

Group Test Sample Letter and Information

Group tests must be ordered by one person (Coordinator) 4 to 6 weeks in advance. Results will be shipped to that person to distribute to the group. The Coordinator does not need to send in all of the School Verification or Test Administrator Forms but should keep them in their files for 3 years.

Here is a sample letter that you can use to send to your group for registration. Please change the test type, dates, times, grades, location, nursery information, cost, etc. to fit your needs.

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Dear Support Group Member,

The Iowa Tests® will be offered for Group Testing at (name of your site) located at (address) on (April 17-18, 2012) from (8:45 - 12:30) for (Grades K – 12). **Registration Deadline: Postmarked by (March 15, 2012).** Children have to attend both days. Don't delay – registration fills up quickly.

Why Test?

Under North Carolina law, each home school registered with the Department of Non-Public Education must have a nationally standardized achievement test administered annually to each student at least age 7 and not yet age 16. **National Honor Society now requires group testing for eligibility.**

What is the Iowa or Stanford Test?

The Iowa Tests, (also called The Iowa Test of Basic Skills® for Grades K-8 and Iowa Tests of Educational Development® for Grades 9-12) and The Stanford Tests, (also called SAT/10) are nationally standardized achievement tests. For more information on this test or practice tests or to download an order form for individual ordering, visit <http://www.triangleeducationassessments.com>

Proctors and Assistants

We need parental help. If you could help by proctoring (administering the test), assistant proctoring, or hall monitoring, please indicate that on the registration form below. Proctors must have at least a B.A. degree. It is very easy to administer the test. Books are color-coded and tell you what to say and do. Test Order Requirement The publisher of the Iowa Tests requires a signature verifying your status as a home school. It is included on the registration form below.

Cost

The cost of each Iowa test is (\$55). Checks should be made payable to (your name) and mailed along with the registration form(s) to: (your address). If you have any questions regarding testing, or would like to download an order form to give Iowa tests on your own visit www.TriangleEd.com. To register for this Iowa Group Testing, complete and return the form below, with payment (written to – your name) and your signature. Send it to (your name and address). Keep a copy for your records. You will be notified when your registration is accepted.

Iowa Group Testing (April 17-18, 2012) from (8:45 - 12:30). Children attend both days.

(name and address of test site)

Registration Deadline: Postmarked by (March 15, 2012)

Price per Test: \$55

Contact Person: (your name and email)

Write check and send it to: (your name and address)

Thank you,

(your name and phone number)

Child's Name _____ Grade of Test _____

Child's Name _____ Grade of Test _____

Child's Name _____ Grade of Test _____

Child's Name _____ Grade of Test _____

Parent Name _____

E-mail: _____

Address: _____

Phone: _____ Cell: _____
Help Parent will give (Proctor, Assist, Hall Monitor) _____
Proctor must have a B.A. or higher.
(Sorry, no nursery is provided)
Total Enclosed: \$ _____

Each person registering a student must sign the legally binding **School Verification Form**.
Each person administering the tests must sign the legally binding **Test Administrator Qualification Form**.

School Verification Form

The School Verification Form (completed each year) needs to be on file prior to the Iowa, Stanford, OLSAT or CogAT tests being sent.

I pledge that I am buying tests for our private or homeschool students only. I pledge that the test administrator or coordinator listed will oversee the administration of the tests. These tests are not for public school children nor will they be used for practice.

Name _____ Customer Number (if known) _____ Date _____

Signature _____

School Name _____ Enrollment Number* _____

Phone () _____ Fax () _____

Address _____

City _____ State _____ Zip _____ (County if NC) _____

State _____ Zip _____ Email Address _____

Name of Test Administrator or Coordinator _____

Test Administrator Number (if known) _____

Approximate Test Date _____

*Enrollment in Private School (does not pertain to HomeSchool support group:

- Iowa must be less than 100 students. (Call us if you have questions.)
- Stanford—no cap on the number of students.

Test Administrator Qualification Form

All test administrators must be qualified by filling out this (one-time) Test Administrator Qualification Form. This form is kept by the Group Coordinator for three years.

Test Administrator Name _____

Test Administrator Number (if known) _____

Phone () _____ Fax () _____

Address _____

City _____ State _____ Zip _____ (County if NC) _____

Email Address _____

1. Your level of training (Check as many as apply.)

Bachelor's Degree Year _____ Institution _____ Major field of study _____

Master's Degree Year _____ Institution _____ Major field of study _____

Doctorate Year _____ Institution _____ Major field of study _____

Principles of Effective Test Use

Sound, professional use of educational and psychological tests means that all test users must:

1. Maintain the security of testing materials before and after testing;
2. Avoid labeling students based on a single test score;
3. Adhere strictly to the copyright law and under no circumstances photocopy or otherwise reproduce answer forms, test books, or manuals;
4. Administer, and use tests exactly as specified in the manual.

I certify to Triangle Education Assessments, LLC that I have at least a Bachelor's Degree and assume full responsibility for the proper use of the testing material I receive from Triangle Education Assessments, LLC. My signature indicates acceptance of and compliance with the above principles.

Signature _____

Date _____