AC.3.18.1 Recognition of Prior Learning – Credit Courses

Schedule A: Challenge Examination Process

Challenge Examination Procedure Summary		
Who	**What**	**When**

Office of the Registrar	1. Inquire with Academic Chair/coordinator or designate responsible for delivering the course if a challenge examination exists/should be created for the course.
	
	2. Advise the student of policy AC.3.18 and procedure AC.3.18.1 and provide the student with the course outline for course that the student wishes to challenge.
	
	3. Assess student eligibility, using SHACRSE or SRECORD in BANNER, to confirm that:
	
	  a) The student has not previously attempted a challenge examination for the course;
	
	  b) The student has not previously failed the course; and
	
	  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. Advise the student if challenge examination is available and the challenge examination fee.
		Upon the student's request for a challenge examination

Student	1. Submit Challenge Examination Request form to Office of the Registrar.
	
	2. Email testing@sait.ca to book the challenge examination. In this email, the student must:
	  • Include Challenge Exam in the email's subject line
	  • Include their ID number, name of challenge exam and the date and time
		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 – Credit Courses deadlines apply if the student wishes to drop/withdraw from the course being challenged.

	they wish to write the exam, in the email's body.	2. The examination must be completed within ten business days after registering for it, or no PLAR CR will be awarded.
Office of the Registrar	1. Forward Challenge Examination Request form submitted by student to Academic Chair/designate. 2. Credit student account with challenge examination fee(s).	1. After student submits Challenge Examination Request form.
Academic chair/coordinator or designate responsible for delivering the course	1. Submit Challenge Examination Testing Services Invigilation Form to Testing Centre. 2. Arrange for marking of the challenge examination. 3. Inform transfer.options@sait.ca of the student's grade.	1. Within ten business days of the student attempting the examination.
Testing Centre	1. Send confirmation email to student, confirming the date and time that the exam is booked. 2. Send completed test to Academic Chair/coordinator or designate.	1. After student has emailed Testing Centre.
Student	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 if it is within the add/drop deadline of the term. Note that if it after the add/drop date, the Office of the Registrar will drop/withdraw student from course.	1. Within the deadlines for dropping/withdrawing from the course, as per AC.3.1.1 Grading and Progression – Credit Courses procedure.
Office of the Registrar	1. Enters challenge examination as PLAR CR on student record and informs student.	1. After challenge examination is completed and Testing Centre has informed the OTR of the student's result.