Singapore University of Social Sciences
Challenge Examination Handbook
For Enrolling Student / Members of the Public

Updated: 20 July 2017
1 Introduction
A challenge examination is designed to assess your academic proficiency in a subject area and is similar to a final examination in the subject.

The Singapore University of Social Sciences (SUSS) Challenge Examination (CEX) allows you to achieve credit recognition (CN) in a required subject area and thereby accrediting you for previous academic and/or experiential knowledge in a subject.

At SUSS, CEX is offered twice a year, typically in the 3rd and 4th week of May and November.

2 List of courses with CEX available
At CEX is available only for selected undergraduate courses.

View our list of CEX courses here.

3 CEX Policies

Registration
a. CEX is available to interested members of the public from 2014 onwards.
b. The registration periods for the May and November CEX are 1 February – 31 March and 1 August – 30 September, respectively.
c. You can register to take CEX courses at the SUSS CEX Portal via our website www.suss.edu.sg by the stipulated deadlines.
d. There is no limit to the number of courses that you can register as CEX per examination period provided there is no conflict in examination schedule.
e. A non-refundable CEX registration fee of S$171.20 / S$224.70 (inclusive of GST) is charged for each 5 / 10 credit unit course, respectively.

Absence from CEX
a. There is no refund of CEX registration fee paid for absence from CEX. You may re-register (with payment) to take the same or other CEX course(s) in the next or subsequent examination period.

Support
a. Upon your CEX registration, you will be given a MyMail email account with SUSS. SUSS will only correspond with you via this MyMail account.
b. For each of your registered CEX, a study guide and examination question paper from the immediate past semester will be made available to you via the CEX portal after your
CEX registration. Please note that not all CEX courses will have a study guide available. You may refer to the list of CEX courses for the availability of the study guide.

c. CEX is only conducted locally. No overseas examination will be arranged.

Examination Arrangements and Results

a. You will receive an email notification to view your CEX examination timetable, venue details and examination information booklet about two weeks before the start of the examination period.

b. You can attempt CEX only once for each course.

c. You cannot take CEX for a previously passed or failed course.

d. You will receive an email notification to view your CEX results (via CEX Portal) towards the end of June or December for the May and November examination, respectively. The result for CEX is a Pass (P) or Fail (F) or Absent (U).

e. There is no Grade Point Value for the Pass/Fail/Absent grade of a CEX course.

f. There is no appeal against CEX results.

Credit Recognition (CN)

a. Upon enrolment to SUSS undergraduate programme, a passed CEX course will be granted CN on condition that the course is: 1) relevant to the programme of study and 2) subject to a maximum limit of 60 credit units.

4 Frequently Asked Questions (FAQs)

Registration

a. Who can register to take CEX?

Interested members of the public may apply to take CEX from February 2014 onwards.

b. Is there a fee for taking CEX?

Yes, there is a non-refundable registration fee of $171.20 / $224.70 (inclusive of GST) for taking CEX for a 5 / 10 credit unit course respectively.

c. When and how do I register for CEX? When must I complete CEX?

<table>
<thead>
<tr>
<th>CEX Examination</th>
<th>Application Period</th>
</tr>
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<tbody>
<tr>
<td>Month of May</td>
<td>1 February to 31 March</td>
</tr>
<tr>
<td>Month of November</td>
<td>1 August to 30 September</td>
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You have to submit an online registration for CEX at the SUSS CEX Portal via our website [www.suss.edu.sg](http://www.suss.edu.sg).

d. Can I make changes to CEX after I have submitted my registration?

We do not allow changes to your CEX once registration is submitted. Please select your CEX course(s) carefully before you submit your registration.

e. What are the courses available for CEX? What are the courses that I can register for CEX?

CEX is available for selected undergraduate courses only.
View our list of CEX courses available.

f. How many courses can I register for CEX?

There is no limit to the number of courses you can register for CEX per examination period provided there is no conflict in examination schedule.

**Absence from CEX**

g. What happen if I am absent from CEX? Can I register for CEX again?

If you are absent from CEX, you may re-register (with payment) to take the same or other CEX courses.

There is no refund of CEX registration fee for absence from CEX.

**Support**

h. Are there resources or help available for those who register for CEX?

Study guides and sample examination question papers from the immediate past semester will be made available to you via the CEX portal after you have registered for your CEX. Please note that not all CEX courses will have a study guide available. You may refer to the list of CEX courses for the availability of the study guide.

We recommend that you register CEX for courses that you are confident of your academic proficiency.
Examination and Results

i. Do I have to prepare any assignments as part of the CEX?

No. CEX is a one seating written examination.

j. How will I know the examination timetable and venue for CEX?

You will receive email notification via MyMail two (2) weeks before the examination period.

k. How many times can I attempt CEX for each course?

You can attempt CEX once for each course.

l. Can I register for CEX for a course that I have passed or failed previously?

You cannot take CEX for a previously passed or failed course.

m. Are there any marks or grades given for CEX?

There are no marks or grade for CEX; the result for CEX is indicated as Pass (P), Fail (F) or Absent (U).

n. When will I know my CEX results?

Results for CEX are released (via CEX Portal) in end June and end December for the May and November examinations, respectively.

You will receive email notification via MyMail detailing your CEX results.

o. Can I appeal against CEX results?

SUSS does not entertain appeal for CEX results.

p. Can I take CEX at an overseas venue if I am not available locally during the examination period?

CEX is not available at any overseas venue.

Credit Recognition (CN)

q. How do I get credit recognition for the CEX taken?
Upon enrolment to SUSS undergraduate programme, a passed CEX course will be granted credit recognition (CN) on condition that the course is: 1) relevant to programme of study and 2) subject to a maximum limit of 60 credit units.

r. Is there a validity period for CEX to be considered as CN?

A passed CEX course will be considered for CN as long as it is relevant to the programme of study, i.e. the course is part of the programme’s curriculum (excluding retired courses which are no longer available for study).

s. Can the same passed CEX course be used to get CN for more than one programme of study?

A graduate cannot use the same passed CEX course for which he/she has been granted CN previously to request for CN for another degree programme.