

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

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 thrice a year, typically in the 3rd and 4th week of April, June and November.

2 List of courses with CEX available

At CEX is available only for selected undergraduate and graduate 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 April, June and November CEX are **1 January – 28 February**, **1 April – 30 April** and **1 August – 30 September**, respectively.
- c. You can register to take CEX courses [here](#) via our website 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\$160.00 / S\$210.00** (excluding GST) is payable for each 5 / 10 credit unit of undergraduate course, respectively. For graduate courses, CEX registration fee of **S\$130.00 / S\$260.00** (excluding GST) for each 2.5 / 5 credit unit course is payable. Any appeal for refund will be considered on a case by case basis.

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 can be conducted locally or overseas.

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. For courses with an End-of-Course Assignment (ECA), an oral examination shall be conducted to verify the authenticity and originality of the ECA submission. To pass the CEX, a pass must be obtained for both the ECA and the oral examination.
- e. You will receive an email notification to view your CEX results (via CEX Portal) towards the end of May, July or December for the April, June and November examination, respectively. The result for CEX is a Pass (P) or Fail (F) or Absent (U).
- f. There is no Grade Point Value for the Pass/Fail/Absent grade of a CEX course.
- g. 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 the number of CEX courses available for the programme and the maximum CN allowed by the University.

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 CEX registration fee of **S\$160.00 / S\$210.00** (excluding GST) is payable for each 5 / 10 credit unit of undergraduate course, respectively. For graduate courses, CEX registration fee of **S\$130.00 / S\$260.00** (excluding GST) for each 2.5 / 5 credit unit course is payable. Any appeal for refund will be considered on a case by case basis.

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

CEX Examination	Application Period
Month of April	1 January to 28 February
Month of June	1 April to 30 April
Month of November	1 August to 30 September

You have to submit an online registration for CEX [here](#) via our website.

- 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 and graduate 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. There is no assignment for CEX.

- 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 in end May, July and December for the April, June 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?

You may apply to take your examination at an overseas centre if you are living abroad. The University will endeavour to arrange a suitable organisation to conduct the examination on behalf of the University corresponding to the timing of the main examination in Singapore. However, such arrangements may not always be possible and the University does not guarantee that there will be an overseas examination for you.

To request for an examination to be held overseas, please submit an online "Application for Overseas Examination" through the Student Portal before the end of February (for January semester), end of April (for Special semester) and end of September (for July semester). The University will not entertain late requests as identifying a suitable organisation/venue, coordinating the logistics and finalising the entire examination arrangements require time.

You are required to make a fresh application for each examination period. There is a fee of S\$500.00 (excluding GST) per course payable for an examination to be held overseas.

In the event that the University is unable to arrange for an overseas examination, this fee shall be refunded to you.

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 the number of CEX courses available for the programme and the maximum CN allowed by the University.

- 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) and subject to a maximum limit of the number of CEX courses available for the programme and the maximum CN allowed by the University

- 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.