

Writing Exam: Things to Cover

- Ask for picture ID and check it on the paper *before* you give them any more information.
- Give them a copy of the writing exam guidelines and instructions (green paper) to read through and have them fill out the form.
- Unless told otherwise, do not let them read the prompt until they are at their computer
- Instructions:
 - 1 hour to complete – inform them we **do not** keep track of their time
 - **Cannot** use the internet – free to use dictionary/ thesaurus provided on computer
 - 4 things on paper – **name, A number, date, prompt #**
 - Are able to print off one copy to proofread before submitting their final (Make sure you get it to them soon after they print it for time sake)
 - Print off 2 copies and make sure they are checked by an employee before closing out of the paper
 - **Return the prompt to the employee before leaving the lab**
 - Inform them they can sit anywhere in the lab to take their test (Make sure that there are no classes coming in within the next hour so they won't be disturbed)
 - Give them 5 minutes to find a computer and **tell them the time their test will start**
- WRITE DOWN START TIME!
- Once they finish
 - IMEDIATELY WRITE DOWN END TIME ONCE THEY PRINT!
 - **Make sure they return the prompt to you**
 - Inform them that they will receive their results within 2-4 weeks.
 - They will receive an email if they passed; a letter in the mail if they did not.
 - If they have any more questions they can contact the Dean's office or Terri Gas for more information