

# Testing Day Instructions

Please read these instructions carefully. Print yourself a copy to keep for test day.

**REGISTRATION:** Class sizes may be limited. Registration is first-come, first-served, so register early.

**CONFIRMATION:** If you desire confirmation, send a SASE with your registration. Otherwise, we will see you at testing.

**REFUND POLICY:** Refunds, minus \$5.00 per test, are allowed until **TWO** weeks before testing. After that time and for "No Shows" on testing day, there will be no refunds. In the case of illness on the day of testing, *Homeschool Test Service* will attempt to provide an opportunity for your child to make up the test at another time and location.

**TESTING DAY CHECK-IN:** Check-in on Day 1 of testing will begin at 8:30 and end at 8:50. Your child(ren) will need to be ready for testing to begin promptly at 9:00. On Day 2 of testing, there will be no check-in and your child(ren) will report directly to the testing room. Late students arriving after 9:00 will miss the first test of the day; we will try to make up any missed tests. For the sake of all the testing students, please arrive on time!

**TESTING TIMES:** High School students test from 9:00 AM - 11:30 AM. Grades 2-8 test from 9:00 AM - about 1:15 - 1:30 PM.

**ENVELOPES:** On the first day of testing, bring a **business size (4x9 1/2)**, self-addressed, *stamped* envelope for *EACH* child being tested. *Please be aware of the May, 2009, stamp price increase. All envelopes must have the correct amount of postage.*

**All envelopes should include:**

1. The child's name and address on the front. (IF you have a PO Box that does not have your child's name listed, put your name under his/her name on the envelope.)
2. The child's test level on the **left** hand bottom corner of the **back** of the envelope.
3. Child's birthday in the back flap of the envelope. (IF your child does not know month/day/year of birth.)
4. Put your own return address on the envelope.

**Test Results will be returned in these envelopes, so please print clearly; DO NOT let your children do this!!!**

**MATERIALS:** Bring TWO #2 pencils with erasers and scratch paper on both testing days and a ruler with BOTH metric and standard measurement for math on Day 2. High School students should also bring calculators on Day 2.

**FOOD:** Bring a lunch, beverage, and snacks for **each** individual child. NO chewing gum, candy, or soda pop at testing.

**TIME FILLERS:** Bring books, magazines, or something to do QUIETLY in case your student(s) finish subtests early.

\*\*\*NO electronic devices of any kind are allowed to be used during testing!!!\*\*\*

**EMERGENCY PHONE NUMBER:** It is important for us to be able to contact a parent, friend, or neighbor in case of illness or other emergency. This number can be a pager, cell phone, spouse's work, neighbor, or friend who will fill in for you if necessary. IF this contact number changes by the first day of testing, please let us know.

**TEST SCORING REPORTS:** April Testing - Back in June    May Testing - Back in July