

Part 3: After Testing

- Inspect all answer documents carefully.
 - Are bubbles completely marked?
 - Are stray marks removed?
 - Are the students' names written *inside* (where indicated)?
 - Is the date of birth filled in for each student?
 - Were any sections accidentally omitted?
 - Is the data on the document(s) complete and accurate? (See image on page 2 of this checklist.)
 - Is the grade level correctly marked for scoring?
- Complete or confirm the information on the **Student Roster**. Please remember to indicate **# Months Completed** in order to ensure accurate scoring.
- Affirm the validity of the testing by *reading* and *signing* the **Tester Sign-off** on the **Student Roster**.
NOTE: Although each tester must be approved *prior* to testing, *every* tester who was responsible for the students during a session *must* sign each **Student Roster**.
- Return **all** test booklets, directions, answer documents, and the **signed Student Roster(s)** by the due date. A partial refund will be issued for any unused tests in reusable condition. Multiple shipments may be combined for return. *If you are holding any tests for completion, please copy the Student Roster for use with your later shipment.* If materials are held, you will receive an email about the missing items; if you still have these items and plan to return them by your due date, however, please feel free to disregard the notification, as long as you have included a note or contacted us by phone or email.
- Our address is as follows:
BJU Press Testing & Evaluation
1430 Wade Hampton Blvd., Ste. 210
Greenville, SC 29609-5066
- Securely package all materials in the courtesy envelope provided, or use a new envelope with the address above. For boxes, use the address label included with your materials. Return materials by an *insured* and trackable method:
 - We recommend UPS or FedEx because they automatically insure up to \$100 and because they are more likely to honor legitimate claims. USPS Priority Mail automatically insures up to \$50.
 - If your carrier is unwilling to insure our test materials, refer to "After Testing" on our FAQs page online. Customers will be expected to pay for losses, damages, or missing tests, but they may place claims with the carrier for materials damaged in shipping. **Please insure at or above the amount it would cost to retest.**
- Test results will be available electronically on the ordering account, usually within 10 business days of the **date our office receives the materials**. (Please allow two extra weeks during May–June.)

Ethics of Testing

- It is unethical for parents/teachers to use standardized test content on their own examinations, to reproduce the exact or *similar* items for discussion to improve student performance, or to use the content for any other reason.
- It is inappropriate to review test questions either prior to or following the test session.
- It is unethical for testers to assist a student beyond what the directions permit or to alter the directions without due reason and without disclosing alterations.
- It is unethical for *anyone* other than a preapproved tester to have access to or possession of test materials at any time in the testing process.
- **It is unethical to use these tests as practice for any other test administration or to administer any additional achievement/abilities test to the same student within a 3-month time period.**

Tips for Testing

- Motivate students to do their best, but be careful to avoid causing test anxiety.
- Explain the mechanics of taking a standardized test. Students may use practice materials, such as *Better Test Scores* or a practice test.

Information for Parents

Test content covers the basics of each subject, emphasizing thinking skills. A major purpose for standardized testing is evaluation of long-term instruction.

Only a *preapproved* tester may have access to achievement or abilities tests, per the publisher's guidelines. Parents may contact BJU Press for help with choosing tests.

Parents should do the following:

- Ensure a good night's rest and a healthy meal.
- Schedule testing over two or three days, allowing break time for the student to rest.
- Reassure the student that the test is not a "pass/fail" situation and encourage the student's best effort.
- Determine a student's strengths/weaknesses and recognize the possible need to adjust curriculum and/or teaching methods, based on the results. Always add your own observations to the evaluation.
- Be aware that a homeschool consultant is available to answer in-depth questions regarding testing, textbooks, and/or teaching methods.



Testing & Evaluation
1430 Wade Hampton Blvd., Suite 210
Greenville, SC 29609-5066

Checklist and Guidelines for Iowa Assessments™ Form E

(Please read immediately and keep for reference.)

Standardized tests are

TIME SENSITIVE!

Your standardized tests are due in our office by the date printed on the **Student Roster**.

Contact us if you need an extension due to special circumstances.

Thank you for your service!

Please read all instructions carefully.

- To help ensure efficient testing and valid scoring, please distribute a copy of this Checklist and Guidelines to every tester (also available online). Check off each step as it is completed.
- Make no marks in or on the reusable books. In case of loss or damage, the testers and/or purchasers are responsible for replacement costs. Though not exhaustive, the following is a list of damages that require replacement fees: food stains, liquid damage, pencil indentations, punctures/tears, math impressions, and marked graphs.

Part 1: Before Testing

- Check your order **ASAP**. Use the Packing Slip Extension to verify the contents of your order. If you have a different test from what you expected, check the Packing Slip (not the Extension) to see which test was actually ordered. **Any shipping discrepancies or damages must be reported immediately.**
- Before you begin testing**, confirm that you, and any others helping you, have been preapproved by BJU Press Testing & Evaluation to administer the standardized tests in this shipment. Approvals are not interchangeable between Stanford and *Iowa Assessments™*. **Tests administered by unapproved testers cannot be processed.**
- Confirm testing dates and times. Schedule two to five sessions (as needed). Plan adequate break times.

- Refer to the chart on page 2 to be sure that grades/tests are grouped correctly. Also, check that test levels match students' grade levels.
- Choose a comfortable, quiet, well-lit testing site. Remove all items potentially related to test content.
- Read Ethics of Testing and Information for Parents (p. 4).
- Gather all necessary materials: test books, answer documents, any bookmarks that were supplied, #2 pencils, scratch paper, and a timepiece.
- Study the directions before administering the test. Note important details on separate paper, *not* in the book, as you practice reading the instructions.
- Special accommodations should be noted and are appropriate only for students with documented or defensible disabilities. The Reading subtest should not be read aloud, or this score will be considered invalid. Remember that other subtests (e.g., Science or Math) are intentionally written at an easier level to keep reading ability from affecting performance.

Part 2: During Testing

- Fill in the required data portion of answer documents as shown on the samples. (See image on next page.) Also, **write the student's name on the blank on the inside page of the answer document.**
- Reassure students that this is not a pass/fail test.
- Administer tests in a professional manner, following and giving directions as presented. Be sure students understand directions before starting each subtest.
- Keep interruptions to a minimum. Record any unusual incidents that occur during testing.
- Observe students. Be sure they seriously consider a question before answering, but do not assist them on specific questions.
- Encourage and motivate students; check whether they are working on correct sections. Look for "double-marked" answers. (Direct students to make a single choice.) Circulate among students if necessary.
- Carefully follow the time limits given.** If students have marked answers in the wrong section or have lost their place, you may stop timing to correct this and continue with the time remaining.

(checklist continued on page 4)



