



**Approved**  
 Bahamas Technical and Vocational  
 Board of Directors  
 Effective Fall 2023

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| <b>POLICY NUMBER</b>               | <b>AA-21-01-007</b>                                      |
| <b>TITLE OF POLICY</b>             | Challenge Examinations                                   |
| <b>DATE OF ADOPTION</b>            | Spring 2023  |
| <b>SUPERSEDES</b>                  | All previous procedures regarding challenge examinations |
| <b>DATE OF IMPLEMENTATION</b>      | Fall 2023  |
| <b>PROJECTED DATE OF REVISION</b>  | Fall 2027  |
| <b>PURPOSE OF THE POLICY</b>       | To establish the procedures for challenge examinations   |
| <b>REVISION NUMBER</b>             | Version I  |
| <b>ACCOUNTABILITY</b>              | Office of Academic Affairs                               |
| <b>RELATED POLICIES/PROCEDURES</b> | Policy on Final Examinations                             |
| <b>APPENDICES</b>                  | None   |

### 1.0 Preamble

Students with prior learning or work experience may be exempted from specific Bahamas Technical and Vocational Institute (BTVI) courses through the means of a challenge examination. Challenge examinations assess a student’s academic proficiency in a specific subject area.

### 2.0 Scope

This policy establishes the procedures for challenge examinations.

### 3.0 Procedure

- 3.1 Students who have prior work experience or who have completed equivalent courses at another accredited institution may request to take a challenge examination.
- 3.2 Students should request a course outline for the BTVI course they wish to challenge and must
  - 3.2.1 register for the course for which they intend to sit a challenge examination; and
  - 3.2.2 use the *Challenge Examination Request Form* to request permission from the relevant Dean through the Head of Department (HOD) to sit a challenge examination.
- 3.3 Once the *Challenge Examination Request Form* is approved and signed by the HOD and Dean, the student must submit the form, along with proof of payment to sit the challenge examination, to the Office of Examinations and Testing Services.



- 3.4 The Office of Examinations and Testing Services shall notify the Dean and HOD electronically once the request to sit the challenge examination has been processed.
- 3.5 Both the Office of Examinations and Testing Services and the HOD shall keep an e-copy of the completed *Challenge Examination Request Form*.
- 3.6 Students must achieve a minimum score of seventy percent (70%) on the challenge examination to receive BTVI credit for the course. Once recorded by the Office of the Registrar, this grade will be calculated as part of the BTVI Grade Point Average (GPA).
- 3.7 Students who fail to achieve a minimum score of seventy percent (70%) on a challenge examination may
  - 3.7.1 withdraw from the course for which they took the challenge examination prior to the deadline to withdraw. Students who withdraw from the course remain financially liable for the course.
  - 3.7.2 remain in the course for the duration of the semester and complete the course.

#### **4.0 Eligibility**

- 4.1 Students are eligible to sit a challenge examination provided they
  - 4.1.1 produce documentary evidence that they possess the skills and competencies being taught in the course they intend to challenge (e.g., letter from employer/skilled craftsperson, transcript from another institution);
  - 4.1.2 are in good academic standing; that is, they have a cumulative GPA of 2.00 or higher;
  - 4.1.3 have not received a BTVI grade for the course they intend to challenge; and
  - 4.1.4 have not registered and withdrawn from the course they intend to challenge.
- 4.2 Students will not be allowed to take a challenge examination for courses which have
  - 4.2.1 labs or practical components;
  - 4.2.2 project-based components; or
  - 4.2.3 research-based components.
- 4.3 Of the seventy-five percent (75%) of the overall programme requirements which must be completed at BTVI, students may complete fifteen percent (15%) through challenge examinations.

#### **5.0 Administration and Processing of Challenge Examinations**

- 5.1 Normally, challenge examinations shall be administered during the final examination period.
- 5.2 Students must sit the challenge examination on the designated day at the designated time.
- 5.3 Within five (5) business days of the challenge examination, the Office of Examinations and Testing Services shall
  - 5.3.1 advise the student of the grade awarded for the challenge examination; and
  - 5.3.2 forward the grade awarded for the examination to the Office of the Registrar provided the student has achieved a grade of seventy percent (70%) or higher. The Office of the Registrar will post the grade to the student's transcript.
- 5.4 A challenge examination can be taken once only per course.
- 5.5 Completed challenge examinations will not be returned to students.



## **6.0 Rescheduling of a Challenge Examination**

Students who fail to sit a scheduled challenge examination

- 6.1 may request a rescheduling of the examination provided their absence is excused as per BTVI examination rules, regulations and procedures. Students must submit corroborating documents to the Dean to substantiate the reason for their absence.
- 6.2 shall not be eligible for a refund of the challenge examination fee.