

Who Needs to Take the Assessment?

Graduate: New graduate students entering the MAC, MBA, MBA/MKT, MBA/MSF, MBA/ MSM, MBASTEM, MBASTEM/ITL, MSF, MSMKT, MSITL are required to complete the Graduate Communication Assessment (GCA) prior to their first COM 510 Leadership Communication class session.

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.

Scoring

MBA, MBA/MKT, MBA/MSF, MBA/MSM, MBASTEM, MBASTEM/ITL, MSMKT, MSIT and MSF Graduate Students: The exam is scored on a scale of 1 through 6. A score of 5

MSIT and MSF Graduate Students: The exam is scored on a scale of 1 through 6. A score of 5 or 6 is considered acceptable and students will not be required to complete the COM 510 course in their program.

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 Walsh administrative 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 <u>assessment@walshcollege.edu</u> 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</u> <u>exam</u>, you must contact Disability and Accessibility Support Services <u>supportservices@walshcollege.edu</u> <u>prior</u> to taking the exam.
- By taking the exam online you agree to and acknowledge all information on this page.



Accessing the Exam

Create a Criterion New User Account

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

riterion® Account	t	
aluation service from ETS is a tant diagnostic feedback and a	web-based instructional writing tool that helps students, plan, write and Criterion score. Learn more.	Quick Links • System Requirements (PDF
rtunities to practice writing at th	eir own pace, get immediate feedback and revise essays based on the	
eir workload and free up time to	o concentrate on the content of students' work and teach higher level	
data driven decisions and easily	y monitor district, school and classroom writing performance.	
	New User	
(You will need an access code from your Administrator or Instructor to create an account.	
. (If you used Criterion with a previous institution or class, please sign in with that user name and password. There is no need to create a new account 	
Jama L. Format Resourced	Create Account	
	Criterion® Account Evaluation service from ETS is a isstant diagnostic feedback and a portunities to practice writing at the their workload and free up time t a data driven decisions and easily a data driven decisions and easily	Evidencion® Account Evaluation service from ETS is a web-based instructional writing tool that helps students, plan, write and istant diagnostic feedback and a Criterion score. Learn more: Dortunities to practice writing at their own pace, get immediate feedback and revise essays based on the their workload and free up time to concentrate on the content of students' work and teach higher level a data driven decisions and easily monitor district, school and classroom writing performance. New User New User New User You will need an access code from your class, please sign in with that user name and password. There is no need to create a new account. Name Fornot Password

- **B.** Enter the following to create your account
 - Access Code:
 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: <u>helpdesk@walshcollege.edu</u>
 - Password: create any 6 character password
 - Select a security question and provide the answer
 - Click <Submit>.



ar the access code that was provided by your ins		
student: password must be a minimum of 6 cha non-students: The password must be at least 8 nges.	stitution or class instructor. This code racters. characters. The password must conta	will connect your account
Access Code:		
Fitle:		
Last Name:	First Name:	Middle initial:
Email Address: (optional for students)	Confirm Email Address:	
Walsh Email Address *	Walsh Email Adress	
User Name:		
Walsh User ID		
Password:	Confirm Password:	
Security Question:	Create a Custom Question:	
Favorite Job		
Security Question Answer:		

- 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****

Criterion		
Sign In to Your <i>Criterion</i> ® Accou	nt	
The Criterion® Online Writing Evaluation service from ETS is evise their essays guided by instant diagnostic feedback and	a web-based instructional writing tool that helps students, plan, write and a Criterion score. <u>Learn more</u> .	Quick Links • System Requirements (PDF)
 Students: Have more opportunities to practice writing al feedback. 	t their own pace, get immediate feedback and revise essays based on the	
 Teachers: Can decrease their workload and free up tim writing skills. 	e to concentrate on the content of students' work and teach higher level	
Administrators: Can make data driven decisions and ea	sily monitor district, school and classroom writing performance.	
Returning User	New User	
User name:	You will need an access code from your Administrator or Instructor to create an account.	
Password:	 If you used Criterion with a previous institution or class, please sign in with that user name and password. There is no need to create a new account. 	
Forgot User Name Forgot Password	Create Account	



E. At the next screen, click on the name of your exam class (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).

	Classes					<u>Print</u>
	Class	Grade	Instructors	End Date	Account Owner	Status
	HED-MI-Walsh College 2016,	Walsh Co	llege-Placements			
ς	UG Placement Exam 15-16	College Level Second Year		Aug 31, 2016	HED-MI-Walsh College 2016	Active

Figure 2

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

UG Placemen	nt Exam 15-16	Class: HED-MI-Walsh College 2016, Walsh College-Placements, UG Placement	nt Exam 15-16				
ACTIVITY							
Assignment activity is listed below. Select an activity item to view your work. Select a reviewer name to view the comments or dialogue made on your attempted response.							
View Comments	s <u>View Dialogue</u>						
Assignment		Activity Reviewer					
No activity commen	nts are available for select	ed options, please try again.					
Figure 3							

