University of Houston Z Clear Lake College of Education

Protocol for Administering the Doctoral Writing Assessment to Program Applicants

Center for Educational Programs (CEP)

Spring 2023

Center for Educational Programs (CEP) University of Houston-Clear Lake 2700 Bay Area Blvd Houston, TX 77058 (281) 283-3529



Introduction

The Center for Educational Programs (CEP) will provide the following to the Educational Leadership and Curriculum & Instruction departments for their potential UHCL doctoral applicants who wish to take the writing assessment as part of their admission requirements:

- a secure location to take the writing assessment
- a computer or laptop
- scoring of the writing assessment using a provided rubric
- delivery of the writing assessment to the Chair of Admissions in both electronic and hard copy format

Location

The writing assessment will be given virtually via Zoom.

Materials

• Applicants will need to have access to two (2) devices: a computer, laptop, and/or cell phone.

Registration (Three-Step Process)

- 1. A faculty member will contact the Center for Educational Programs to provide staff with the name(s) of the prospective UHCL doctoral applicant and approval to take the exam.
- 2. A faculty member will provide the UHCL doctoral applicant with the Center for Educational Programs' phone number (281) 283-3529 for making testing arrangements.
- 3. Applicants will be able to register online at <u>www.cep.uhcl.edu</u> and pay by using MasterCard or Visa.

Procedures and Regulations

- Each applicant should plan to stay for 4 hours, 3 1/2 hours for the exam plus, 15 minutes for test preparation and one 15-minute break (if needed).
- Applicants should be prepared to show a copy of their registration form (if applicable) and a valid I.D. (government-issued, passport, etc.) when checking in for the assessment.
- Applicants will be provided with two writing prompts. The applicant will select one and respond by writing a 5-7 page paper.
- At the end of the assessment session, the applicant will his or her paper document to CEP@uhcl.edu.

- Each applicant's essay will be scored by two (2) College of Education faculty members. If the two scorers disagree on whether the score on the exam is acceptable, a third scorer will resolve the discrepancy.
- Applicants will be notified of scores in approximately one (1) week.

Schedule

Below is a tentative schedule. We ask participants to register at least two weeks in advance, so that we may prepare for their writing.

Fees

The chart below outlines the fees.

Service	Price	Price
	In-State	Out-of-State
Writing Assessment (includes scoring)	\$150.00	\$175.00
Reschedule Fee	\$25.00	\$50.00

Closing

If you have any questions, please contact Katie Nichols via email at <u>nicholska@uhcl.edu</u> or call the Center for Educational Programs (CEP) at (281) 283-3529.

TAKING THE DOCTORAL WRITING ASSESSMENT

Applicant Information Sheet

Before the exam:

- Provide an acceptable form of ID to the proctor for verification of first and last name.
- Turn in all personal belongings (cell phone, keys, purse, etc.) to the proctor who will place in a safe location during testing.
- Retrieve your testing folder, which should contain a copy of the two (2) writing prompts and the scoring rubric.
- You will use a computer to complete the exam.

Starting the Exam:

- Click on the USB File titled, Writing Prompts for Doctoral Writing Assessment.
- You will be given two (2) writing prompts. Each writing prompt has subcomponents.
- Read the prompts carefully to ensure that you understand them. Then, **choose ONE prompt** and write a well-developed response that addresses each subcomponent of the writing prompt. Remember to respond to only one writing prompt and not to both writings prompts.
- Write a <u>5-7 page paper</u> in response to the prompt. Use a **12-point font** (Times New Roman or Arial) and **double-space** your document. Graders will stop reading each applicant's essay at the 7-page limit.

