

HOW TO ORDER YOUR TESTS FOR 2017:

IMPORTANT: Read ALL instructions and information in this brochure. Read carefully and follow these INSTRUCTIONS to complete the form:

- List your family information in the spaces provided on the ORDER FORM below.
- Refer to **Table 1**. Find your child's **Grade Level** and the corresponding **Test Level**. It's best to use the test intended for the grade level you're 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), and provide your expected **testing date**.
- Check your membership status. Find your expiration date on the mailing label of this brochure. If you join or renew when ordering, *take the member discount now*. All memberships expire in August; *new, first-time members* joining now will expire 8/2018.
- Now figure your fees. Using **Table 3** (on the order form), start in the first box with \$40. Moving from left to right, **circle** fees and discounts that apply (see **2017 Deadlines and Fees** box), add and subtract to find **TOTAL PER TEST**, then **multiply** by number of tests ordered to find **FAMILY TOTAL**.
- Make check or money order **payable to WVHEA**. Include a **separate check** when paying membership.
- Mail your order by deadline to Area Coordinator** (to state coordinator if private test). **DO NOT** mail to WVHEA's PO Box. **TIP:** Follow up a few weeks later to make sure the coordinator received your order.

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

✂️ -----

2017 WVHEA TEST ORDER FORM

Parent Name(s) _____	Phone(s) _____		
Mailing Address _____	Email(s) _____		
City, State, Zip _____	Home County _____		
Child's Name (First-M-Last) - Use separate sheet if needed _____	Birth Date _____	Grade Level _____	Test Level _____

Table 3. CIRCLE all amounts that apply to your order, then **subtract** or **add** to get total.

START	DISCOUNTS		FEES			TOTAL PER TEST	Number of Tests	=	FAMILY TOTAL
	BASE COST per test	EARLY BIRD (pd by 1/15)	WVHEA MEMBER	LATE ORDER (after 2/15)	HAND-SCORING (after 4/22)				
\$40 →	- \$5	- \$10	+ \$10	+ \$10	+ \$10	\$	x	=	\$

✍️ **Write in PRIVATE TESTER INFO HERE** ☆
 Include Name
 Address
 Phone
 Email

Membership due? (separate check) + \$ 15.00
AMOUNT ENCLOSED \$ _____

... and EXPECTED TEST DATE _____

Table 2. AREA TESTING COORDINATORS

(By West Virginia COUNTY or AREA)

- BERKELEY- Suzanne Behrmann..seedlings@earthlink.net
825 Jenny Wren Dr, Martinsburg 25404....304-283-5203
- BERKELEY AREA- Virginia Robbins...docandjin@yahoo.com
62 Sam Householder Rd, Hedgesville 25427...304-258-3897
- CABELL- Hilarie Keeney.....no phone, use email
PO Box 9404, Huntington 2570....hil.keeney@gmail.com
- CALHOUN- Michelle Stehman....nutcluster@frontier.com
4306 Oka Rd, Chloe 25235.....304-655-6745
- CLAY- Paulette Samples..psrockinchairranch@yahoo.com
347 Gibson Rd, Chloe 25235304-286-2510
- GRANT- Shawna Musser.....shemusser@gmail.com
314 Keyser Av, Petersburg 26847.....304-668-1064
- HAMPSHIRE- Susan Sine No phone, use email
PO Box 128, Slanesville 25444...susansine@hotmail.com
- HAMPSHIRE- **Private testing only**
Teresa Davis.....blueangel57@frontiernet.net
730 Ed Arnold Rd, Augusta 26704.. 304-496-8154/851-3764
- HANCOCK/BROOKE- **Private testing only before 4/15**
Jennifer Vidmar.....304-479-0349
PO Box 742, New Cumberland 26047
- HARDY- Michelle Stanley..... tlchell@hardynet.com
PO Box 221, Baker 26801..... 304-582-5379
- HARRISON- Sandi Wilmoth..... barnes@marshall.edu
3292 Trouser Leg Rd, Wallace 26448.....304-796-4815
- JACKSON/PUTNAM/KANAWHA AREA-
Stephanie Butcher stephanie.e.butcher@gmail.com
3396 Spring Branch Rd, Leon 25123.....304-586-1391



