

UNDERGRADUATE PROGRAM

2005 WRITING SKILLS ASSESSMENT

INSIDE!

Information on these topics and more!

Writing Skills Assessment

- Registration
- Fees
- Option to Void WSA results

Please note:

- The WSA is only part of the application to the UW Business School. See the UW Business Application booklet for information on applying to the School.
- You must take for the WSA prior to the application deadline of April 5, 2005. Register early for the best choice of dates.

**Return the registration form
with test fee (check or money order) to:**

University of Washington
OEA Testing Center
440 Schmitz Hall
Business Admissions Test
Box 355837
Seattle, WA 98195-5837

Make checks payable to
University of Washington

The Writing Skills Assessment (WSA)

Writing Skills Assessment Handout

Your WSA score provides a reliable and quantitative measure for one of the factors on which we base our admission decision: your ability to think analytically and to communicate ideas in writing.

- The WSA handout contains testing details, sample tasks, and explanations of scoring criteria.
- Two essays - the Persuasion task and the Position task - are each scored on a six-point scale and the scores are averaged to create a WSA score.
- All essays are read and scored by communication specialists.
- No dictionaries or calculators are allowed at assessment sessions.
- You will be notified of your WSA results with your admission decision.

Registering for and Taking the Assessment

- You must pre-register to take the WSA.
- You must take the WSA by April 5, 2005.
- You may take the WSA once per application period.

Assessment Fees

A check or money order payable to the University of Washington must be sent with your assessment registration form. Fees are non-refundable.

- \$30 - On-campus
- \$40 - Off-campus, within the United States
- \$60 - Off-campus, outside the United States

Using Scores

- We will automatically use scores from WSAs taken during the 2005 application period.
- If you do not take the WSA during the 2005 application period, you may choose to use a WSA score from either 2003 or 2004.

Taking the WSA on the Seattle Campus

- Complete the On-Campus Registration form.
- Return it and the assessment fee to the OEA Testing Center.
- For the best choice of test times, return your registration form before February 18, 2005. Registration forms received after February 18, 2005, will have dates assigned on a space-available basis.
- Allow about two weeks for the OEA to mail you a confirmation of your assigned date, time, and location.

Taking the WSA on Another UW Campus

- A UW-Seattle applicant may take the WSA at one of the other UW campuses.
- Pricing and policies are the same as they are at UW-Seattle.
- Contact the Bothell or Tacoma campus directly for information on how to register.

Out-of-Area Testing Locations

- If you live more than 50 miles from or have more than a 90 minute commute to any UW campus, you may take the WSA at another college or university.
- Arrange for a location and find a faculty or staff member who will administer the WSA, maintain security, and return materials to the OEA.
- You are responsible for any additional fees charged by your administrator or institution.
- Materials will be shipped to your administrator within two weeks after OEA receives your registration form.
- Once the materials arrive, you will have 10 days to schedule your WSA, complete it and have your administrator return the materials to OEA.
- To register, complete the Off-Campus Registration form and return it and the assessment fee to the OEA Testing Center.

Special Accommodations

Nonstandard testing arrangements are available for students with current documented disabilities. Prior to registration, please contact the Office of Educational Assessment Testing Center at 206.543.1790.

Option to Void Your Test Result

- You may void a WSA taken at any UW campus or off-campus during the 2005 application period. Voiding will apply to both the Persuasion and Position Tasks; you may not void only one part.
- You must void your WSA immediately upon completion of the time allotted by informing the administrator before you leave the room in which the assessment took place.
- Once scores are voided, they will not be scored and cannot be used for admission purposes.
- About one week after voiding, you will be mailed a form, *Permission to Retake Voided WSA*, which will offer you two retake dates from which to choose.
- You must pay the full registration fee again.
- No refunds will be issued for voided tests.
- Special arrangements will be made for tests voided on the last testing date, April 2, 2005.



UNIVERSITY OF WASHINGTON - SEATTLE

2005 WRITING SKILLS ASSESSMENT REGISTRATION FORM

ON-CAMPUS

Please complete this side of the form if you wish to test at the University of Washington in Seattle. If you wish to test at another UW campus, please contact that campus directly.

Please type or print clearly.

Social Security Number		UW ID Number (if applicable)			
Last name		First name		M.I.	
Mailing Address	Street	Apt.	City	State	Zip code
Email address			Daytime telephone number		
Current College/University			Location (City, State)		

I would like to take the test on the UW-Seattle Campus. **Test Fee: \$30**

Please review the list of test dates (below) and indicate your top three choices.

1st Choice		2nd Choice		3rd Choice	
Test Code	Test Date	Test Code	Test Date	Test Code	Test Date

You will be mailed a confirmation of your assigned test date, time, and location as soon as your registration form is processed (approximately two weeks). **Test fees are nonrefundable.**

**Return this form
with test fee (check or money order) to:**

University of Washington
OEA Testing Center
440 Schmitz Hall
Business Admissions Test
Box 355837
Seattle, WA 98195-5837

Make checks payable to
University of Washington

Code	Test Date	Time	Capacity
A	Friday, January 28	9:00 am	34
B	Thursday, February 3	1:00 pm	34
C	Wednesday, February 9	3:00 pm	34
D	Tuesday, February 15	9:00 am	34
E	Wednesday, February 23	1:00 pm	34
F	Wednesday, February 23	3:00 pm	34
G	Saturday, February 26	12:00 pm	200
H	Wednesday, March 2	1:00 pm	34
I	Wednesday, March 2	3:00 pm	34
J	Thursday, March 10	1:00 pm	34
K	Thursday, March 10	3:00 pm	34
L	Tuesday, March 15	9:00 am	34
M	Saturday, March 19	9:00 am	300
N	Tuesday, March 22	9:00 am	34
O	Wednesday, March 30	1:00 pm	34
P	Wednesday, March 30	3:00 pm	34
Q	Saturday, April 2	9:00 am	300



UNIVERSITY OF WASHINGTON - SEATTLE

2005 WRITING SKILLS ASSESSMENT REGISTRATION FORM OFF-CAMPUS

Please complete this side of the form if you wish to test at an institution other than the University of Washington. If you live more than 50 miles from or have more than a 90 minute commute to any UW campus, you can take the Writing Skills Assessment at your own college. If you wish to test at another UW campus, please contact that campus directly. Return this form to: University of Washington, OEA Testing Center, 440 Schmitz Hall, Business Admissions Test, Box 355837, Seattle, WA 98195-5837.

Social Security Number		UW ID Number (if applicable)			
Last name		First name		M.I.	
Mailing Address	Street	Apt.	City	State	Zip
Email address			Daytime telephone number		
Current College/University			Location (city,state)		

I would like to take the test at an institution other than the UW.

Test Fee: \$40 - within the United States
Test Fee: \$60 - outside of the United States

To take the test at another institution, you must find a staff or faculty member to administer the test. You are responsible for any additional fees your institution may charge. Testing materials will be shipped to your test administrator within two weeks after we receive your registration form. Once the materials arrive, you will have 10 days to schedule your test, complete the examination and have your administrator return the testing materials. **Fees are nonrefundable.**

Test Administrator	Last name	First name	Title
()		()	
Daytime telephone number		Fax Number	
Email address		Institution	
Administrator's Institutional Mailing Address (NO P.O. Boxes)	Street	Apt.	
	City	State	Zip

Test Administrator: Please read and complete the following:

I agree to administer the University of Washington Writing Skills Assessment to
(student name) _____
I understand that the test materials must be returned no later than the next business day
after the test date. I will be responsible for returning the exam materials and will not release
any materials to the student.

Administrator's Signature	Date
---------------------------	------