

How to administer the College of Education Writing Examination:

- Students are able to take the exam during any open hours of the YETC. The test is given the first five weeks of each semester.
- Ask to see their student ID or another form of picture identification. Check the list of students who are not allowed to take the test until they are cleared by the Teacher Licensure Office. If their name is listed there, they have failed the writing exam previously and need to speak to Terri Gass in the education building, room 103, in order to retake the test. When Terri clears them, we'll receive a call to take their name off the list.
- Next make sure they have read through the information sheet about the writing exam. The top of this paper begins with "Students who PASS the exam...." It tells the student what is required and to be expected from the exam. Once they have read through that and understand it, you can move to the next step.
- Have the student fill out the Proficiency Report. They will need to fill in their contact information, major, and advisor's name. You can keep this form on top of the cabinet until the student is finished testing.
- Next give them the writing exam prompt.
- On the same clipboard as the list of failed exams, there is a Time In/Time Out list. You need to write down the date, the student's name, and the time that they began the test. Write down their time once they leave the front desk. Add five minutes to their start time so they can find a computer and get set up.
- Things to make sure they are aware of before beginning:
 - They have 1 hour to take the test. If they go much over the hour their test cannot be graded. They will need to watch the time themselves, as we will not give them any reminders of time once they begin.
 - They can use any computer in the YETC to take the exam. If they go further back into the lab it is usually quieter.
 - They can use any resource in the YETC (dictionary, thesaurus...). The one thing they are not allowed to use is the internet.
 - They need to print off 2 copies of the exam. Make sure they come to the front and check to see if they printed **before** they close their file on the computer.
- When they are finished write down their finishing time on the same paper. Sign your name under the lab assistant column.
- Attach the Proficiency Report to their 2 printed copies with a paper clip. There is a folder on the cabinet behind the front desk, put this in the folder. Be sure to get their writing prompt back! They can't take that with them.
- During the week Terri or someone from that office will come to pick up the writing exams. You give them the Time In/Time Out sheet, and all of the exams in the folder.
- NOTE: If something goes wrong that not the student's fault, such as the computer crashing and the file is unrecoverable, then we'll need to arrange a retake time (most likely with a different prompt) with Terri Gass. Or we can reset their time, and let them do it over again immediately, while it's still fresh in their mind.
- NOTE: If they wish to print a proofreading copy – they pay for that copy. However, they do not have to pay for the 2 copies we keep.