

# HOW TO ORDER YOUR TESTS FOR 2019:

**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*. Beginning in 2019, WVHEA memberships will expire on Dec 31. (See explanation on other side.)
- Figure your fees. Using **Table 3** below, start in the first box with \$40. **Circle** fees and discounts that apply (see **2019 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
- BRAXTON- Kari Maack.....edenkarigan@gmail.com  
243 Lower Sleith Rd, Duck 25063.....304-415-8911
- CABELL- Roy Ramey .....304-762-2125/304-208-1305  
7583 Nine Mile Rd, Lesage 25537 .....royramey@aol.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 25235 .....304-286-2510
- HAMPSHIRE- Susan Sine ..... susansine@hotmail.com  
1274 Mid Haines Rd, Augusta 26704 .....No phone calls
- 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
- JEFFERSON- **Group testing only - April 11**  
Shauna Azar ..... stjamesterranova@gmail.com  
498 Kearneysville Pike, Kearneysville 25430....  
.....304-261-7987



## MAIL ORDERS TO THESE ADDRESSES

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

- KANAWHA-Audrey Pitonak-Goff .....304-881-2227  
29 Mapleton Ln, Charleston 25311 ..apitonak@yahoo.com
- 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 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
- 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
- PUTNAM/JACKSON/MASON.....304-747-0308  
Stephanie Butcher ..... stephanie.e.butcher@gmail.com  
799 Burdette Addition Dr, Pt Pleasant 25550
- RALEIGH- Juanita Kincaid.....304-890-0380  
116 Cajun St, Beckley 25801
- RITCHIE/PLEASANTS- Kecia Nutter...klnutter@gmail.com  
612 Harrison Av, Harrisville 26362 .....304-643-4552
- 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

## 2019 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 PER TEST	Number of Tests	FAMILY TOTAL
	EARLY BIRD (pd by 1/15)	WVHEA MEMBER	LATE ORDER (after 2/15)	HAND-SCORING (after 4/21)	PRIVATE TESTING (see back)			
\$40→	-\$5	-\$10	+\$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 \_\_\_\_\_

## 2019 DEADLINES AND FEES

- 1-15-2019 Subtract \$5 *early-bird discount* if **paid in full** by this date.
- 2-15-2019 Add \$10 *late order fee* for orders after this date.
- 2-28-2019 Order **STOP DATE. No orders** accepted 3-1-19 through 5-1-19.
- 4-22-2019 Last day to return completed tests for machine scoring.
- 5-1-2019 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 2019

This brochure contains the information you'll need to order standardized tests through WVHEA for 2019. **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.

WVHEA has decided to move to an annual membership, January through December, instead of the September-August system we used previously. Member expiration dates will be extended to December as our files are updated, but your label may still show an August expiration date.

→ **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.

**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.

**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, to comply with publisher guidelines WVHEA **does not** sell *TerraNova* materials directly to parents for private administration.

**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. Use **Table 3** to calculate.

**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 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 22, 2019, DO NOT** send your order until after May 1. Submit late orders to the state coordinator, not the area coordinator.

*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](http://wvhea.org)

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

\*\*\*ADDRESS CORRECTION REQUESTED\*\*\*

DO NOT MAIL YOUR ORDER TO THIS ADDRESS

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

Homeschooling Families  
Helping Each Other Since 1986



2019 WVHEA  
Homeschool  
Testing Service