

Milgard School of Business | University of Washington Tacoma

Writing Skills Assessment (WSA)

The ability to communicate ideas clearly and concisely in writing is a key skill for successful college and business careers. The Writing Skills Assessment test provides a reliable and quantitative measure for one of the factors on which we base our admission decisions. Two essays—the Persuasion Task and Position Task—are each scored on a six-point scale and the scores are averaged to create an assessment score. All essays are read and scored by communication specialists. No dictionaries or calculators are allowed. You will be notified of your test results with your admission decision letter.

WSA Handout

From our Web site (www.tacoma.washington.edu/business under Prospective Students>How To Apply) you can download an informational guide containing strategies for taking the WSA and sample Persuasion and Position Tasks. Also included are the guides used by the scorers in evaluating the Persuasion and Position responses.

Bothell and Seattle Testing Locations

An applicant to UW Tacoma may choose to take the WSA at one of the other UW campuses if it is more convenient for them. Pricing and policies are the same at all campuses. Contact the Bothell or Seattle campus directly for information on how to register.

How to Register

Complete the registration form in this packet. Include a check or money order for \$45 (for out-of-state) or \$60 (international) in US dollars payable to the University of Washington Tacoma (please do not send cash). Test fees are non-refundable. We will e-mail you a confirmation that your form is processed and the assessment has been sent to the designated proctor.

You must register in advance to take the WSA. If you choose to test after the priority application date, your application will be considered late and reviewed on a space-available basis. You may take the WSA only once per application period.

Special Accommodations: Non-standard testing arrangements are available for students with current, documented disabilities. Please contact the appropriate department on your campus.

Questions/Assistance

For information about admission or testing (including out-of-area testing) call the Milgard School of Business at (253) 692-5630 or 800-736-7750 or e-mail business@u.washington.edu.

Voiding Your Test Result

Students may void one set of tests taken through any UW campus during the 2007-2008 academic year. This includes tests taken on and off campus. Students choosing to void their scores must do so immediately upon completion of the time allotted for the test and before they leave the testing room by telling the test administrator that they wish to void their results. Once a test is voided, it will not be scored and cannot be used for admission purposes. Students who wish to take the test again must register again and pay the appropriate fee. No refunds will be issued for voided tests. Voiding a test applies to both parts of the test; students cannot void just one part.

YOU WILL BE NOTIFIED OF YOUR TEST RESULTS WITH YOUR ADMISSION DECISION BY MAIL. PLEASE DO NOT CALL OR E-MAIL US FOR YOUR TEST RESULTS.

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Out-of-State Writing Skills Assessment Registration

Please type or print clearly.

Please complete this form ONLY if you wish to take the WSA test at an institution outside of Washington state. The test fee is \$45 within the United States and \$60 outside the U.S.

Last name First Name M.I.

Mailing Address

City State ZIP Code

() ()

Home Phone Work Phone Social Security Number

E-mail address UW ID Number (if applicable)

Indicate quarter and year you wish to enroll: _____
QUARTER YEAR

I would like to take the test at an institution outside of Washington state. I will not be attending any of the UW test sessions.

To take the WSA test at an institution outside of Washington, you must find a faculty or staff 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 via UPS, 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 phone _____ Institution _____

Fax _____ E-mail address _____

Administrator's institutional mailing address (no P.O. boxes)

CITY STATE ZIP CODE

Test Administrator please read and complete the following: I agree to administer the University of Washington Writing Skills Assessment Test to _____. 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: _____

Return this form to:
University of Washington Tacoma
Milgard School of Business
Attention: WSA Registration
1900 Commerce Street
Tacoma, WA 98402-3100

Enclose a check or money order
for \$45 (within the U.S.; \$60 outside the U.S.)
payable to "University of Washington Tacoma"

Testing off campus will delay processing of test results and completion of your application for evaluation.