

Credit-by-Exam Procedure

One-Credit Computer Courses

Credit by exams are available for Microsoft Office 2010, Windows, Expression Web, Keyboarding, Speed Building 1 and 2. The outcomes describing the competencies and features evaluated for these courses are available in the Self-Paced Lab, BI209, or <http://www.nwtc.edu/>. Click on the *Ways of Learning* tab, *Self-Paced* link on the left, and the *Green Bay Credit* link under *Self-Paced Options*. The competencies required for Keyboarding and Speed Building 1 and 2 as well as grading scales for all credit by exams are in this document.

When you pass a credit by exam (CBE) for a Level 2 course, you will receive downward credit for the Level 1 course when the course is part of your program requirements i.e. Pass Word 2 CBE; receive downward credit in Word Intro. Pass Speed Building 2; receive downward credit for Speed Building 1 and/or Keyboarding.

Credit-by-Exam Requirements

1. Student must be enrolled and active in a program or certificate for the term when the credit by exam is taken.
2. Student must be in good credit standing with the college.
3. For non-registered students, payment for the credit by exam must be made prior to taking the credit by exam.

Completion Requirements Students are only eligible for one kind of credit by exam, depending on your enrollment status:

Registered in a Course

The exam must be taken within 14 days of the class start date. **(For self-paced classes the start date is the first day of class, regardless of enrollment date.)** There is no fee. The student must go to the Assessment Center between 7-14 calendar days after taking the credit by exam to accept or decline the grade received on the credit by exam. **If the student does not go to the Assessment Center between 7-14 calendar days to accept or decline, the grade will automatically be declined. Your final grade will then be determined by your course work.**

Not registered in a Course

The exam can be completed anytime during the semester. Please see Registrar for fees associated with CBE for non-registered students. Student will be notified by letter or email from Student Records as to whether or not they have passed or failed the exam.

Steps to Complete a Credit by Exam

1. Go to the appropriate Division office to request the Credit by Exam form. For computer and keyboarding/speed building classes, go to the Business & Information Technology Division Office, BI322. There is no fee if you are **registered** for the class.
2. If **not registered**, pay for the credit by exam in the Student Finance Office, Room SC240.
3. Go to the Assessment Center to take the exam. Bring a picture ID. **(Exceptions: The Expression Web and Speed Building 2 exams are given in the Self-Paced Lab, BI209.**

Assessment Center—Room SC365—920-498-5427

Monday – Thursday	8:00 a.m. – 7:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.
Saturday	8:00 a.m. – 11:00 a.m.

Time Limit

- Microsoft Office 2010, Windows, and Expression Web: 100 minutes testing with 10-minutes setup
- Keyboarding, Speed Building 1, and Speed Building 2: 30-minutes testing with 10-minutes setup

Frequency—You may attempt one credit by exam per course per school year, June 1 to May 31.

Grading—If you are not registered, you will receive a C/E grade if the exam is passed. If you are enrolled in the class, your grade will be based on the following scales.

**Windows, Word, Excel, Outlook, PowerPoint,
Access, Publisher, and Expression Web**

73 – 80 Points (92%).....	A
68 – 72 Points—86%	B
64 – 68 Points—80%	C
Below 64 points.....	F

Note that all ten critical competencies must be achieved as well.

Keyboarding

Competency required to pass—20 wpm. Given **ONLY** two 1-minute timings, learner must earn 20 wpm with two or fewer errors on one of the two timing attempts. *Backspace correct is not allowed, the touch method must be used, and timings are completed on a covered keyboard or keyboard with letters blacked out.*

Competencies required for earning a grade.

26 wpm or higher with 2 or fewer errors	A
23 – 25 wpm with 2 or fewer errors	B
20 – 22 wpm with 2 or fewer errors	C

Speed Building 1

Competency required to pass—40 wpm. Given 30 minutes, student must demonstrate speed competency three times; 3-minute timings, backspace correct allowed, 3 or less errors, touch method used.

Competencies required for earning a grade.

50 or more wpm with 3 or fewer errors	A
45 – 49 wpm with 3 or fewer errors	B
40 – 44 wpm with 3 or fewer errors	C

Speed Building 2

Competency required to pass—45 wpm. Given 50 minutes, student must demonstrate speed competency three times on 5-minute timings, backspace correct allowed, 5 errors or less, touch method used, and demonstrate correct tenkey pad method.

Competencies required for earning a grade.

55 or more wpm with 5 or fewer errors	A
50 – 54 wpm with 5 or fewer errors	B
45 – 49 wpm with 5 or fewer errors	C