

Undergraduate Communication Placement Exam Frequently Asked Questions

What is the undergraduate communication placement exam?

The undergraduate 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 write a business focused essay and be evaluated in the following areas:

- Grammar and mechanics
- Style
- Organization and development

Who needs to take the exam?

All undergraduate students who have been admitted to Walsh are required to take the exam.

Why do I need to take it?

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

Is there a fee?

No. Students are not charged to take the exam.

Where do I take it?

The exam is administered online and may be taken on any computer that has internet access. If a student prefers, they may also take it at the Troy Testing Center.

Troy Campus Testing Center: Contact the [Testing Center](#) by email or call 248-823-1692 to make an in person appointment or receive online instructions. You can also view the online instructions on this website

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. Students who take COM 210 at Walsh will take the placement exam during a regularly scheduled class session.

How long is the exam?

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

Do I need to study beforehand?

You may study before you take the GCA to refresh your written communication skills. Assistance with writing skills may be found at: [Writing Refresher](#)

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 Walsh 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.

If you have a documented disability and feel you need an accommodation for the exam, you must contact Disability and Accessibility Support Services, supportservices@walshcollege.edu **prior** to taking the exam.