

HOW TO ORDER YOUR TESTS:

i READ *ALL* instructions and information in this brochure.
Read carefully and follow these DIRECTIONS to complete your form:

- List your family information in the blanks provided.
(Remember to include children's last names if different.)
- Refer to **(Table 1)**. Find your child's **Grade Level** and the corresponding **Test Level**. It is best to use the test intended for the grade level you are reporting.
- Find your nearest **Area Coordinator** in **(Table 2)**, and **write this name** in the box provided. For **private testing** *not* through a coordinator, write "**Private**" in this box.
- For **private tests** (read paragraph on back), write your **tester's** name and contact info in the space provided (lower left corner), as well as your expected **testing date**.
- Check your membership status. Find your expiration date on the mailing label of this brochure. If you've expired, but have paid since that date, please provide documentation when ordering. If you join or renew when ordering, *take the member discount now*. All memberships expire in August; *new, first-time* members will expire in 8/11.
- Now figure your fees.** Using **(Table 3)**, **start** in the first box with \$35. Moving from left to right, **circle** the fees and discounts that apply (see **2010 Deadlines & Fees** box), add or subtract to find the **total** per test, then **multiply** to find your family total.
- Make check or money order **payable to WVHEA**. Include a **separate check** when paying membership.
- Mail your order by deadline** (see box) to **area coordinator** (or to state coordinator if private testing).

Table 1. Levels

Grade Level	Test Level
K	10
1	11
2	12
3	13
4	14
5	15
6	16
7	17
8	18
9	19
10	20
11-12	21/22

STATE TESTING COORDINATOR



Mary Ellen Sullivan
 1409 Glade Fork Rd.
 Mannington, WV 26582
 304-795-4388
 mary.ellen@frontiernet.net

Mail order here if private testing not through an area coordinator.



MAIL ORDERS TO THESE ADDRESSES

Table 2. AREA TESTING COORDINATORS

- BERKELEY – Suzanne Behrmann 304-283-5203
825 Jenny Wren Dr., Martinsburg, WV 25404
- CABELL AREA – Melinda Vance 304-972-6780
3137 Third Ave., Huntington, WV 25702
- CALHOUN/CLAY – Paulette Samples 304-286-2510
347 Gibson Rd., Chloe, WV 25235
- GREENBRIER – Margaret Schleiff 304-497-2012
HC 67 Box 554, Renick WV 24966
- HAMPSHIRE – Susan Sine no phone, use email
susansine@hotmail.com
P.O. Box 128, Slanesville, WV 25444
- HANCOCK – Vicki Parr 304-748-2216
3607 Lindberg Way, Weirton, WV 26062
- HARRISON – Sandy Floyd 304-624-0647
P.O. Box 87, Spelter, WV 26438
- JACKSON – Sherri Stahlman 304-372-8721
102 Skyline View, Ripley, WV 25271
- JEFFERSON – Karen Hardy 304-261-3588
538 Edwin Blvd., Shenandoah Junction, WV 25442
- JEFFERSON – Lynn Welte 304-261-1493
Group testing **only**, April 20, **no** private test orders
185 Stephanie Way, Charles Town, WV 25414
- KANAWHA – Debbie Elswick 304-694-9197
829 Wilderness Dr., Charleston, WV 25312
- MARSHALL – Susan Stern 304-686-3554
RD 3 Box 45-B, Cameron, WV 26033
- MASON – Kellie Kay 304-593-0870
1515 Radical Lane, Letart, WV 25253
- McDOWELL – Karen Wilson 304-862-2560
P.O. Box 93 Eckman, WV 24829

2010 DEADLINES & FEES

All payments due by time of testing

- 1-10-2010 Subtract \$5 *early-bird discount* if **paid in full** by this date.
- 2-10-2010 Add \$10 *late order fee* for orders after this date.
- 2-28-2010 Order **stop date: No orders** accepted 3/1 through 4/30/10.
- 4-21-2010 Last day to return completed tests for machine scoring.
- 5-1-2010 First day to arrange late private testing. Add \$10 *private testing*, \$10 *late*, and \$5 *hand score fees*.

2010 WVHEA TEST ORDER FORM

Area Coordinator

Parent Name(s) _____ Phone _____

Address _____ Email _____

City, State, Zip _____ Home County _____

Child's Name (First-MI-Last) (Use separate sheet if needed) Birth Date Grade Level Test Level

Table 3. **Circle** all amounts that apply, then **subtract** or **add**.

Start BASIC COST per test	DISCOUNTS		FEES			TOTAL PER TEST	Number of Tests	FAMILY TOTAL
	Early Bird <small>(pd by 1/10)</small>	WVHEA Member	Late order <small>(after 2/10)</small>	If hand scored <small>(incl late)</small>	Private Testing <small>(see back)</small>			
\$35	-\$5	-\$10	+\$10	+\$5	+\$10	\$	x	= \$

