

ASSESSMENT CENTER: BUSA 1115 – Business English CHALLENGE EXAM

The BUSA 1115 – Business English Challenge Exam is administered up to 1.5 hours before closing. The exam is administered by the Assessment Center: Main Campus SSC- 204 (505) 224-3244; Montoya Campus TW – 103 (505) 224-5761; Westside Campus WS2-113 (505) 224-5382; and the Rio Rancho Campus RR-102 (505) 224-4912.

This exam is intended for students with significant prior experience leading to college-level knowledge in Business English. Please see the catalog course description for BUSA 1115 for a listing of general topics covered by the course and examined in the exams. Passing the exam with a minimum score of 81% of the questions answered correctly means credit will be assigned for the course for which the exam is taken and will be recorded on your CNM transcript.

The BUSA 1115 exam is a two part exam. You must pass Part I with an 81% or better to be allowed to take Part II. Once Part I is graded, approximately 5 days, if taken during the semester, you will be notified if you have passed that part and when Part II will be available. You must successfully pass (81% or better) both Parts I & II in order for credit to be granted.

Part I is a test of knowledge of English for which forty-five (45) minutes are allowed. It consists of a number of sentences. You will need to identify the type of error (spelling, punctuation, usage/grammar or no error).

Part II is a test of knowledge of sentence writing and paragraph writing for which seventy-five (75) minutes are allowed. For the sentence portion of the exam, you must write sentences that would be used in a business environment. For the paragraph portion, you must compose a paragraph using a variety of sentence structures.

REGISTRATION: - *Students will pay a non-refundable fee of \$25* to the Cashier's Office, or online at the [CPL Store](#), and bring proof of payment (or a \$25 check payable to CNM if testing at the Rio Rancho Campus) to the Assessment office. Students may instead pay online but will need to print the receipt to show as proof of payment.

TESTING RULES

- A valid picture ID (driver's license, etc.) will be required to take the exam.
- No calculators, books, or notes will be allowed while taking the exam.
- No breaks will be allowed while taking the exam.

HOW LONG IT TAKES - Students are allowed 1.5 hours to take the exam.

TEST RESULTS -

A **minimum score of 81% of the questions answered correctly** on the exam will award the credits associated with the course as indicated in the catalog. Credits earned will be recorded on transcripts as "CR." They will not affect the CGPA. The exam results will not expire at CNM, but are very unlikely to transfer to another college or university and are unlikely to be used for dual credit purposes. Students should check with the receiving institution for verification of transfer, or dual credit use.

A score of less than 81% will require that the student successfully complete BUSA 1115 depending on program requirements.

RETESTING – The BUSA 1115 exam may not be retaken and cannot be taken by anyone who has registered for BUSA 1115, or its equivalent at any other school anytime in the past. Attempting to circumvent these rules will result in a violation of CNM's Code of Conduct Policy and disciplinary proceedings.