


| ADMINISTRATIVE PROCEDURE MANUAL | | | |
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Purpose

The purpose of this procedure is to describe the processes for the Florida State College at Jacksonville's (FSCJ/College) College Course Challenge Exam (CCCE) Program.

Procedure

- A. The College Course Challenge Exam (CCCE) Program consists of examinations created by Florida State College at Jacksonville faculty to sufficiently document mastery of learning outcomes for awarding course credit upon a student's successful completion of the exam. The Exams are only used for courses for which a national standardized examination does not exist.
- B. The Exams are administered in two (2) ways.
 1. Exams that lend themselves to online test administration are administered by campus Assessment and Certification Centers similar to national standardized exams.
 2. Assessments that are performance oriented, and require direct faculty observation, are administered by appropriately credentialed faculty members.

Distance learning students will coordinate test administration with the distance learning assessment coordinator.
- C. CCCE's are initiated by faculty and approved by the appropriate dean and associate provost.
- D. Forms related to the development and review of CCCE are obtained from the associate provost office. These forms include the CCCE New Exam Approval form, the CCCE Faculty Review form, and the CCCE Renewal form.
- E. The College Assessment and Certification Centers will maintain a list of approved exams on its website. CCCE's are approved for a period of three (3) years. It is the responsibility of the appropriate program manager or dean to renew or deactivate an exam prior to expiration using the CCCE Renewal form.
- F. Fees for the CCCE are established by the District Board of Trustees.
- G. Procedures to Establish a CCCE
 1. The originating faculty member(s) develops the exam and scoring procedures and submits it to the appropriate dean using the CCCE New Exam Approval form.
 2. The dean notifies faculty members within the appropriate discipline of the proposed CCCE and establishes a faculty review period of no less than ten (10) business days.
 3. During the review period, the dean makes the new exam available to faculty within the discipline

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and considers their input and comments. Two (2) faculty subject matter experts who were not directly involved in developing the exam will review the exam and each complete a CCCE Faculty Review form indicating approval, rejection or modification. These subject matter experts can be full-time faculty, adjunct faculty or faculty at a peer institution.

4. The dean signs the CCCE New Exam Approval form verifying that the faculty review process has been completed and, based upon the faculty input, decides to forward or deny the new CCCE.
5. If the new CCCE is rejected, the dean notifies the originating faculty. If approved, the dean forwards a copy of the CCCE New Exam Approval form, and two (2) CCCE Faculty Review forms to the associate provost.
6. The associate provost's office will transmit the CCCE forms to the appropriate Assessment and Certification Center Manager for implementation.
7. The Assessment and Certification Center Manager will create a place within the CCCE course shell for the exam and invite the instructor via email to upload the exam.

H. Procedures for Students to Take A Challenge Exam

1. Students identify the CCCE they want to attempt from the list posted on the Assessment and Certification Center website.
2. The student contacts the Assessment and Certification Center to schedule the examination. The student will complete the CCCE registration form provided by Assessment and Certification Center and pay the registration fee.
3. If the exam requires departmental approval prior to administration, the Assessment and Certification Center will notify the student and it will be their responsibility to secure approval.
4. If the student is not successful on the CCCE retesting may be done following a three (3) month waiting period.

I. Process for Grading and Recording Grades

1. The Assessment and Certification Center will forward the student's CCCE registration form to the appropriate faculty member to assign the grade.
2. The successfully completed CCCE will be recorded as a "P" on the student's transcript.
3. The faculty member assigned to grade the CCCE will inform the student of their grade.
4. The completed score report will be imaged to the student's permanent academic record.



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REFERENCES: F.S. 1001.64, 1001.65, 1007.27

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