



CONSERVATORY PLACEMENT ACTIVITY GUIDELINES

CREATIVE WRITING CONSERVATORY (Grades 9-12) Digital Submission & In-Person Placement Activity

Application & Writing Sample Submission:

Along with a completed online application, applicants must submit a sample portfolio of original creative writing that follows the guidelines below and attend an in-person writing session. The portfolio must accompany the application at the time the application is submitted. Once your online application is successfully processed, you will be scheduled for an in-person, 90-minute placement activity. This in-person activity is part of every review process, not an advancement to a second round.

Creative Writing Sample Portfolio Guidelines:

- 15-20 pages of original creative writing.
- A table of contents is preferred, but not required, and is not included in the page count.
- Acceptable forms of creative writing include short stories, poems, songs, screen/stage plays, creative nonfiction, personal essays, chapters of novels, and/or excerpts from any of these. Examples of forms that should not be included are book reports and academic essays.
- Your portfolio must have at least three (3) separate pieces and a response to one of the prompts found below. (The prompt response counts as one of the three minimum.)
 - Please note: Different chapters from the same work are not considered separate pieces.
- In general, a portfolio should strive to display a range of the writer's best work.
- Each new piece should start on a new page.
- No more than seven (7) pages of poetry and/or song lyrics should be included.
- The selections within the portfolio can be complete or incomplete, excerpts, and/or chapters.
- For poetry and prose, all fonts should be 12 Times New Roman. Prose should be double-spaced. Poetry can be formatted as the poet prefers. Screenplays should be in Courier New, size 12, and formatted appropriately.
- AI, ChatGPT, Grammarly, Google Translate and/or other similar assistance is not allowed.
- Save as a single PDF document and title your attachment:

Creative Writing Sample – Applicant Last Name, Applicant First Name

- Upload your portfolio directly into the appropriate spot in the conservatory application.



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Creative Writing Portfolio Prompt Guidelines:

Please choose one (1) of the prompts below and write an original short piece of fiction, no more than five (5) pages. This should be included as the first piece in your 15-20 page writing sample. This response story does not have to be finished, but it should be as complete as possible.

Write a narrative in which one of the following occurs:

- A character is mistaken for someone else.
- A character has forgotten something.
- Something is going wrong or malfunctioning.

In-Person Placement Activity Guidelines:

Students will be scheduled into a 90-minute small group, in-person placement activity following the successful submission and review of their online application and portfolio. This activity consists of two (2) parts: a writing session and an interview. Applicants might do either session first.

- Students will meet for a group interview that lasts approximately thirty (30) minutes, then have up to one (1) hour to complete the writing prompt announced for that session.
- All responses must be handwritten in person and materials will be provided for this.
- No electronic devices or assistance is allowed during this process. This includes, but is not limited to the applications mentioned above.
- The in-person placement activity will be scored alongside/in combination with the online portfolio.
- Should significant or noticeable skill differences be detected between the portfolio and in-person activity, the in-person activity will be given more, possible sole weight.



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Applicants who are English language learners, have a disability, or need technology assistance are encouraged to reach out for support with the admissions process. Please contact admissions@ocsarts.net or 714.560.0900 ext. 5510 for more information.

Hay asistencia disponible para los solicitantes aprendiendo inglés, que tienen una discapacidad, o los que necesitan asistencia tecnológica. Favor de ponerse contacto con nosotros por correo electrónico admissions@ocsarts.net o por llamar 714.560.0900 ext. 5510 para más información.

Applicants requesting accommodations must have established eligibility under IDEA, Section 504 or an established Academic Support Plan (private schools only). The documentation must be provided at the time of application submission. Confidential documents must be sent directly to Lauren Reynolds, Director of Special Services, at lauren.reynolds@ocsarts.net.

Accommodations must be requested 15 days in advance of placement activities for planning purposes.