



# Challenge Exam Information Sheet

## Document Formatting

### Course Information

<i>Course # Title</i>	10106110 Document Formatting
<i>Credits</i>	2
<i>Instructional Area</i>	Office Systems/Technology
<i>Instructional Level</i>	Associate Degree
<i>Division</i>	Business

Click here [Document Formatting](#) to review the detailed course outcome summary for this course to determine if you are prepared to take this challenge exam.

### Challenge Exam Format

#### Number/Format of Questions:

#### Production Exam

- Document 1 – Block Letter
- Document 2 – E-Mail
- Document 3 – Business Report
- Document 4 – Agenda
- Document 5 – Modified Block Letter

#### Passing Score:

80% (100 points per document, average of all 5 documents)

#### Time Allowed For Completion:

1 hour

#### Materials Allowed In Testing Room:

Computer, printer, and flash drive provided by Student Services

#### When/How Results Will Be Available

Results will be emailed to your WITC email account within one week of taking this exam.

## Challenge Exam Guidelines

**Understand that Challenge Exams are evaluative, rather than learning, experiences.** Results indicate only whether a student has earned credit for prior learning: pass or fail. No score is available, nor is a report of how a student performed on any piece of the exam.

- Prior to taking the challenge exam, you must:
  - ✓ be an admitted student.
  - ✓ pay a non-refundable fee of \$50.
- You may only attempt this Challenge Exam once in a 12-month period.
- The exam may be scheduled before or after the course begins, but must be completed within the first seven calendar days from the course start date.
- If you are enrolled in the course and successfully complete the Challenge Exam, you will receive a 100 percent tuition refund for the course.

### **PLEASE CONTACT STUDENT SERVICES FOR INFORMATION ON THE PROCESS FOR SCHEDULING AN EXAM**

NOTE: A reduced credit load may affect your financial aid and/or insurance eligibility if you successfully complete a Challenge Exam. Please contact your advisor or the financial aid office for more information.