☆ **PRIVATE TESTER INFO HERE**

- Name
- Address
- Phone
- Email

Membership due? (separate check) + 15.00

AMOUNT ENCLOSED

Expected Testing Date: _____

- MERCER – Shirley Hambrick 304-425-3521
400 Walnut Street, Princeton, WV 24740
- MINERAL – Teresa Davy 304-813-0828
RR4 Box 186, Keyser, WV 26726
- MONONGALIA AREA – Margaret Mattson .. 304-864-5528
1682 Mount Zion Rd., Masontown, WV 26542
- MORGAN – Pam Mann 304-258-5189
5112 Central Ave., Great Cacapon, WV 25422
- NICHOLAS – Alfreda Neil 304-872-4337
1570 Wilderness Highway, Mount Nebo, WV 26679
- OHIO – Kathy Warmbrand 304-233-1293
18 Brookside Dr., Wheeling, WV 26003
- POCAHONTAS – Sally Rose 304-799-2402
RR 2 Box 97-R, Marlinton, WV 24954
- RALEIGH – Juanita Kincaid 304-255-2688
116 Cajun Street, Beckley, WV 25801
- RANDOLPH AREA – Dana Hipp 304-672-0471
158 Park Blvd., Clarksburg, WV 26301
- RITCHIE – Susan Kirk 304-643-5220
399 White Ave., Harrisville, WV 26362
- ROANE – Julie Darling-Lane 304-927-6913
105 Martha Ave., Spencer, WV 25276
- SUMMERS – Linda Lee E. Emrich 304-445-3047
HC 73 Box 59-G, Pence Springs, WV 24962
- TAYLOR – Paula Poling 304-265-0540
Rt. 1 Box 295, Thornton, WV 26440
- WETZEL – Scarlet Hood 304-455-6611
HC 61 Box 21, New Martinsville, WV 26155
- WOOD – Barbara Ream 304-295-4520 or 615-6728
1309 Greenmont Circle, Vienna, WV 26105

TESTING WITH WVHEA 2010

This brochure contains the information you'll need to order standardized tests through WVHEA for 2010. *Please take time to read it carefully before completing your order form.*

Who are we? West Virginia Home Educators Association is a volunteer-run nonprofit organization of homeschoolers serving homeschoolers. Standardized testing is one of our services. We do not sell tests, but oversee testing of homeschoolers within locally organized groups. Area testing coordinators **volunteer** their time to organize testing, and they depend on the cooperation and sharing of responsibility among participating homeschooling families. If you need help with ordering or have other questions, contact the nearest area testing coordinator listed inside, or state coordinator *Mary Ellen Sullivan*, 304-795-4388, mary.ellen@frontiernet.net.

WVHEA membership. You don't have to be a WVHEA member to order tests. However, you can become a member for only \$15 per year and receive a *\$10 per test discount*, plus newsletters, special mailings, and discounts on activities. Membership is open to all WV homeschoolers regardless of their reasons for homeschooling. Your membership in this statewide organization supports WVHEA's services and is a great way to get news and make connections. Check your label to see if it's time to renew.

WV Law. WVHEA Testing Service is fully compliant with WV Code §18-8-1(c)(2)(D)(i), providing for annual assessment of homeschooled children in West Virginia through standardized testing. A copy of the law is available at www.wvhea.org.

TerraNova. *TerraNova: The Second Edition* is a nationally normed standardized achievement test published by CTB/McGraw-Hill. Annual assessment with *TerraNova* satisfies the requirements of WV §18-8-1(c), providing norm-referenced scores in the 5 required subject areas. WVHEA uses *TerraNova* Form C, in the Survey version from grades 2-12, Complete Battery for grades K and 1.

Testing fees. Our fees cover the price of.. ↗

..testing materials, scoring, and operating expenses, and are not intended for profit-making. Our basic per-test fee is \$35, but you can reduce the cost to as little as \$20 with discounts (\$5 for early payment, \$10 for WVHEA members). Fees are added for late orders, private testing, and hand-scoring. Our fees do not include local costs for private testers or site rental. See ordering directions inside to figure your total.

Group testing. Cooperating for group testing through area testing coordinators around the state keeps the cost of testing with WVHEA low. If no area coordinator is listed for your area, you may contact the state coordinator about organizing your local group.

Private testing. If you request that your child be tested individually, requiring a separate directions book to be ordered, you must pay the \$10 private testing fee for each test ordered, **even if** you are ordering through an area coordinator. If your coordinator does not handle private tests, send your order directly to the state coordinator. When testing privately, it is *your* responsibility to locate a tester who meets our requirements (see next paragraph) and to provide us with contact information. Contact the state or area coordinator if you have questions about private testing or applicable fees, or to help locate a tester. Remember: Under WV law, parents are NOT permitted to test their own children.

Tester requirements. WVHEA Testing Service requires all testers to complete specific training in standardized test administration, renewed at least every 5 years, as recommended by *TerraNova's* publisher. Testers also agree in writing to observe publisher's guidelines and all legal requirements. WVHEA offers tester training workshops in several locations annually. The cost is \$18. If you have completed equivalent training elsewhere, you must provide documentation to WVHEA. Please contact your area coordinator or the state coordinator immediately if you need training to administer tests this year.

Remember, area groups work best when all parents contribute. If your child is being tested, you should be helping to test another child.

Homeschooling questions? Call 1-800-736-WVHE (9843)

West Virginia Home Educators Association
Testing Service
P.O. Box 3707
Charleston, WV 25387-3707

*** Return Service Requested***

Nonprofit Organization
US Postage PAID
Permit No. 219
Clarksburg, WV 26301

Homeschooling Families
Helping Each Other Since 1986



2010 WVHEA
Homeschool
Testing Service