

# Exam Return Reasons

## *The Writing Process, Part 1 or Developing Ideas*

- The exam is incomplete (one or more of the six questions has not been answered).
- The response to question five is not exactly five sentences.
- The response to question six is not exactly eight sentences.
- The response to question five and/or six does not address any of the topics provided.
- If the exam is a retake, the student did not write entirely new responses for questions five and six.

## *The Writing Process, Part 2 or Writing*

- The exam is incomplete (one of the two questions has not been answered).
- The response to question 1 (composition) is not on topic (for example, the student chooses to write about one memorable day, but writes about more than one day).
- The submitted composition is less than three or more than five paragraphs in length.
- The submitted complaint letter is not formatted using parts of a business letter.
- The submitted letter is not a letter of complaint.
- If the exam is a retake, the student did not prepare an entirely new assignment.

## *Writing Skills: A Personal Narrative or Personal Narrative*

- The essay has not been written about the student's personal experience.
- The essay has not been written using the first-person point of view.
- The essay is too short (containing fewer than 750 words).
- The essay is too long (containing more than 2500 words).
- The essay is not structured into paragraphs (introduction, body paragraphs, conclusion).
- If the exam is a retake, the student did not compose an entirely new essay.

## *Writing Skills: A Research Project*

- The submitted project is off-topic (2 specific topics are listed in the study material).
- The submitted project is too short (containing fewer than 500 words).
- The project is not structured into paragraphs (introduction, body paragraphs, conclusion).

To contact a Client Support Specialist call **888.427.0200**



**\*\*\*Please note that any exam can be returned for inappropriate content and/or inappropriate language.**