Instructions for Criterion Essays

If you choose to follow Option 2 of the DBA application, you must complete two 1000-word essays. These should be completed within the Criterion Online Writing Evaluation application. Essays will be reviewed and scored by the DBA admission committee *and* scored within Criterion. Both scores will be used in the admission process.

- Criterion Online Writing is an online writing tool that is designed to help students plan, write and revise essays with immediate diagnostic feedback.
- Within *Criterion* you will be asked to complete *two* essays—it is expected that your essays will be approximately 1000-words each. After submitting your essay, you will receive feedback. Please use this feedback to improve your essay by revising and resubmitting. You will be allowed two attempts on each essay—the highest score from each will be used for admissions evaluation.
- Complete an online application at the *Apply to the DBA* link first (see Part One).
- Email your name and StarID to **graduate.studies@metrostate.edu** and retrieve the Promo Code from our application correspondence. *Please note that you are applying for the DBA program.*
- Register as a new user for *Criterion* here: https://criterion.ets.org
- Within the registration page, please include the access code provided by the application correspondence email. You will be directed back to the home page to login.
- After you register, while logged in to the Criterion website:
  - Re-login using your chosen username and password.
  - Click on and review/print the "Student Guide for Beginners" and "Student Quick Access Guide" documents for thorough instructions. You must achieve a minimum proficiency score of 75% in *Criterion* on your two essays in each of the following areas: grammar, spelling, mechanics, usage, and organization and development for each of the essays.
  - Click "DBA admissions" on the left side of the screen.
  - Click on the "Assignments" tab. Choose the essay you wish to complete. first and click on it. Note: You may choose to plan your essay or go straight to Response. Click directly on your Class Name located on the left side of the screen. You will have 72 hours to complete your response.
  - Complete the essay and click "Submit".
  - After completion, click on the "Results" tab to view your scores; view both the "Score Analysis" and Feedback Analysis" links.
  - For deeper feedback, please click on "Reports" and choose "Expanded Performance Summary Report" from the dropdown menu; click "View Report". Additional detailed information is available under the "Response" tab. *Use this feedback to improve your submission*; re-write and submit your revised essay within *Criterion*.
  - You will have 72 hours to complete your second attempt; only two attempts are allowed. Be sure to use all of the feedback available for each to improve your essay as much as possible.
  - We strongly suggest that you copy and save your essay in another format, such as Microsoft Word or another word processor; this would save you from re-work in the rare event of technical difficulty.
  - Repeat this process for Essay 2.
  - Check the "Approve School Access to Account Quiz Results" box.
  - Click "Submit".