

**Singapore University of Social
Sciences**

Challenge Examination Handbook

For Newly Enrolled Students

Updated: 25 March 2024

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

CEX is available only for selected undergraduate and graduate courses.

View our [list of CEX courses](#) available here.

3 CEX Policies

Registration

- a. CEX is available to students enrolling to SUSS from July 2014 intake onwards. You are encouraged to take CEX prior to your enrolment into a programme of study in SUSS. For enrolled students, you must register and complete your CEX courses by your first semester of study (for part time students) or by your second semester of study for CEX for major courses and by your fourth semester of study for CEX for minor courses (for full time students).
- b. For students (part time and full time undergraduate students) enrolling from July 2024 intake onwards, you must register and complete your CEX courses by your fourth semester of study.
- c. For graduate students, you must register and complete your CEX courses within the first two semesters.
- d. 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.
- e. You can register to take CEX courses [here](#) (before the start of first semester) via our website or Student eService (after the start of your first semester of study) by the stipulated deadlines.
- f. You should only register CEX courses applicable to your programme of study. 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.
- g. 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 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.
- b. If you register to take CEX course(s) prior to the start of your first semester of study and are absent from CEX, you may re-register (with payment) to take the same or other CEX course(s) in the subsequent examination period.
- c. If you register to take CEX course(s) and are absent from your final registered CEX semester, you will have to register to take these CEX course(s) as regular courses in subsequent semesters.

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. A study guide and examination question paper from the immediate past semester will be made available 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. If you fail CEX for a course which is part of the course requirement for your programme of study, you will have to register it as a regular course.
- d. You cannot take CEX for a course which you are currently registered or have previously passed or failed.
- e. 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.
- f. 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).
- g. There is no Grade Point Value for the Pass/Fail/Absent grade of a CEX course.
- h. There is no appeal against CEX results.

Credit Recognition (CN)

- a. 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.
- b. You cannot re-use a CEX course which you have been granted CN for a degree completed earlier.
- c. Passed CEX courses which are awarded CN will be reflected in your academic transcript and academic profile in the Student Portal as CN. Failed and absence from CEX will not

be shown in your academic transcript but will be reflected in your academic profile as 'CEX Courses Taken'.

4 Frequently Asked Questions (FAQs)

Registration

- a. Who can register to take CEX?

New students enrolling to Singapore University of Social Sciences (SUSS) from July 2014 intake onwards may apply to take CEX.

Students who transfer or re-start their programmes are not eligible to take CEX.

- 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](#) (before the start of your first semester of study) via our website or Student e-services (after the start of your first semester of study) by the stipulated deadlines.

You must complete your CEX courses by your first semester of study (for part time students) or by your second semester of study for CEX for major courses and by your fourth semester of study for CEX for minor courses (for full time students). For graduate students, you must register and complete your CEX courses within the first two semesters. For students (part time and full time undergraduate students) enrolling from July 2024 intake onwards, you must register and complete your CEX courses by your fourth semester of study.

- 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.

You should register for CEX courses relevant to your programme of study. However, you may register for other CEX courses of interest to you.

- 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 for courses registered prior to the start of your first semester of study, you may re-register (with payment) to take the same or other CEX courses in the subsequent examination period.

However, if you are absent from your final registered CEX semester, you will have to register to take these CEX course(s) as regular courses in subsequent semesters.

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 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. If you fail the CEX for a course which is part of the course requirement of your programme of study, you will have to register to take it as a regular course.

- l. Can I register for CEX for a course that I have registered to study, passed or failed previously?

You cannot take CEX for a registered course, 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 (via CEX Portal). For enrolled students, failed and absence from CEX will not be shown in your academic transcript but will be reflected under 'CEX Courses Taken' in your academic profile in the Student Portal. Passed CEX awarded credit recognition will be reflected in your academic transcript and academic profile as credit recognition.

- o. Can I appeal against CEX results?

SUSS does not entertain appeal for CEX results.

- p. Will CEX results affect my cumulative grade point average (CGPA) calculation for my selected programme of study?

There is no GPV for the pass/fail/absent grade of a CEX course. As such, your CEX results will not affect the CGPA for your selected programme of study.

- q. If it is stated in the curriculum plan that courses have to be taken together, i.e., as paired courses, can I register and attempt the courses separately for CEX?

No, CEX for pair courses must be registered and attempted at the same seating.

- r. If I failed the CEX course which is a pre-requisite for other courses, can I proceed to take the other courses?

You will have to register the failed CEX course as a regular course in subsequent semester. In the meantime, you can proceed to take the other courses first.

- s. 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)

- t. How do I get credit recognition for the CEX taken?

A CEX course is graded as passed, failed or absent. A passed CEX course will be considered for CN, subject to its relevance to your 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.

You need not apply for CN separately. If you passed CEX, CN of the course(s) will be recorded in the academic transcript of your programme of study and in your academic profile in the Student Portal.

- u. 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 your 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.

- v. Can I use the same passed CEX course 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.

A student who withdrew i.e. did not graduate from the programme may request for CN using the same passed CEX course when applying for a new programme provided the course is relevant to the new 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.