



Challenge Examinations

Students with prior learning or work experience and a cumulative GPA of 2.00 or higher may request a challenge exam for a BTVI course as long as they have not withdrawn from the course or received a BTVI grade for the course. Students must achieve a **minimum score of 70% on the challenge exam to receive BTVI credit for the course**. Once recorded by the Office of the Registrar, this grade will be calculated as part of the student's GPA.

STEP 1

- Speak with your academic advisor and the relevant Head of Department about the course you intend to challenge.
- Register for the course you intend to challenge.
- Complete and sign the *Challenge Examination Request Form*.
- Have the relevant Head of Department and Dean sign the request form.
- Pay the requisite non-refundable challenge examination fee.

STEP 2

- Submit the completed *Challenge Examination Request Form* to the Office of Examinations and Testing Services (examoffice@btvi.edu.bs) along with
 - documentary evidence that you possess the skills and competencies being taught in the course you would like to challenge (e.g., letter from employer/skilled craftsperson, transcript from another institution).
 - proof of payment of the non-refundable challenge examination fee.

STEP 3

- Sit the challenge exam on the designated day and time.

- Students must have prior learning or work experience, a cumulative GPA of 2.00 or higher and must not have withdrawn from or received a BTVI grade for the course they intend to challenge.
- Challenge exams are not allowed for courses which have: (1) labs or practical components; (2) project-based components; and (3) research-based components.
- Normally, challenge exams are administered during the final examination period.
- Students must sit the challenge exam on the designated day and time. Students who fail to do so may be allowed to reschedule the exam provided they submit documentary evidence for their absence which aligns with the BTVI *Policy on Final Examinations*.
- The Office of Examinations and Testing Services will advise students of the grade awarded for the exam within 5 business days of the exam. Students must achieve a **minimum score of 70% on the exam to receive BTVI credit for the course**.
- Students who fail to achieve a minimum score of 70% on the challenge exam may remain in the course for the duration of the semester and complete the course or withdraw from the course prior to the deadline to withdraw. Students who withdraw remain financially liable for the course.