During the exam:

- To begin the exam, click on the MS Word icon to open a new document.
- Place your name, student ID number, date, and writing prompt number (e.g. Prompt 2B) at the top of your first page.
- Begin typing your <u>5-7 page paper</u> into the MS Word file.
- You have two hours to complete the exam. You may use the tools available through Microsoft Word, including spell check, grammar check, and the thesaurus. However, you may not use other sources, such as the Internet or peers, or other outside sources to help you write this essay. Furthermore, you may not discuss the content of the writing prompt with anybody else. Evidence of academic dishonesty will be handled in compliance with university policies. on academic dishonesty.
- Upon completion, please save your document as follows to the provided USB drive:
 - Last name_First Name_Student ID Number_Date_Writing Prompt Number
 - Example: Smith_Jane_0123456_ March 29, 2019_Prompt 2B

- Save your work to the USB drive as you go, to prevent any loss in your writing efforts.
- If you have computer problems, please notify the exam proctor.

After the exam:

- Turn in your USB drive and testing folder to the test proctor.
- Be sure the proctor is able to retrieve your file from the USB drive.
- Retrieve your personal belongings.
- Two scorers will independently evaluate your essay according to the following traits of writing: synthesis, topic, tools of writing, organization, and style conventions. Each trait is worth four points. The maximum score is 20. In order to pass the exam, you must earn 15/20 possible points. A score of '1' in any of the categories, is an automatic failure. If two scorers disagree on whether the exam should receive a passing score, a third scorer will resolve the discrepancy. The rubric utilized to assess your essay is provided in your testing folder.
- You will be notified of the score in approximately one (1) week from the date of your exam. Your academic advisor will be sent a copy of your results.
- You will be notified by phone call and email if you pass the exam and the date that you attempted the exam will be your passing date.
- You will be notified by phone call and email if you fail the exam. Also, the failing paper, grading rubric, and a handout that explains each grading category will be sent to you by email. You should contact your academic advisor about how to proceed to retake the exam.

Doctoral Writing Assessment <u>Rubric</u> for Writing Prompts

Criteria	4:Surpasses Minimum Requirements	3:Clearly Meets Minimum Requirements	2: Near Minimum Requirements	1: Does Not Meet Minimum Requirements
Synthesis (text connections, prior knowledge, and personal connections)	The writer is able to provide a well-written response to the writing prompt that synthesizes information from life experiences, text connections, and personal knowledge.	The writer is able to provide a response to the writing prompt. The response may be limited in synthesis and provides few references to life experiences, text connections, or personal knowledge connections.	The writer is able to provide a limited response to the writing prompt. There is a narrow synthesis and few or limited connections to life experiences, text connections, and/or personal knowledge.	The writer is unable to synthesize the writing prompt or provide a well- thought out response. Additionally, the writer does not provide examples of text evidence, prior knowledge, or personal connections.
Торіс	The writer is able to maintain topic selection while synthesizing information.	The writer is able to maintain the topic selection but has limited synthesis from the reading.	The writer is able to maintain topic selection but is unable to effectively synthesize the information.	The writer is unable to stay on topic and synthesize the reading.
Tools of Writing	The writer has a strong command of the tools of writing.	The writer has control of the tools of writing; a few errors exist, however, the errors do not interrupt the flow of reading.	The writer has partial control of the tools of writing. The errors in the writing may cause disruption to the reader.	The writer has a lack of command of the tools of writing. The errors in the writing significantly mar the readers' ability to understand the text.
Organization	The writer provides a strong organizational structure that enables the reader to follow the continuity of ideas from beginning to end.	The writer provides an adequate organizational structure that enables the reader to follow the continuity of ideas from beginning to end.	The writer provides a limited organizational structure that sometimes disrupts the ability of the reader to follow the continuity of ideas from beginning to end.	The writer provides a lack of organizational structure that disrupts the ability of the reader to follow the continuity of ideas from beginning to end.
Style (word choice, sentence structure)	The writer has a strong command of style; including varied word choice and sentence structure.	The writer has command of style, but may have limited variety of both word choice and/or sentence structure.	The writer has a limited command of style and intermittently offers varied word choices and sentence structure.	The writer is unable to vary word choice or sentence structure in his/her writing.

*The original version of this document was created by Dr. Roberta Raymond (COE) in February 2021. This updated version was completed by a team of College of Education faculty and staff: Katie Nichols, Dr. Antonio Corrales, Dr. Joan Pedro, and David Benz.