination.
Student	<ol style="list-style-type: none"> 1. If the student is registered in the course which the student has successfully challenged, the student is responsible for dropping/withdrawing from the course. 	Within the deadlines for dropping/withdrawing from the course, as per AC.3.1.1 Grading and Progression procedure.