

## 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.

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, 2018) from (8:45 - 12:30) for (Grades K – 12). **Registration Deadline: Postmarked by (March 15, 2018).** Children have to attend both days. Don't delay – registration fills up quickly.

Why Test?

Many states require private and homeschools to have a nationally standardized achievement test administered annually. **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 [www.TriangleEd.com](http://www.TriangleEd.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 (\$). 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](http://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, 2018) from (8:45 - 12:30). Children attend both days.  
(name and address of test site)

**Registration Deadline: Postmarked by (March 15, 2018)**

Price per Test: \$

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 \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

School Name \_\_\_\_\_ # Enrolled in this school \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ (County if NC) \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Name of Test Administrator or Coordinator \_\_\_\_\_

Approximate Test Date \_\_\_\_\_

## Test Administrator Qualification Form

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

Test Administrator Name \_\_\_\_\_

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 \_\_\_\_\_