



# Challenge Exam Information Sheet

## Applied Communications 1

### Course Information

<i>Course # Title</i>	32801361 Applied Communications 1
<i>Credits</i>	2
<i>Instructional Area</i>	Communication Skills
<i>Instructional Level</i>	Two-Year Technical Diploma
<i>Division</i>	General Studies

Click here [Applied Communications 1](#) to review the detailed course outcome summary for this course to determine if you are prepared to take this challenge exam. 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.

### Challenge Exam Format

The challenge exam for Applied Communications 1 includes three parts. It is assumed that you have an e-mail account and know how to type, how to use a word processing program such as *Microsoft Word*, how to save to a flash drive, how to send an e-mail attachment, and how to use a library. You may not ask for assistance from anyone during the exam.

<b>Number/Format of Questions:</b>	Part I – Multiple Choice. Part II – Writing Exercise. Part III – Job Documents Completed.
<b>Passing Score:</b>	Part I – 40 of 50 Points (80%) to advance to Parts II and III (Parts II and III can be taken together or separately and will only be scheduled after Part I has been passed). Part II – 80 Percent. Part III – 80 Percent.
<b>Time Allowed For Completion:</b>	Part I – 1 hour Part II – 3 hours Part III – 4 hours

**Materials Allowed In Testing Room:** Computer, printer and flash drive provided by test proctor.

Part I – must bring pencil or pen.

You *may not* access reference books or other resources including hard copy information, the Internet, an e-mail account, or any electronic/battery-powered device.

Part II – may bring a dictionary, thesaurus, style guide, and research paper style guide such as the *MLA Handbook for Writer's of Research Papers* or the *APA Publication Manual*; must bring pen or pencil, and highlighter. Also, should you need to make photocopies, be sure you have enough change (\$.10 each).

Part III – Bring documentation needed to complete a resume and letter of application (also called a cover letter) which align with a position posting in your field of study. You *may* access reference books or other resources including hard copy information, the Internet, an e-mail account, or any electronic/battery-powered device. Student may bring/submit already completed documents for Part III.

**When/How Results Will Be Available:** Results will be emailed to your WITC email account within one week of taking the 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.
- Reasonable accommodations for persons with disabilities will be made to ensure access to academic programs, activities, services and employment in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), Amendments Act of 2008 (ADAA). Students with a documented disability must request accommodations by contacting the campus Accommodation Specialist and following required steps to obtain accommodations at the post-secondary level.
- 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.