



## UPPER-DIVISION WRITING PLACEMENT INSTRUCTIONS TAKING THE TEST

There are three steps to completing the Upper Division Writing Placement. Take the time now to read through each step of the Upper-Division Writing Placement instructions. Students who engage in any activity, which leads to an integrity violation (Cheating/Plagiarism/Falsification), will be asked to leave the placement. **Do not use any sources other than the reading.**

### Step 1

1. Complete **Step 1** of placement instructions by studying the reading provided. You will have 30 minutes to plan how you will summarize, analyze, and evaluate the author's argument.
2. After your 30-minute planning period, go to [www.ubalt.edu/sakai](http://www.ubalt.edu/sakai) and enter your Net ID and Password.
3. Select the **Upper-Division Writing Placement** course in Sakai. If you do not see it, click on More Sites. Both items appear at the top of the Sakai page.
4. Select the **Placement** menu item, which appears on the left side of the page.
5. After clicking on the **Placement** menu, select the **Upper Division Writing Placement** assessment link.
6. Review the instructions once more. When you are ready, select the **Honors Pledge** checkbox then select **Begin Assessment**. Note: Be aware that you cannot move back and forth between questions. Once you select **Next**, you have moved onto the next question and cannot go back to a previous response.
7. You will be asked to enter your student ID (the 7 digits found on the back of your Bee Card) in the big text box provided. After entering your ID, select **Next**.
8. You will then be asked to select your student status (Sophomore, Junior, or Senior). Select your current status then select **Next**.

### Step 2

1. You will now begin **Step 2** of the placement. You will have 45 minutes to write a purposeful and well-developed argumentative essay in which you state your position on the reading and support your argument using the reading. Select **Show/Hide Rich-Text Editor** so you can begin composing your essay. After completion of Step 2, select **Save** to save your work. When you have finished, select **Next**.

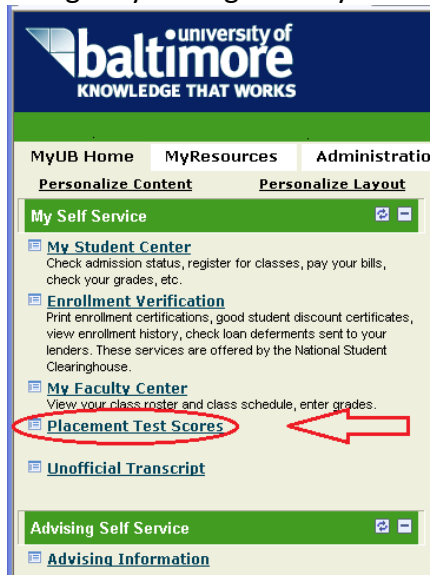
### Step 3

1. Now that you have finished writing the essay, you will move onto **Step 3** of the placement. You will have 15 minutes to write a self-reflection of five sentences or more responding to this question: If I had 30 extra minutes to revise this essay, what would I do? This part of the placement is required and will figure into your score. Select **Show/Hide Rich-Text Editor** so you can begin composing your reflection.
2. When you have finished, select **Save**, then select **Submit for Grading**.
3. A confirmation screen will appear. Select **Submit for Grading** to complete the Placement.
4. You will receive a message indicating that the Placement was completed and submitted.

## GETTING YOUR WRITING PLACEMENT TEST SCORE

### OBTAINING TEST RESULTS

Tests are scored and posted to your student record within two weeks, at which time you can view them online through MyUB. Log in to MyUB and follow this path: **My Self Service** → **Placement Test Scores**



- a score of 300 places you into and permits you to register for WRIT 300:

Test ID	Description	Test Score	Percentile	Test Date	Std Admin	Acad Level	Data Srce	Dt Loaded
1 WRTP	Writing Placement Test	300.00		10/22/2011	<input checked="" type="checkbox"/>	Sophomore	SCH	10/28/2011

- a score of 200 places you into and permits you to register for WRIT 200:

Test ID	Description	Test Score	Percentile	Test Date	Std Admin	Acad Level	Data Srce	Dt Loaded
1 WRTP	Writing Placement Test	200.00		10/22/2011	<input checked="" type="checkbox"/>	Sophomore	SCH	10/28/2011

If test results are not posted within two full weeks, please email Terese Thonus at [writingplacement@ubalt.edu](mailto:writingplacement@ubalt.edu).

### REGISTERING FOR A WRITING COURSE

- 200: take the class as soon as possible to improve your other upper-level coursework.
- 300: register as soon as you can because sections fill early. Be sure to register for the section in your major. See [www.ubalt.edu/writ300](http://www.ubalt.edu/writ300) for more information. You cannot take WRIT 300 until you have either scored 300 or passed WRIT 200.
- If you have any problems registering *after* you have viewed your score, contact your academic advisor.