

HOW TO ORDER YOUR TESTS FOR 2018:

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**.
- 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 8/2019.
- Figure your fees. Using **Table 3** below, start in the first box with \$40. **Circle** fees and discounts that apply (see **2018 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** (separate check for 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

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- Amanda Salyeramandajsalyer01@gmail.com
6 Geranium Way #1, Culloden 25510606-305-9217
- 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
- HAMPSHIRE- Susan Sine susansine@hotmail.com
1274 Mid Haines Rd, Augusta 26704No phone
- HAMPSHIRE- **Private testing only**
Teresa Davisblueangel57@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 Wilmothbarnes@marshall.edu
3292 Trouser Leg Rd, Wallace 26448304-796-4815
- JEFFERSON- **Group testing only - April 17**
Shauna Azar stjamesterranova@gmail.com
300 Spyglass Hill Rd, CharlesTown 25414...304-261-7987
- KANAWHA-Audrey Pitonak-Goff304-881-2227
29 Mapleton Ln, Charleston 25311 ..apitonak@yahoo.com



MAIL ORDERS TO THESE ADDRESSES

If testing as part of a private, unlisted test group, give your order to your group coordinator.

- LINCOLN-Jennifer Meadows.....304-343-6352
118 Opal Rd, Alkol 25501
- MASON- Nancy King-Badran.....304-674-6415
PO Box 157, Hartford 25247..missnancykb@outlook.com
- MERCER- Theresa McGuiretheresa.aguiar@ymail.com
1135 Pen Mar Av, Bluefield 24701304-960-5669
- MONONGALIA AREA- Angie Channell
a.channell101@gmail.com.....304-906-8655
101 Bluegrass Village, Morgantown 26501
- MORGAN- Melissa Thompson.....304-279-7219
melissametzthompson@gmail.com
3485 Spohrs Rd, Berkeley Springs 25411
- 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 26041hensleydv@comcast.net
- PUTNAM/JACKSON
Stephanie Butcher stephanie.e.butcher@gmail.com
3396 Spring Branch Rd, Leon 25123.....304-747-0308
- RALEIGH- Juanita Kincaid.....304-890-0380
116 Cajun St, Beckley 25801
- RITCHIE/PLEASANTS- Kecia Nutter...klnutter@gmail.com
612 Harrison Av, Harrisville 26362304-643-4552
- 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



2018 WVHEA TEST ORDER FORM

Area Coordinator

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		FAMILY
BASE COST per test	EARLY BIRD (pd by 1/15)	WVHEA MEMBER	If you tested with WVHEA in 2017	LATE ORDER (after 2/15)	HAND-SCORING (after 4/21)	PRIVATE TESTING (see back)	PER TEST	Number of Tests	TOTAL
\$40 →	-\$5	-\$10	-\$2	+\$10	+\$10	+\$10	\$	x =	\$

✍ Write in **PRIVATE TESTER INFO HERE** ☆

Include Name
Address
Phone
Email

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

... and EXPECTED TEST DATE _____

2018 DEADLINES AND FEES

- 1-15-2018 Subtract \$5 *early-bird discount* if **paid in full** by this date.
- 2-15-2018 Add \$10 *late order fee* for orders after this date.
- 2-28-2018 Order **STOP DATE. No orders** accepted 3-1-18 through 5-1-18.
- 4-21-2018 Last day to return completed tests for machine scoring.
- 5-2-2018 Begin orders for May-June tests.

STATE TESTING COORDINATOR

Mail order here if testing privately **not** through an area testing coordinator.

Mary Ellen Sullivan

1409 Glade Fork Rd
Mannington, WV 26582

304-795-4388 mary.ellen@frontiernet.net

TESTING WITH WVHEA 2018

This brochure contains the information you'll need to order standardized tests through WVHEA for 2018. **Please take time to read it carefully before completing your order form.**

About WVHEA. West Virginia Home Educators Association is a 501c3 nonprofit organization of homeschooling parents serving other homeschoolers. Standardized testing is one of its services. Area testing coordinators **volunteer** their time to organize testing within local area groups. If you need help with ordering or have other questions, contact the nearest area coordinator or state coordinator (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 mailings. 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.

PLEASE NOTE: Although a 2016 change in WV law allows parents to test their own children, WVHEA must comply with publisher guidelines, so **does 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.

NOTICE ABOUT 2017 TESTING DISCOUNT: Because of the delays and other problems with scoring in 2017, the company discounted their charges for testing, and WVHEA wants to pass this along to all who **tested with us in 2017**. If your children tested with WVHEA last year, you may deduct \$2 per test from your 2018 order. See order form to calculate.

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 you test with a private group, please send your order to your group's coordinator.

Private testing. If your child is tested privately, you must pay the \$10 private testing fee to cover costs, even when 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 21, 2018, 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

Testing Service

Homeschool

2018 WVHEA



Homeschooling Families
Helping Each Other Since 1986

*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