Challenge Exam Information Sheet MS Word A

Course Information

Course # Title   10103146 MS Word A
Credits   1
Instructional Area   Computer Software
Instructional Level Associate Degree
Division   Business

Click here MS Word A to review the detailed course outcome summary for this course to determine if you are prepared to take this challenge exam.

Challenge Exam Format

The challenge exam for MS Word A includes two parts. You may not ask for assistance from anyone during the exam. The exam can be accessed in the MS Office Challenge Exam in Blackboard. You may not use the Internet or any other resources while completing the exam.

Number/Format of Questions: Exam in Blackboard
Word A SAM Challenge Exam
Word 2019 SAM Capstone Project 1a

Passing Score: 80% of Total Points

Time Allowed For Completion: 120 minutes

Files Needed to Complete the Test: MS Word Challenge Exam located in Blackboard MS Office Challenge Exam Instructions & Videos for navigation

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 Northwood Tech 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: Email student name and ID to Aimee Zettel and Keith Hasart 24 hours before test time to ensure enrollment in Blackboard challenge 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.