

Student Directions for Completing the Fillable Challenge Test Form

1. Use your DMACC email for all correspondence.
2. Complete section 1. Type in your information, attach and email your form to the appropriate Dean's email address provided to you. The Dean will review your information, complete Section 2, then attach and email the form to Registration and copy you.
3. Once Registration has charged you for the Challenge Test, they will copy you on the form.
4. You will need to pay the Challenge Test charge by going to MyDMACC, WebInfo, Student Accounts, Make a Payment, and pay the Challenge Test charge.
5. Once you have paid your account, Student Accounts will complete Section 4, email the Dean, and copy you.
6. The Dean will assign a faculty to contact you with information about taking the Challenge Test.
7. You will be formally notified of the test outcome by the assigned faculty.

General Directions for Completing the Fillable Challenge Test Form

1. Send the student:
 - the fillable form
 - a copy of the above directions in the body of the email
 - the appropriate Dean's email address
2. Open the form in Adobe Reader. The Academic Dean will complete Section 2 and email the form to Registration.
3. Open the form in Adobe Reader. Registration and Student Records will follow the directions on the form.
4. Open the form in Adobe Reader. The Dean will assign the faculty to administer the test and complete Sections 5 and 6.

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