Undergraduate and Graduate Communication Assessments

Online Student Instructions

PLEASE READ THROUGH THE ENTIRE DOCUMENT TO UNDERSTAND THE TESTING EXPERIENCE

Who needs to take the Assessment?

Undergraduate: All students who have been admitted to Walsh College are required to take the exam prior to registering in COM 320.

Graduate: **As of the 2021-2022 catalog**, the following programs now require COM 510: MBA, MAC, MSF, MSITL, MSMKT, MBA/MSF, MBA/MSITL, MBA/MSM, MBA/MSMKT, AND MAC/MBA

<u>*Students will respond to one writing prompt*</u> and should write their response in an essay format. The essay will be evaluated in three areas: Grammar and mechanics; Style; Organization and development.

Scoring

Undergraduate: 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 (1CR) Communication Essentials.

MSF Graduate Students: A score of 3 or higher will exclude COM 510 as a foundation course.

MBA, MAC, MSF, MSITL, MSMKT, MBA/MSF, MBA/MSITL, MBA/MSM, MBA/MSMKT, AND MAC/MBA Graduate Students: The exam is scored on a scale of 1 through 6. A score of 4, 5, or 6 is considered acceptable. A score of 1 or 2 indicates a need for improvement and requires completion of additional exercises and weekly meetings with a tutor while enrolled in COM 510. A score of 3 requires completion of additional exercises (provided by the instructor in class), but does not require weekly meetings with a tutor.

Important information

Students will respond to one writing prompt and should write their response in an essay format. The essay will be evaluated in three areas: Grammar and mechanics; Style; Organization and development.

NO materials or other resources, other than those provided by the Testing Center staff, may be used in the preparation or submission of this Assessment.

- **This exam may only be taken <u>one time</u> and is *<u>not repeatable</u>*. Any score disputes or requests for review/retake must be submitted in writing to testingcenter@walshcollege.edu within 2 weeks of completing your exam in order for the request to be considered by the Communications Department Chair and/or the Office of Outcomes Assessment.**

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

- **By taking the exam online you agree to and acknowledge all of the information on this page.**

Create a Criterion New User Account:

A. Go to the Criterion site at http://criterion.ets.org and click on <Create Account> under New User

B. Enter the following to Create your Account:

- Access Code:
  - o Undergraduate Students   (COM 300) – 7j9d-fwdt
  - o Graduate Students   (COM 510) – sr74-gb9p
- First and last name
- Email: **Walsh email address only – Says optional for students, but is required for score to be uploaded to your student account ***If you receive an error message when creating your account with your Walsh Email, please email the Walsh IT helpdesk: helpdesk@walshcollege.edu**
- User Name: Walsh User ID – your Walsh Email address without @mail.walshcollege.edu
- Password: create any 6 character password
- Select a security question and provide the answer
- Click <Submit>.

C. Open Microsoft Word and minimize

D. Criterion will route you back to the **Sign In to Your Criterion Account** screen (see Figure 1), type in the **User Name and Password** that you just created under Returning User.

DO NOT change your user name at any time: your score will not upload to your student record

Figure 1

E. At the next screen, click on the name of your exam class (UG for Undergraduate and GR for Graduate) that is listed under **Classes** (see Figure 2). **(Please note that the name of the Placement Exam class may be different than what is displayed in this guide).**

Figure 2

F. Click on the **ASSIGNMENTS** tab at the next screen (see Figure 3).

Figure 3

G. Select the active assignment option by clicking on **Start Response** next to it (see Figure 4).

Figure 4

H. The following message will appear (see Figure 5). When you are ready to view the writing prompt and begin typing your response, click on <**OK**>.
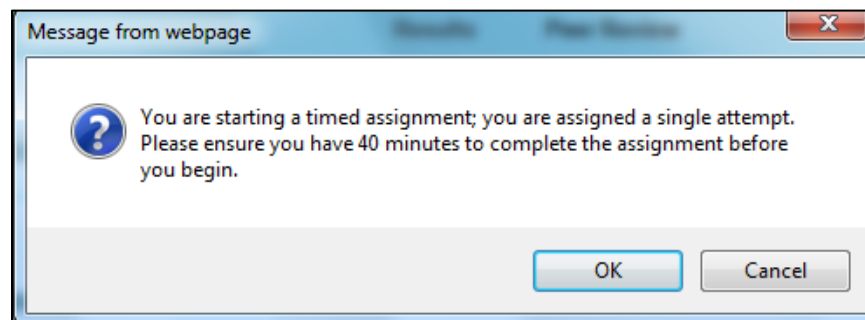****Please note**: **the timer will start to count down the time limit as soon as you click <OK>.****

