One of the requirements that must be met by all students pursuing a Master’s degree in any program in the California State University system is the Graduate Writing Assessment Requirement. At CSUDH, students meet the GWAR by taking the Graduate Writing Examination (GWE). This requirement must be fulfilled within the first 9 units of coursework. Failure to take the GWE within that timeframe may result in a registration hold, which can delay progress toward the degree.

Below is information from the CSUDH Testing Office on fulfilling GWAR by taking the Distance Learning GWE. Additional information on the background of the requirement, preparing to take the GWE (including a PowerPoint of tips for taking the GWE and the GWAR handbook), a scoring guide, and other options for meeting the GWAR can also be found at the Testing Office website at http://www4.csudh.edu/testing-center/gwar/distance-gwe/.

Enclosed with this packet you will find the:
- Proctor Agreement Form
- Petition for Fulfillment of the GWAR Form

Options for Meeting GWAR

1. Graduation Writing Examination (GWE)
The Graduation Writing Examination is a one-hour examination in which students write an extemporaneous essay responding to a specified topic given to them when the test is administered.

On Campus: The GWE is offered five times per academic year in in September, November, February, April, and July. The exam is $35 per exam. Students may only take the examination twice within their academic career. The exam must be paid for every time a student tests. After two examination attempts, students must then take a certifying course. Please see the GWAR homepage for test dates and registration information.

Distance Learning: Students who are part of a distance learning program or live greater than 25 miles from campus may elect to complete the GWE via proctor. The distance learning GWE is offered three times a year in the fall, spring, and summer. The exam is $35 per exam. Students may only take the examination twice within their academic career.

DSS Students: Students must contact Disabled Student Services at least 10 business days prior to the GWE date. Students must register before contacting DSS. Arrangements are made on an individual basis by Disabled Students Services, Welch Hall D-180, (310) 243-3660, in conjunction with the Testing Office.

Graduates can satisfy the GWAR by scoring an 8 or higher on the GWE.

2. Petition for Fulfillment of GWAR form
Students who have satisfied the Graduation Writing Assessment Requirement (GWAR) at another CSU campus in 1984 or later but prior to matriculation at CSU Dominguez Hills may petition for exemption from repeating the requirement at CSUDH. Students must complete the Petition for Fulfillment of GWAR and submit official supporting documentation to the Testing Office.

Students may also petition for Fulfillment of GWAR if they have:
- Completed an upper division composition course (equivalent to English 350 at CSUDH) at another university prior to admission to CSUDH with a grade of B or higher. Lower division writing courses (e.g. Freshman English,) upper division literature or discipline-specific courses, and specialized courses in business, technical, report, or creative writing, among other courses, are NOT acceptable. Students must submit an official set of transcripts with the applicable course highlighted and a copy of the university catalog description of the course.
- A score of 4.0 or higher on the Analytical Writing Analysis of the GMAT.
- A score of 4.0 or higher on the Analytical Writing section of the GRE.
Graduate Writing Examination (GWE) for Fall 2015

Important Dates & Deadlines for Fall 2015

- **Proctor Agreement Forms** for the Fall Distance Learning GWE are due to the Testing Office on **Friday, August 21, 2015**. Forms received after the 21st will not be accepted.
- Test materials will be mailed to the proctors the week of **August 24, 2015**. Students will receive email notifications when materials are sent.
- The **examination window** is **Monday, August 31, 2015-Sunday, October 4, 2015**.
- The **final deadline** to return completed examinations to the Testing Office is **Friday, October 9, 2015**.
- Score reports will be available **4 to 6 weeks** after the return deadline. Examinations will not be scored until after the return deadline.

What is the Distance Learning GWE?
- Students who are part of a distance learning program or live greater than 25 miles from campus may elect to complete the GWE via proctor.
- Distance Learning students are to locate a CSUDH Testing Office approved proctor in their area. Once a proctor has been obtained, students are to have their proctor complete and return the Testing Office Proctor Agreement form. Testing must have a proctor agreement form on file for a student to test.

