

Testing Day Instructions

Tri Cities

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

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 and 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:

June Testing - Back in August