

# HOW TO ORDER YOUR TESTS FOR 2023:

## IMPORTANT: **NEW INSTRUCTIONS FOR PLACING TEST ORDERS**

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*. (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 **2023 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**. **You do NOT need a separate check for membership.**  
**Mail your order by the deadline to STATE TESTING COORDINATOR** (this is for group and private orders)

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

<p><b>BERKELEY/JEFFERSON/MORGAN-KATIE SWERDA TEST DATE TUESDAY, APRIL 11, 2023</b>  <a href="mailto:stjamesterranova@gmail.com">stjamesterranova@gmail.com</a></p> <p><b>BARBOUR/RANDOLPH/PENDLETON TEST DATE TO BE DETERMINED</b> SUZANN SUMMERFIELD</p> <p>CABELL/WAYNE/MASON-ROY RAMEY <a href="mailto:royramey@aol.com">royramey@aol.com</a>  <b>TEST DATE FRIDAY, MARCH 17, 2023 @KENOVA, WV</b> 304-762-2125/304-208-1305</p> <p>DODDRIDGE/HARRISON/LEWIS/RITCHIE/TYLER-KARA OSBORNE <a href="mailto:khaymaker@yahoo.com">khaymaker@yahoo.com</a> <b>TEST DATE THURSDAY, APRIL 6, 2023 @ DODDRIDGE COUNTY PARK BUILDING</b></p> <p>KANAWHA/PUTNAM-AUDREY PITONAK-GOFF  <a href="mailto:apitonak@yahoo.com">apitonak@yahoo.com</a> <b>TEST DATE WEDNESDAY, APRIL 5, 2023</b></p> <p><b>Note: If you are testing as part of a private group, you must include the \$10.00 PRIVATE TESTING FEE regardless of the test date.</b></p> <p><b>PLEASE INCLUDE A STAMPED, SELF-ADDRESSED ENVELOPE (WITH YOUR CHILDS NAME) WITH YOUR ORDER FOR THE RETURN OF TEST SCORES</b></p>	<p>MERCER- ALICE ALLEN <b>TEST DATE TO BE DETERMINED</b>  <a href="mailto:jagabbro@citlink.net">jagabbro@citlink.net</a>            304-920-0801</p> <p>NICHOLAS/BRAXTON/FAYETTE AREA- ALFREDA NEIL <b>TEST DATE TUESDAY, APRIL 11, 2023</b> <a href="mailto:opamneil@gmail.com">opamneil@gmail.com</a> 304-872-4337</p> <p>OHIO/MARSHALL/WETZEL- VALERIE HENSLEY <b>TEST DATE MONDAY, APRIL 3, 2023</b> 304-843-1818  <a href="mailto:hensleydv@comcast.net">hensleydv@comcast.net</a></p> <p>RALEIGH- JUANITA KINCAID <b>APRIL TEST DATE TO BE DETERMINED</b> 304-890-0380</p> <p>ROANE/WIRT-DONNA FREELAND <b>TEST DATE FRIDAY, APRIL 14, 2023</b> <a href="mailto:jesusme67@yahoo.com">jesusme67@yahoo.com</a> 304-815-3152</p> <p>WOOD AREA- MELISSA WILSON <a href="mailto:mdwilson283@hotmail.com">mdwilson283@hotmail.com</a>.            304-464-4835/304-482-7303</p> <p><b>NOTE: We are adding new coordinators across the state. If there is not a coordinator listed for your area, or if you are interested in becoming an area coordinator, please contact the State Testing Coordinator listed below.</b></p>
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✂️ ~~WVHEA BOARD - TIP: Fill in the information below on a separate sheet of paper.~~

## 2023 WVHEA TEST ORDER FORM

Parent Name(s) _____		Area Coordinator _____		Phone(s) _____	
Mailing Address _____		Email(s) _____		Home County _____	
City, State, Zip _____		Birth Date _____		Grade Level _____	
Child's Name (First-M-Last) - Use separate sheet if needed _____		_____		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 (1/15/23)	WVHEA MEMBER	LATE ORDER (after 2/15)	HAND-SCORING (after 4/20)	PRIVATE TESTING (see back)			
\$40 →	-\$5	-\$10	+\$10	+\$10	+\$10	\$	x	\$

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

Total for tests	\$ _____
Membership due	+ \$ 15.00
<b>AMOUNT ENCLOSED</b>	\$ _____

Include Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

EXPECTED TEST DATE \_\_\_\_\_

## 2023 DEADLINES AND FEES

- 1-15-2023 Subtract \$5 *early-bird discount* if **paid in full** by this date.
- 2-15-2023 Add \$10 *late order fee* for orders after this date.
- 2-28-2023 Order **STOP DATE. No orders** accepted 3-1-23 through 5-1-23.
- 4-20-2023 Last day to return completed tests for machine scoring.
- 5-01-2023 Begin orders for May-June tests.

## STATE TESTING COORDINATOR

**MAIL ALL TEST ORDERS HERE**

**SHARON STROTHER**  
 1721 BINGAMON ROAD  
 WORTHINGTON WV 26591  
 304-657-3883  
[sharonstrother.wvhea@gmail.com](mailto:sharonstrother.wvhea@gmail.com)

# TESTING WITH WVHEA 2023

This brochure contains the information you'll need to order standardized tests through WVHEA for 2023. **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 the 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 online newsletters and special mailings. Membership is open to all WV homeschoolers regardless of their reasons for homeschooling. Your member expiration date will be printed on your label. If no date is shown, it means your membership has expired, or you are not a WVHEA member. You can join or renew for one year by including a payment with your test order, or pay online at [wvhea.org](http://wvhea.org).

**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 2017, 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 remember to include the \$10.00 private test fee.

**Private testing.** If your child is tested privately, you must pay the \$10 private testing fee to cover costs, and 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 20, 2023, DO NOT** send your order until after May 1. Submit late orders to the state coordinator.

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

West Virginia Home Educators Association  
Testing Service  
1721 Bingamon Road  
Worthington WV 26591

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

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

2023 WVHEA  
Homeschool  
Testing Service



Homeschooling Families  
Helping Each Other Since 1986

Homeschooling questions? 1-800-736-WVHE(9843) or [wvhea.org](http://wvhea.org)