

UNDERGRADUATE PROGRAM

Writing Skills Assessment (WSA) Registration Information: Out-of-Area Application Period: Winter 2016

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.

- Two essays - the persuasion task and the position task - are scored on a six-point scale and the scores are averaged to create a WSA score.
- Essays are 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.
- If you are not applying this application period, you may obtain your score by contacting the Undergraduate Programs Office (UPO) after December 1, 2015.

Registering for and Taking the Assessment

- You must register to take the WSA. See WSA registration forms on the following pages.
- Registration will begin July 1, 2015; forms received before then will be held for processing after that date.
- To apply for winter 2016, you must take the WSA on or before October 5, 2015.
- You may take the WSA only once per application period (August 1-October 5, 2015).
- Use your legal name when registering.
- Bring a valid picture ID with you to the testing session.
- Be sure to print your email address clearly and use one you check regularly.

Using Scores

We will use the highest valid score we have on file. Valid scores are those from August 1, 2013-October 5, 2015. Scores are verified by name and student number and/or social security number.

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 testing center. *Note: International testing is not available.*
- You are responsible for any additional fees charged by your administrator or institution.
- Arrange for a location and find a faculty or staff member who will administer the WSA, maintain security, and return materials to the UPO.
- Materials will be shipped to your administrator within two weeks after the UPO receives your registration form. Schedule enough time for your completed assessment to reach the UPO by October 5, 2015.
- Once your proctor receives the materials, you will have a maximum of 10 days to schedule your WSA, complete it and have your administrator return the materials to the UPO.
- To register, complete the Off-Campus Registration form and return it and the assessment fee to the UPO.

Assessment Fees

You must submit a check or money order, payable to the University of Washington, with your assessment registration form. Fees are non-refundable.

- \$45 - Off-campus, within the United States

Cancellation and Refund Policy

Refunds will not be issued. If you miss or need to change your assigned session, you will need to re-register for the WSA and pay the full fee.

Questions?

If you have any questions about the WSA or application process, please call the Undergraduate Programs Office at (206) 685-3400.

OFF-CAMPUS REGISTRATION REQUESTS RECEIVED AFTER SEPTEMBER 11, 2015 WILL NOT BE PROCESSED.

If you live more than 50 miles from or have more than a 90 minute commute to any UW campus, you may use this form to register to take the WSA at an institution other than the University of Washington. If you have questions about your registration call the Undergraduate Programs Office at (206) 685-3400. Plan enough time for your completed WSA to reach the Undergraduate Programs Office on the Seattle campus by 12:00 midnight on October 5, 2015.

(PLEASE PRINT CLEARLY)

- I would like to take the test at an institution other than UW and I meet the qualifications noted above.

Social Security No: _____ - _____ - _____ UW ID No: _____
(if applicable)

Your Name: _____
Last First M. I.

Your Mailing Address: _____

City State Zip E-mail address

(_____) _____

Daytime Phone No. Current College / University Location (city, state)

TEST FEES: \$45 within the United States
A **CHECK OR MONEY ORDER** made payable to the University of Washington must accompany this form. Cash payments will not be accepted. FEES ARE NON-REFUNDABLE. RETURNED CHECKS WILL INCUR AN ADDITIONAL \$35 PROCESSING FEE.

To take the WSA at another institution, you must find a staff or faculty member, preferably in a college testing center, to administer the test. You are responsible for any additional fees your institution may charge. We will ship testing materials 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. Your completed WSA must reach the UPO on the Seattle campus by midnight on October 5, 2015.

Test Administrator Information		(PLEASE PRINT CLEARLY)
Test Administrator:	_____	
	Last Name First Name Title	
Daytime Phone No:	(_____) _____	Institution: _____
Fax No:(_____)	E-mail Address: _____	
Administrator's <u>Institutional</u> Mailing Address (no PO Boxes): _____		

City	State	ZIP
Test Administrator, please read and complete the following.		
<i>I agree to administer the Writing Skills Assessment to:</i> _____		
<i>Student Name</i>		
<i>I understand that the test materials cannot be copied and must be postmarked 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.</i>		
_____		_____
Administrator Signature		Date

RETURN THIS FORM AND THE REGISTRATION FEE TO: Undergraduate Programs Office
202 Dempsey Hall
Writing Skills Assessment
University of Washington, Box 353223
Seattle, WA 98195-3223

We recommend that you make a copy of this form for your records.

OFF-CAMPUS REGISTRATION REQUESTS RECEIVED AFTER SEPTEMBER 11, 2015 WILL NOT BE PROCESSED.