



Challenge Examination Request Form

Students with prior learning or work experience and a minimum cumulative GPA of 2.00 who wish to sit a challenge examination must: (1) register for the course they wish to challenge; (2) submit a completed **Challenge Examination Request Form** to the relevant Dean through the Head of Department; (3) once approved and signed by the Head of Department and Dean, pay the requisite **non-refundable challenge examination fee**; (4) submit the approved signed form along with proof of payment of the exam fee to the Office of Examinations and Testing Services.

Semester: Fall Spring Summer Year: _____

Student's Name: _____ BTVI ID #: _____

Student's Email Address: _____ Cell Phone: _____

Cumulative GPA: _____ Programme (Select One): Associate Degree Diploma Certificate

Major: _____

Course to be Challenged: Code _____ Name: _____

CHALLENGE EXAMINATION REGULATIONS

- Students must have prior learning or work experience, a minimum cumulative GPA of 2.00 and must not have withdrawn from or received a BTVI grade for the course they intend to challenge.
- Students will not be allowed to sit challenge exams for courses which have: (1) labs or practical components; (2) project-based components; and (3) research-based components.
- Normally, challenge exams will be 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 BTVI examination policy and regulations.
- 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 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.
- 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.

I have read the regulations regarding the **BTVI** Challenge Examination and agree to the conditions.

Student's Signature: _____ Date: _____

Head of Department's Signature: _____ Date: _____

Dean's Signature: _____ Date: _____

FOR OFFICIAL USE ONLY

CourseCode	Course Name	Score	Grade

Registrar's Signature: _____ Date: _____