Undergraduate Communication Placement Exam
Frequently Asked Questions

What is the communication placement exam?

The communication placement exam is an assessment tool designed to measure the writing skills of students prior to advancing into COM 320 Business Communication Methods. Students will select from one of two business topic essays which will be evaluated in the following areas:

- Grammar and mechanics
- Style
- Organization and development

How long is the exam?

The exam requires completion of one written essay. The essay is timed and must be completed within 40 minutes.

Who needs to take the exam?

All undergraduate students are required to take the exam prior to registering for COM 320.

Why do I need to take it?

Communication skills are critical for success in higher level courses at Walsh College. The placement exam will determine your current skills in written communication and place you in the appropriate course.

Is there a fee to take the exam?

No. Students are not charged to take the exam.

Where do I take the exam?

The exam is administered online and must be proctored. You may take the exam at the Troy Campus Testing Center or the Novi Campus library. Please click here to review the guidelines on proctors and locations external to Walsh College.

When do I take it?

The exam must be taken prior to registering for COM 320. Students who transfer in the equivalent of COM 210 Principles of Business Communications, should take the exam immediately upon admittance to Walsh College. Students who take COM 210 at Walsh College will take the placement exam during a regularly scheduled class session.
Do I need to study before I take the exam?

You may study before you take the exam to refresh your English skills. Assistance with writing skills may be found at http://owl.english.purdue.edu/owl/.

Will I receive a copy of my score?

You will receive your score upon completion of the essay.

Who will receive a copy of my score?

Exam scores will be entered in your Wash College student record and will remain confidential.

What does my score mean?

The exam is scored on a scale of 1 through 6. A score of 4, 5, or 6 is considered passing and you may enroll in COM 320. A score of 1, 2, or 3 requires enrollment in COM 300 Communication Essentials.

What is COM 300 Communication Essentials?

COM 300 Communication Essentials is a one-credit hour course designed to enhance students’ writing skills.

COM 300 provides students an opportunity to develop their written communication skills at a professional level necessary in today’s workplaces. Emphasis is on the fundamentals of writing using precise language, correct grammar and punctuation, and appropriate style. Students will compose written messages that are clear, concise, free of mechanical errors, and displaying organization of thoughts based on a synthesis of information. Students will build skills to evaluate, revise and edit their own writing.

For more information, please send an email to: testingcenter@walshcollege.edu or call 248-823-1692.