MAIL ORDERS TO THESE ADDRESSES

- JEFFERSON- Group testing only - April 6**
Shauna Azar stjamesterranova@gmail.com
300 Spyglass Hill Rd, CharlesTown 25414...304-261-7987
- MASON- Nancy King-Badran.....304-674-6415**
PO Box 157, Hartford 25247..missnancykb@outlook.com
- MERCER- Theresa McGuire.....theresa.aguiar@ymail.com**
1135 Pen Mar Av, Bluefield 24701.....304-960-5669
- MONONGALIA AREA- Angie Channell**
a.channell101@gmail.com.....304-906-8655
101 Bluegrass Village, Morgantown 26501
- MORGAN- Pam Mann.....wvfiddlersmom@gmail.com**
5112 Central Av, Great Cacapon 25422.....304-258-5189
- NICHOLAS AREA- Alfreda Neil.....opamneil@gmail.com**
253 Melbourne Ln, Pool 26684.....304-872-4337
- OHIO/MARSHALL- Valerie Hensley.....304-843-1818**
205 Ash Av, Moundsville 26041.....hensleydv@comcast.net
- RALEIGH- Juanita Kincaid.....304-890-0380**
116 Cajun St, Beckley 25801
- RITCHIE- Heather Thomas..heatherL.thomas@gmail.com**
3019 County Line Rd, St Marys 26170.....304-869-3813
- ROANE- Julie Darling-Lane.....ecopositive@hotmail.com**
105 Martha Av, Spencer 25276.....304-927-6913
- SUMMERS- Linda Emrich.....spreadingchestnut@yahoo.com**
414 Sixth St, Hinton 25951.....304-445-5679
- WETZEL/TYLER- Scarlet Hood.....304-455-6611**
172 Church Ln, New Martinsville 26155
- WOOD- Melissa Wilson.....mdwilson283@hotmail.com**
283 Northwood Villa, Parkersburg 26104...304-464-4835

2017 DEADLINES AND FEES	
1-15-2017	Subtract \$5 <i>early-bird discount</i> if paid in full by this date.
2-15-2017	Add \$10 <i>late order fee</i> for orders after this date.
2-28-2017	Order STOP DATE. No orders accepted 3-1-17 through 5-1-17.
4-22-2017	Last day to return completed tests for machine scoring.
5-2-2017	Begin orders for May-June tests.

STATE TESTING COORDINATOR
<i>Mail order here if testing privately not through an area testing coordinator.</i>
Mary Ellen Sullivan
1409 Glade Fork Rd
Mannington, WV 26582
304-795-4388 mary.ellen@frontiernet.net

TESTING WITH WVHEA 2017

This brochure contains the information you'll need to order standardized tests through WVHEA for 2017. **Please take time to read it carefully before completing your order form.**

About WVHEA. West Virginia Home Educators Association is a volunteer-run nonprofit organization of homeschoolers serving homeschoolers. Standardized testing is one of its services. Area testing coordinators **volunteer** their time to organize testing within local area groups, with participating homeschool families working together. If you need help with ordering or have other questions, contact the nearest area coordinator or state coordinator using contact information inside.

WVHEA Membership. You don't have to be a WVHEA member to order tests, but the annual fee is only \$15 and members get a \$10-per-test discount, plus newsletters and special mailing. Your membership supports WVHEA services and helps you get news and make connections. Membership is open to all WV homeschoolers regardless of their reasons for homeschooling.

→ **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)(C), providing for annual assessment using a nationally normed standardized achievement test.

Test administrator requirements. All testers must document specific training in standardized test administration within the past 5 years and must agree in writing to observe publisher's guidelines and related policies of WVHEA. Contact area or state coordinator if you need information about test administrator training.

PLEASE NOTE: Although a 2016 change in WV law allows parents to test their own children, WVHEA must comply with publisher guidelines, so will **not** sell *TerraNova* testing materials directly to parents for private administration.

TerraNova. WVHEA uses the *TerraNova Third Edition*, with special permission from its publisher and the WV Dept of Education. The *TerraNova3* was published in 2008, normed in 2011, and provides scores in the subject areas required by WV law.

Testing fees. WVHEA fees cover costs of testing materials, scoring, and operating expenses, and are not intended for profit-making. The basic per-test fee is \$40, and you can reduce the cost to as little as \$25 with discounts (early payment, membership). Late orders, private testing, and hand-scoring incur additional fees. Our fees do not include local costs for site rental or private testers. Follow ordering directions inside to calculate your total.

Order cancellation. A \$5 processing fee will be deducted from any refund requested by parent.

Group testing. Group testing through area testing coordinators around the state provides an opportunity for families to help each other with testing and keeps costs 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 separate directions, you must pay the \$10 private testing fee, 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 WVHEA requirements.

Late testing. If you do not plan to complete testing by **April 22, 2017, DO NOT** send your order until after May 1. Submit late orders to the state coordinator, not the area coordinator.

West Virginia Home Educators Association
Testing Service
PO Box 4241
Clarksburg, WV 26302-4241

NONPROFIT ORG.
U.S. POSTAGE
PAID
CHARLESTON, WV
PERMIT NO. 1310

ADDRESS CORRECTION REQUESTED

DO NOT MAIL YOUR ORDER TO THIS ADDRESS

Homeschooling Families
Helping Each Other Since 1986



2017 WVHEA
Homeschool
Testing Service

*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? 1-800-736-WVHE(9843) or wvhea.org