Figure 5

I. The writing prompt and assignment instructions will display (see Figure 6). **You will have 40 minutes for Undergraduates and 45 minutes for Graduates to write in Word, then copy & paste, format and submit your essay through Criterion for scoring. Your time remaining to submit the essay for scoring will display in red on this screen.** The word count will also display next to the timer. ***IMPORTANT: Criterion has a 1,000 word limit, do not exceed this or your essay will not receive a score***

Figure 6

J. Write your essay in Microsoft Word: do not worry about formatting here as you will have to format it in Criterion. You may use the word count feature in the bottom left of the screen to ensure you are under the 1,000 word limit.

Be sure to leave yourself at least a few minutes at the end to copy and paste your essay into Criterion and format it before time runs out for submission.

K. When you are finished typing your essay in Word, **copy** the entire essay and **click on the clipboard icon in Criterion** (see Figure 7) to paste it in to Criterion.
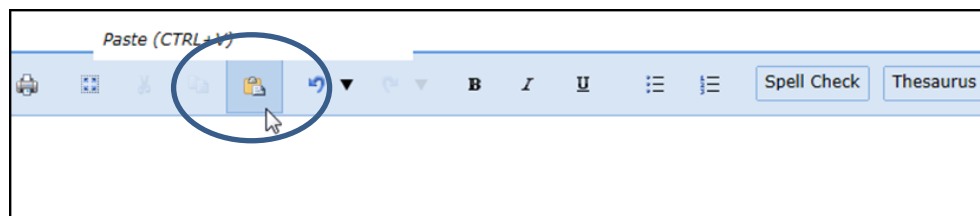

Figure 7

L. Paste your essay from Word in to the Criterion text box. Click <**OK**> (see Figure 8) to put the essay in to Criterion for formatting and submission.
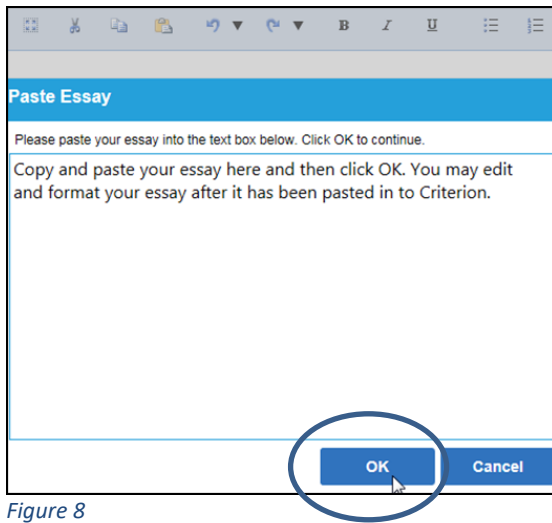

Figure 8

M. Format your essay in Criterion
   - The **tab key does not function** and all text will be left aligned. Hit the <**Enter**> key twice to insert paragraph breaks.
   - When you are finished formatting your essay, click on the <**Submit**> button at the bottom of the screen in Criterion to submit the essay for scoring (see Figure 9).

