

GUIDELINES FOR DEVELOPING A CHALLENGE EXAM

A note of caution: a comprehensive final may be appropriate for use as a Challenge Exam, but many finals are course and instructor specific. That is, they are fair assessments for students who learned the subject matter from a particular professor in particular section of a course that uses a specific text. They may be less fair for students who have learned the subject matter in a different way. The goal of a well-designed Challenge Exam is to test knowledge of appropriate Learning Outcomes identified for the class.

All materials related to the Challenge Exam must observe the guidelines for Universal Design for Learning. Please see [eLS – Access for All on Canvas](#) for more information.

1. Develop Learning Outcomes that are subject specific but not Instructor/section specific.
2. Develop/Revise test items that address each Learning Outcome sufficiently to satisfy an assessor that the student has met the outcome. Do not use copyrighted/protected materials from texts, websites, or other sources.
 - Revise existing exam/assignment questions to expand or generalize choices of texts/theorists
 - Remove course and college specific language
 - Provide alternatives to materials that students in a classroom setting might have access to, such as maps, charts, or models.
 - Consider options that replicate other course assessments: demonstration, oral exam, collaborative work
3. Decide what materials students will have access to during the exam.
4. Determine how long the student will have to complete the exam.
5. Design a rubric for assessment.
6. Determine the level of achievement required to pass the Challenge Exam and the grading method (P/F or grade).
7. Seek program faculty approval of the Learning Outcomes, the Exam, and the Rubric.
8. Design a Student Self-Assessment to help students evaluate whether they are good candidates for the Challenge Exam. Use Challenge Exam Self-Assessment Template.
9. Submit the completed Challenge Exam packet to your Dean for approval.