**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 UDL-101 on Blackboard Learn 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

1. Decide what materials students will have access to during the exam.
2. Determine how long the student will have to complete the exam.
3. Design a rubric for assessment.
4. Determine the level of achievement required to pass the Challenge Exam and the grading method (P/F or grade).
5. Seek program faculty approval of the Learning Outcomes, the Exam, and the Rubric.
6. Design a Student Self-Assessment to help students evaluate whether they are good candidates for the Challenge Exam. Use Challenge Exam Self- Assessment Template.
7. Submit the completed Challenge Exam packet to your Dean for approval.