

Challenge Exams are available under the regulations listed below:

- 1. Students must be currently enrolled at North Orange Continuing Education (NOCE) in a course other than the course being challenged.**
- 2. Challenge Exams may be taken only for a course listed in the NOCE catalog and that the CTE Department has approved for challenges. Please see page three (3) for listing of currently approved courses.**
- 3. Students should read the course description in the catalog to gain understanding of the class content. Study materials are not provided as part of the challenge exam process.**
- 4. Students can challenge a maximum of 2 classes.**
- 5. Currently enrolled and waitlisted students are eligible to take the challenge exam, if approved, no later than the 3rd day after the class starts. No challenge will be allowed for a course in which a student is enrolled after the 3rd day.**
- 6. Previous completion or audit for a course in which a grade was received (including W, NG, NP), prevents a challenge.**
- 7. Prior credit or advanced placement cannot have been previously received.**
- 8. Challenge exams are not intended to replace make-up examinations for courses not completed or courses taken in high school.**
- 9. Less advanced courses cannot be challenged if they are considered lower in degree than those already taken.**
- 10. Students may challenge a course only once.**
- 11. Challenge exams will not be posted to the transcript until all fees or holds have been resolved.**
- 12. Challenge exams are graded on a Pass/No Pass basis. If students choose to have passing results recorded on their permanent record, the Pass (P) grade will appear with a notation indicating the course was completed by a challenge exam.**
- 13. Provide evidence of knowledge and/or skills, by virtue of placement/assessment testing, academic course work, independent learning, experience, or a combination of these which are at least equivalent to the knowledge and/or skills the student would have possessed had he or she successfully completed the course.**
- 14. Students who do not pass the challenge exam will need to take and pass the challenged course in order to meet their certificate requirements.**
- 15. All challenge exam approvals are only valid for the semester when approval is given.**

Criteria for petition approval will be determined by the CTE Department. General guidelines will include evidence of previous learning experience and evidence to indicate probable success in the examination.

To initiate a petition for a Challenge Exam, students must confer with the Career Technical Education Department during the Fall and Spring semesters or the Summer term to verify the guidelines and required backup materials needed to qualify for the chosen challenge exam. If student believes they meet the guidelines for a particular challenge exam and can provide evidence, then student must submit a completed and signed Challenge Exam petition to the CTE Department.

The CTE Department will verify that student meets the guidelines and has not either signed up for and/or taken the course to be challenged. If it is determined that the student has met the challenge exam guidelines for the course chosen and the student's prospects for examination success are satisfactory, the petition will be signed and approved by the CTE Department staff and/or faculty. **Please allow three (3) to five (5) business days for verification and processing.**

Challenge Exams will not be given outside of an active semester or summer term. The time and place of the examination, its content, and the arrangement for its administration are determined by the department. Currently all challenge exams are offered at the Anaheim Campus in the Career Skills and Resource Lab (Room 606) during the labs regular operating hours with an approved petition. Limited virtual proctored exams will also be provided by appointment only. Times and dates to be advertised at the beginning of each semester and/or summer term.

Career Technical Education Challenge Exams

COMP 685 Keyboarding Challenge Exam

1. Student must provide evidence of knowledge and/or skills, by virtue of placement/assessment testing, academic course work, independent learning, experience, or a combination of these which are at least equivalent to the knowledge and/or skills the student would have possessed had he or she successfully completed the course. Minimum rate accepted for provided evidence is 30 NWPM with five (5) or fewer errors.
2. To pass the challenge exam students must take the five (5) minute keyboarding challenge exam and receive a pass rate of at least 35 NWPM with five or fewer errors.
3. One challenge exam equals up to three (3) tries on a single day. If student does not receive the qualifying pass rate and/or has more errors than allowed student will be required to take and pass COMP 685.