

University of Alaska Southeast  
School of Education  
11066 Auke Lake Way  
Juneau, Alaska 99801



## **Instructions for the Impromptu Writing Sample**

You are asked to provide a sample of hand-written writing that represents your ability to engage in clear writing and critical thinking in response to a prompt provided by the UAS School of Education. The purpose of the essay is to demonstrate your ability to read critically and to produce readable, reasonably polished prose without the editorial help of others. You will need to perform comfortably in everyday impromptu writing situations, both in your college courses and in public schools.

You will be given a short essay (selected by School of Education staff) to read and respond to in writing. Topics will be from education, but something a layperson interested in education will be able to respond to. You will have 90 minutes to write your response.

Readers expect your impromptu essay to have a clear thesis and organization. It is also important that your essay demonstrate effective proofreading and editing skills. Make sure you reserve time for revising your writing within the designated time period.

### **Impromptu Writing Procedures**

Applicants in Juneau should contact the [UAS Testing Center](#) to schedule a time to take the impromptu on campus. Elsewhere, applicants should locate a local testing center or person in an institutional setting who is willing to undertake this service as a proctor (educational professional, librarian, museum director, public official, lawyer, pastor, etc.). If you cannot access a testing center and are unable to locate an appropriate proctor, please contact the UAS Testing Center to find out if online proctoring is available for you.

Please have your proctor fill out the [Proctor Information form](#) (also located at the end of this document) with your name, your proctor's name, their title, email address, telephone, fax number, and signature. Email or fax the form to the [Elementary Education Program Assistant](#). Once the School of Education has received the completed Proctor Information form we will send a randomly selected prompt with instructions for the writing sample to your proctor within 1-2 business days. ***Please do not schedule your impromptu until your proctor receives the prompt and instructions.***

You will have 90 minutes from the time you are given the writing prompt to complete your response. At the end of this period, no matter where you are in the generation of your writing, you must end your work. Not doing so requires the proctor to invalidate the impromptu and

supply notice of having done so. The writing prompt, your response, and all scratch paper used must be turned over to the proctor.

After your response is complete, the proctor will send all materials to [Admissions](#). Materials can be submitted to our Admissions Office by email (preferable), fax, or mail. If the proctor intends to submit the materials by mail you will need to provide them with postage.

Call 907-796-6076 (1-866-465-6424 toll free) or email [uas.education@alaska.edu](mailto:uas.education@alaska.edu) to get more information about this requirement.

### **Expectations for a Passing Impromptu Writing Sample**

In addition to looking at your treatment of content, your paper should possess a clear focus that is maintained throughout your writing sample, adequate support (explanations and examples) that appear in substantive body paragraphs consisting of appropriate transitions, your critical thinking, and paragraph conclusions; effective concluding paragraphs; and technical proficiency (grammar, spelling, proofreading, and polish).

Essentially, your writing should be efficient and readable, making it possible for your audience to read straight through without confusion. To meet these criteria, you should edit (or re-edit) and polish each part of your sample.

### **Formatting the Impromptu Writing Sample**

Please put your name and UA student ID number (optional) on every page of each document. Your submission should have the following heading:

Name

Student ID (optional)

Date (current date)



**University of Alaska Southeast**  
**School of Education**  
**ATTN: Program Assistant**  
11066 Auke Lake Way, Juneau, Alaska 99801  
Phone: 907-796-6076  
Toll free Phone: 1-866-465-6424  
Fax: 907-796-6550  
[e.g@alaska.edu](mailto:e.g@alaska.edu)

Proctor Information Form

**Name of Student** \_\_\_\_\_

**Requesting Impromptu for following program:** MAT ELEMENTARY

Please fill out all of the following. Email and phone are required.

Proctor Name: \_\_\_\_\_

Proctor Email: \_\_\_\_\_

Proctor Mailing Address: \_\_\_\_\_

Proctor Phone: \_\_\_\_\_

Day Evening Fax

Proctor Position/Job: \_\_\_\_\_

**NOTE:** A proctor is someone who is **NOT** related to the student and does not live with or in the same household as the student. If the student's community does not have a satellite UA campus, a local librarian, pastor or educator can serve as proctor.

As a proctor, I agree to:

- treat the test material as confidential;
- follow the rules and guidelines established for the impromptu;
- provide a quiet, distraction-free environment for the impromptu;
- keep a copy of the impromptu for six (6) months; and
- return all required materials within three (3) weeks of receiving them.

\_\_\_\_\_  
Proctor Signature

\_\_\_\_\_  
Date