F. Select the active assignment option by clicking on <u>Start Response</u> next to it (see Figure 4).

UG Placement	Exam 15-16		Class: HED-MI-Walsh College 2016, Walsh College-Placements, UG Placement Exam 15-1							
ACTIVITY	ASSIGNMENTS									
Select an Assignment to view assignment text. Timed assignments will not display assignment text. Start a plan or view a saved plan. Start a response or view a previously submitted response attempt. You may revise any existing attempt. View available results for submitted attempts. Select a peer review name to review and comment on their submitted attempt.										
Assignment	Plan	Response	Results	Peer Review	Start Date	End Date	Status			
Internet Shopping 07	.16	Start Response)		Jul 01, 2016 12:00:00 AM EDT	Jul 31, 2016 11:59:59 PM EDT	1 of 1 Attempts Available			
Forgotten Jobs 06.16	1				Jun 14, 2016 12:00:00 AM EDT	Jun 30, 2016 11:59:59 PM EDT	Expired			

Figure 4



G. 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

The writing prompt and assignment instructions will display (see Figure 6). You will have 45 minutes 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

		Internet Shopping 07.16 Attempt 1	
RESPONSE			Expo
Internet Shoppin	ng 07.16		
Instructions			
ENTERING YOUR	ESSAY	n The it disativities the Ference Fater Correct or reveal on while the ensemble or word expression and easy and easy and easy it into the Ference Fater Co	
when you are read	WIN WHIG WALL BEESV WALLPART	SIDA II AIRSENV INTO INA PERINA POINT SERIAD ARIA DI ARTA	reen.
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Paragraphing is e pasting from an ou	essential. Paragraph breaks are tside document, make sure you	i directly into the Essay Entry Screen, or you can write the essay in a work-processing apprication and copy and pase it must be Essay Entry Sc i ndirected by using the ENTER key to create double-spacing. Using the Tab key to indent will not work, since it has been deactivated. If you are copy i have not lost the paragraph breaks of the original.	ing ar
Paragraphing is e pasting from an ou Do not put anythi	essential. Paragraph breaks are tside document, make sure you ng into the Essay Entry Scree	indicate by using the Essay Entry Screen, or you can write the essay in a work-processing apprication and copy and pase in this the Essay Entry Sc e indicated by using the ENTER key to create double-spacing. Using the Tab key to indent will not work, since it has been deactivated. If you are copy i have not lost the paragraph breaks of the original. In except the text of the essay. Do not add your name, date, section, subject, course name or number, or any other information that is not a part of	ving ar your
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Paragraphing is a pasting from an ou Do not put anythi essay. The scoring You can save your portfolio. If your instructor hi may use this option <u>TIMED ESSAYS</u> If your instructor hi	spectral Paragraph breaks are tside document, make sure you ng into the Essay Entry Scree gengine will interpret this inform essay and complete it later if y as made the Spell Checker ava n to help you avoid repetition of as chosen to have your essay tii	The transformation of the search of the original of the original of the search of the	ying ai your our e, you ne ess



H. 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 <u>under</u> 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.

I. 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.

	Pa	aste (C		9		_							
۵			6	8	•) •	(° v	В	I	U	Ξ	jΞ	Spell Check	Thesaurus
				6									

Figure 7

J. 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.



- K. 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.



TIMED ESSAYS If your instructor has chosen to have your essay timed, a timer will appear. You will have the time specified on the timer to plan and complete your essay. Be sure and leave sufficien after you have finished planning it. Timed essays do not allow for later revision.	t time for writing the essay
	Dialogue
$\bigoplus \ \square \ A \ (A \ (A \ (A \ (A \ (A \ (A \$	Words: 25 Characters: 145
Format your essay here before submitting it for scoring.	
Hit the space bar to indent, and hit the Enter key twice to insert paragraph breaks.	
Saved: Aug 18, 2015 10:52:02 AM EDT	
Save	Submit

L. 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.

ACTIVITY	ASSIGNMENTS			
Plan: Review saved p Response:Review trai attempt. Results: Review avail	olans, edit or save a it feedback highligh lable results, for sco	in new plan. Its to review rollover feedback messages. Revise and edit this attempt if more attempts are available. Save as a draft or su ore and feedback analysis for the submitted attempt. Export this assignment attempt and its contents before class expires.	ıbmit as a new	
		Option A: setting sataries 06.22 Attempt 1		Emort
RESPONSE	RESULT	5		Export
Score Analysis		Suggested Tin	ne: 00:40:00 Tim	e Taken: 00:07:59
The Criterion score i The Criterion score i takes into account e Criterion	reflects the overall of is aligned to each graverything about the Score	quality of the writing. It is a single numerical score given to the essay as a whole. Scores range from 1 to 6 or 1 to 4, with rade/level based on models built from essays previously scored by human readers. The Criterion score should never be eq e essay, including content.	1 being the lowest uated with a grade Writer's Sample	score. or mark which
		1/6		
		You have much work to do in order to improve your writing skills. You are not writing with complete understanding of the topic, or you do not have much of a sense of what you need to do to write better. You need advice from a writing instructor and lots of practice. Your essay:		
		Is filled with serious writing errors		

Figure 10



Results

Your score will be uploaded to your Walsh student record within 48 business hours.

If you have specific questions about your score or what it means, please email <u>assessment@walshcollege.edu</u>.