   *Only select <Submit> when you have completed your essay and are ready for scoring; once submitted, your essay will be evaluated and you will not be able to restart or edit the essay.
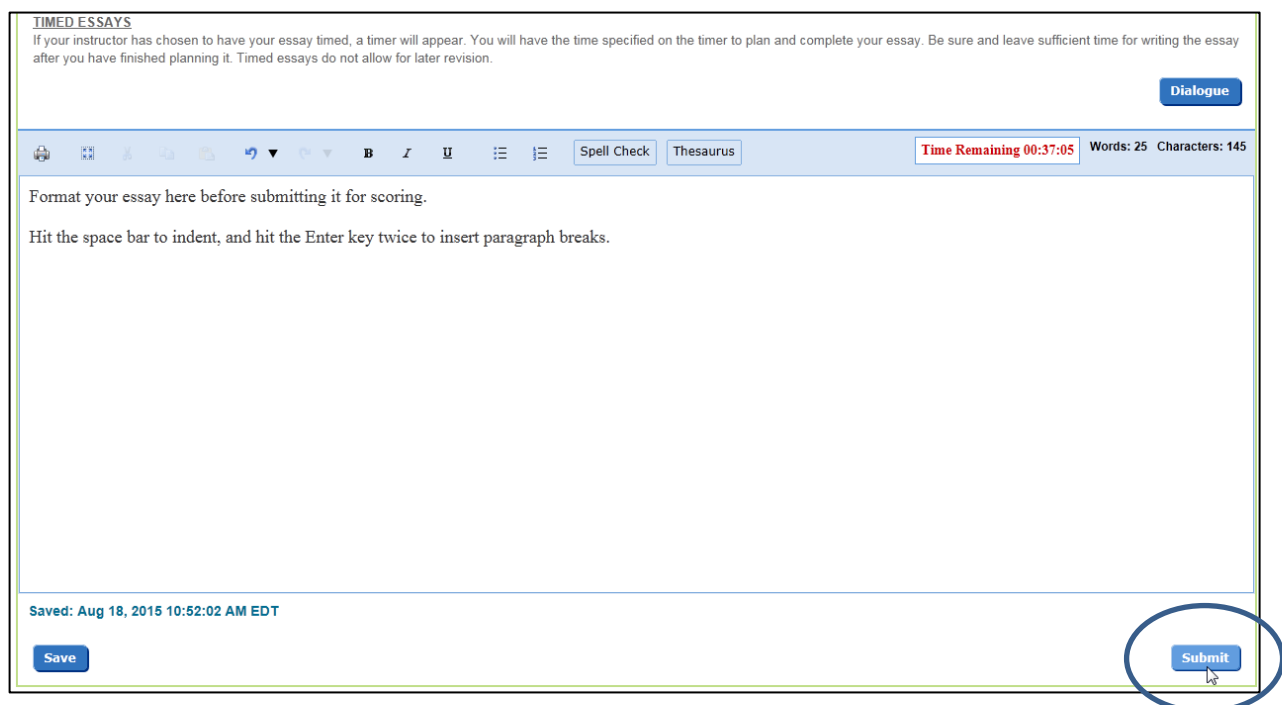

Figure 9

N. Criterion will evaluate the essay and the results will display in a new window (see Figure 10). Once you have received and reviewed your score and feedback from Criterion you may log out of Criterion.
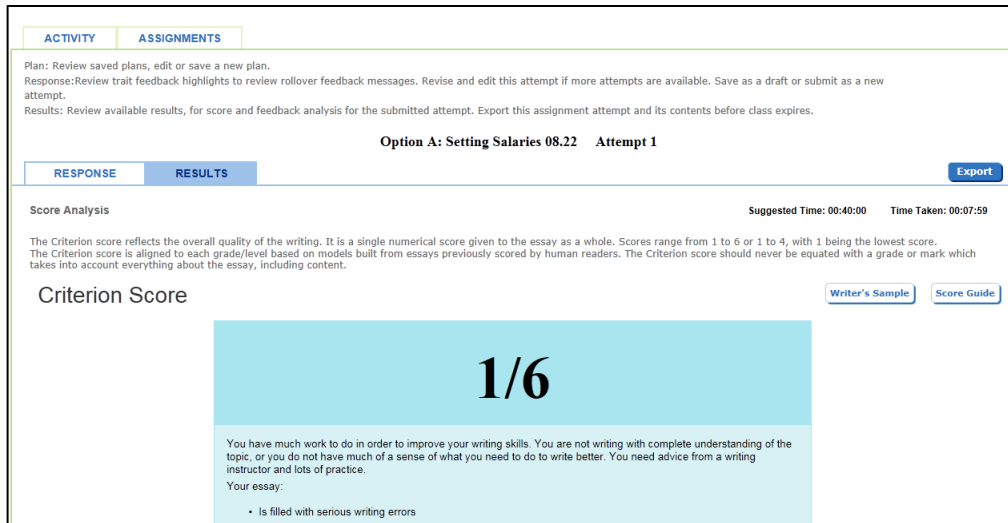

Figure 10

Your score will be uploaded to your Walsh student record within **48 business hours** when the testing center is open.

Please refer to https://www.walshcollege.edu/testing-center#placement for general information and FAQ's.

If you have specific questions about your score or what it means, please contact the Testing Center at testingcenter@walshcollege.edu or 248-823-1692.