

Test Administrator Qualification Form

All private and homeschool (individual or support group) Iowa, CogAT, Stanford or OLSAT orders must be accompanied by The School Verification Form (completed each year), and the Test Administrator's Qualification Form. You can send the Test Administrator Qualification Form to your test administrator if you do not have a Bachelor's Degree or if you are not going to give the test. Parents can be the test administrator in some states. For more about your state's laws go to www.hslda.org.

I pledge that I am buying tests for our private or homeschool students only. I pledge that the test administrator listed will administer the tests and oversee that all test administrators (if school or group order) are Qualified to give the tests. These tests are not for public school students nor will they be used for practice.

Additional pledge for Stanford/OLSAT orders only:

1. Fulfill one of the following training obligations:
 - a. Current certification as a teacher in any state and experience in administering standardized achievement tests
 - b. Experience as a classroom teacher in a traditional school setting (should include experience administering standardized tests)
 - c. Watch a training video on how to administer standardized tests.
Short video: [click here](#)
More in depth video: [click here](#)

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.

Signature _____ Date _____

At our test center in Apex, NC we offer these exams and services:

- Iowa
- Stanford/OLSAT
- TerraNova (CAT/6)
- Woodcock-Johnson: Pre-K - Adult - \$95 Basic, \$120 with Science, Social Studies and Humanities, Instructional Report \$15. Immediate report and consultation.
- BASI: Gr 3-12 - \$65 Achievement Exam that meets NC law, gives immediate results and only takes 2 hours. Must be done on computer in our test center. Call us to schedule.
- ACT/SAT prep classes.

To obtain more information on these exams, and view sample reports go to www.TriangleEd.com.

To schedule one of the above exams please call [877-843-8837](tel:877-843-8837).

5512 Merion Station Drive, Apex, NC 27539 Phone: 919-387-7004 or 877-843-8837 Fax: 888-416-1495