Writing Skills Test (WST)
Information Essentials

The following is a shortened version of the information you are responsible for reviewing prior to registering and taking your Writing Skills Test. Visit testing.csueastbay.edu for complete information and the full version of this bulletin. **Note: Effective fall quarter, 2004, you can choose to satisfy the requirement by passing English 3000 or English 3001 (and possibly a second course as well) rather than attempting the Writing Skills Test. You can find more information about the course option on the Testing Website.**

The purpose of the University Writing Skills Requirement
In addition to the lower-division General Education requirements in writing, in fall, 1977, the California State University system began to require all students to demonstrate writing competency at an advanced level in order to receive a baccalaureate or master’s degree. You must satisfy the University Writing Skills Requirement (UWSR) in order to receive a degree from CSUEB unless you previously satisfied this Graduation Writing Assessment Requirement for a CSU East Bay (or Hayward) degree or at another CSU campus or qualify for an exemption based on test scores. For a list of exemptions, see the testing Web site at http://www.csueastbay.edu/testing.

Who must satisfy the UWSR and may do so by taking the WST?
- As soon as you have completed 90 quarter units, you will be required to begin steps to satisfy the University Writing Skills Requirement. Do NOT try to satisfy this requirement before completing 90 units or the UWSR will not be met. Complete ENGL 1001 and 1002, which are requirements, before attempting to satisfy the UWSR.
- Graduates must begin work on the UWSR by the time they attain 16 units. “Begin work” means you must either take the WST or complete a first-tier English 3000 or 3001 course.
- You may be exempt from the UWSR if you have an acceptable score on the written portion of the CBEST, GRE, or GMAT. To see if you qualify go to testing.csueastbay.edu/uwsr/uwsrexempt.php.

Time and place of the WST
The WST is given one Saturday, one Friday each quarter at the Hayward Campus and one Monday each quarter at the Concord Campus. Additional dates for Limited Administration – Computer Guaranteed are available throughout the quarter. Future WST test dates can be found at testing.csueastbay.edu/uwsr/wst/wstdates.php.
- After you register for regular administrations, when and where you are to take the test is available at: https://testing.csueastbay.edu/Onlinereg/payment/netid_conf.php?ttype=wst.
- All this information will also be on your admission ticket (for regular administrations), which will be emailed to your Horizon account at least one week prior to the test date. If you have not received your registration confirmation by Wednesday before your exam date, call our office at (510) 885-3661. Admission ticket will NOT be emailed for the Limited Administration – Computer Guaranteed version of the test; you will need to print your online registration form for your records.

Registration information
You register online for the exam and pay the required fee using your VISA, MasterCard, or checking account routing number. The Limited Administration – Computer Guaranteed version student charge is $50. Go to https://testing.csueastbay.edu/Onlinereg/terms.php. Read the bullet points below before registering for the exam:
- Exam dates are listed on the website at testing.csueastbay.edu/uwsr/wst/wstdates.php. The registration deadline is usually at the end of the first week of classes.
- If you don’t want to register online, go to the Testing Office in Library 3165A.

Alternative accommodations for the WST
Contact the Accessibility Center at 510.885.3868 and go to our website and review the information at testing.csueastbay.edu/uwsr/wst/wstacc.php.
The essay topics
The WST topics are no longer published. You will have a choice of two topics. A list of prior topics, for practice, is available at testing.csueastbay.edu/uwsr/wst/wstessaytopics.php.

Preparing for the WST
- The Student Center for Academic Achievement (SCAA) offers workshops for the WST throughout each quarter. For more information call 510.885.4459 or after the quarter starts, go to wwwsa.csueastbay.edu/scaa/.
- The Pioneer Bookstore also sells the WST Booklet: A Quick Guide To Passing The WST. **The Testing Office does not guarantee the availability of this booklet.**
- The WST is a measurement of current performance in analytic writing, so you should familiarize yourself with the structure, administration, and evaluation of the exam. Review all the information provided in the full version of the WST bulletin, found at testing.csueastbay.edu/images/pdf/WST_Full_Bulletin.pdf to guide you in what you should focus on in preparation.

On the day of the test
Go to testing.csueastbay.edu/uwsr/wst/wstday.php for a complete summary of what occurs on the day you take the WST. You are accountable and responsible for reviewing this information, especially in regards to admissions, restricted items, and timing of the exam.

Essay evaluation
- Your essay will be evaluated by two independent readers; these are faculty members from many different disciplines who are trained to evaluate the essays “holistically”; that is, with a single assessment for overall quality. Each reader determines the essay score, and they both must agree or a third reader scores the essay independently; the two agreeing readers’ score is the score that you will receive.
- Review the evaluation guidelines online on our Web site or in the complete bulletin carefully before attempting the WST. There is no numerical score assigned to the WST results effective fall, 2004; numbers in MYINFO are for coding. Evaluation guidelines are provided at testing.csueastbay.edu/uwsr/wst/wstscore.php.
- Sample evaluated essays are available at testing.csueastbay.edu/uwsr/wst/wstscoresamplesessay.php.

Test results
- Your results will be ready approximately three to four weeks after the exam. To look up test results, go to MyCSUEB, click Student Center > Academic History > Degree Programs Report > Report Type and click GO. The test results are located under Campus Tab.
- 6 (Limited Competence), 7 (Developing Competence), or 8 (Clear Competence) o P/F (Pass/Fail) = 1 or 2. 1 = Pass, 2 = Fail

If you don't pass the WST
- If your score indicates that you have not passed the WST, go to testing.csueastbay.edu/uwsr/wst/wstfail.php and follow the procedures there in order to complete the requirement. What you must do depends on your score.
- For detailed instructions on how to waive the WST requirement in its entirety, go to testing.csueastbay.edu/uwsr/uwsrwaiver.php.

Contacting the Testing Office
Contact the Testing Office at 510.885.3661 during regular business hours.