

Guidelines for the English 102 Proficiency Examination

Eligibility

Proficiency exams for English 102 (Composition II) are available at the start of each semester for eligible students who believe they have already mastered the learning objectives associated with the course. To be eligible to take the exam:

- you must not have taken or been enrolled in an equivalent course (either at SIUC or elsewhere);
- you must put your request in writing, in a letter addressed to:
Director of Writing Studies, Department of English
1000 Faner Drive, Mail code 4503, SIU-C
Carbondale, IL 62901

Your letter should explain why you believe you would do well on the exam, may include some mention of your writing background, and should be well written;

- you must provide 1 or 2 research-based writings when requesting ENGL 102 proficiency;
- you must *submit your request no later than a week and a half prior to the exam time.*

The Director will determine eligibility once the request to take an exam has been reviewed. If students took the English 101 exam and received a low pass, they will not be allowed to take the English 102 exam.

NOTE: Students will not be allowed to take both the English 101 and English 102 Proficiency Exams at the start of a given semester.

The Examination

To pass the English 102 exam (3 hours), students must convincingly demonstrate that they can apply the practical and productive knowledge of ethos, audience, subject matter, process, and context for a complex purpose; that they can read and analyze texts carefully; that they know how to integrate written research into a well-argued, analytical essay; that they have mastered the appropriate use of standard written English; and that they know how to document their sources.

During either exam, students may use a dictionary and *A Writer's Resource: A Handbook for Writing and Research* (the University-Approved Writing Handbook) by Elaine P. Maimon.

No pre-prepared notes may be used during the exam.

Further directions and criteria are provided when the exam is given.

Examination Dates and Times

Students who wish to take the 102 exam, with the potential to drop the section in which they are currently enrolled, **MUST** have their letter and supporting documentation turned in to the Writing Studies office by NOON on Wednesday the first week of class.

Students who do not meet the due date/time should drop ENGL 102 and schedule the exam for later in the semester, because they *can not* attend class past the first week and still take the proficiency exam. If they do not pass the exam then they may enroll in 102 the following semester.

The 102 exam is given at a time that is convenient for the Writing Studies Secretary (who serves as the proctor) and the student.

All students should arrive fifteen minutes prior to the start of the exam to complete necessary paperwork. Students who arrive more than ten minutes after the exam's scheduled start time will not be permitted to take it.