



# Challenge Exam Information Sheet

## Document Formatting

### Course Information

<i>Course #</i>	10106110
<i>Title</i>	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.
- 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.