What is a proctor?
A proctor is a person who administers and supervises examinations for the CSUDH Testing Office. A proctor ensures the identity of the test taker and the integrity of the test taking environment. Students are to remain under the supervision of the proctor throughout the exam administration.

What does a proctor do?
A student’s exam is mailed to his or her proctor. Exams may be mailed only to institutions, not personal addresses. The proctor handles the exam according to the designated exam administration policies and procedures. Once the student has completed the exam in accordance with the directions and under the supervision of the proctor, the proctor will mail back all exam materials to the CSUDH Testing Office. A return envelope is provided for testing locations in the United States. Students outside of the United States are responsible for the expense of the return of their exam. Proctors have a responsibility to facilitate fairness and academic integrity for the exams they administer.

Who can be a proctor?
The CSUDH Testing Office **approves** the following to serve as proctors:
- College and university professional testing staff/testing offices
- Full-time public librarian
- Full-time university/college faculty member

The student may request approval for a full-time faculty member or administrator of an academic unit of a local college or university that is regionally accredited, or an ALA-accredited librarian at an academic or public library. **We cannot approve persons who work part-time or as adjuncts or graduate students at a college or university; nor can we approve co-workers, personal friends, relatives, tutors, neighbors, personal advisors, pastors, employers, schoolteachers or administrators (elementary, middle, high school), any person associated with the athletic department or sports program of a college, university, or high school, or anyone with a potential conflict of interest. An exam must be sent to the academic work address of the proctor.**
Exams may not be sent to any person’s home, to a primary or secondary school, a place of worship, or a private business.
Please note that these guidelines have been set forth by the university to ensure secure, ethical, and standardized exam administrations required for university accreditation.

How does a student choose a proctor?
Students who have difficulty securing a proctor may contact another CSU Testing Office or utilize the National College Testing Association Consortium, [http://www.ncta-testing.org/cctc/find.php](http://www.ncta-testing.org/cctc/find.php). Overseas residents test at local universities or American embassies. Deployed military personnel must work with their unit’s education officer regarding testing arrangements. Military personnel in the U.S. may make arrangements with the education office or an accredited college testing location. Out-of-state students must test at the testing office of an accredited post-secondary institution. *Students must first receive permission from an individual before designating him or her as their proctor.*

What happens after the proctor has been approved?
The Testing Office will mail proctors testing packets which include:
- GWE Checklist
- Letter to the Proctor
- GWE Script
- Examiner’s Report
- GWE Registration Form
- Essay Prompt
- Blue Book
- Testing Office Stamped Return Envelope
No additional materials will be mailed once the testing window opens.

Registration & Fees
Students will complete a registration form on the day of their test. **Distance Learning students do not register online.** The online registration is for the on campus GWE only.
The $35 registration fee is due on the day of testing and should be returned with the completed exam. **Students are to provide a check or money order for $35 made payable to CSUDH to their proctor.** Testing will not process the exam if the fee is not included in the return packet.

Testing & Return
**The examination window for FALL 2015 is Monday, August 31, 2015-Sunday, October 4, 2015.**
**Exams must be completed and returned to the Testing Office by Friday, October 9, 2015.**
Once the student has tested, the proctor is to return the materials to the Testing Office before the assigned deadline. Students are to test in the presence of their proctor and should never have access to the exam outside the assigned testing appointment.

Additional Fees
Students are responsible for all proctoring fees and any additional mailing fees associated with the return of the distance learning GWE.

After the Test
Examinations are checked in by Testing as they are received. Exams are not scored until after the final return deadline. Exam scoring can take up to 6 weeks from the final deadline. Students will receive their GWE scores by post mail. Score letters will be sent to the mailing address written on the student registration form.

Any Questions?
Contact the Testing Office.
Phone: (310) 243-3909 / (310) 243-3635
Email: testing@csudh.edu