Hello homeschool families,

Planning for testing is underway. **Please make note of the above dates, times, location, and application deadline.** It is very important that every effort be made to turn in your application ON TIME. The earlier, the better. We must plan out the space and order materials for the number of students that apply, and these things take time. Don’t delay!

Our teachers are the ones that make testing possible. As a teacher, you receive free testing for your children, but the greatest benefit is knowing you are playing a vital role in the lives of many other homeschoolers in the area. Here are the qualifications: You must have a 4-year college degree AND either a current teaching certificate OR traditional classroom experience. If your degree is in education, your student teaching counts as classroom experience. If your degree is in another area and you have had classroom experience in a traditional school (NOT homeschool), please check the teacher box on the application and write a note at the bottom explaining your situation. Many thanks to those of you who help us every year! If you have any questions, please email them to: the.baumgartens@gmail.com.

Teaching assignments will be sent out in an email a few weeks before the testing dates. A teacher meeting may be required the week before testing.

**Child care will be provided for teachers with children ages 0-5, if needed, on the parent’s assigned workday.**

The test we will be using is the Stanford, 10th Edition. **Unfortunately we cannot do test administration for special needs children because we do not have adequate accommodations.** If testing with CSRA HEA does not work out for your family, the Iowa or Stanford tests can be ordered through Bob Jones University and can be administered by anyone with a college degree.

Testing results are usually sent back in the middle of June, but can take much longer. The arrival date of the testing results is completely dependent on the scoring company. Please keep in mind that if you move or change your email address, it is your responsibility to update that information with the testing coordinators.
Applicants to Augusta University must have a recent achievement test – the college SAT (Scholastic Assessment Test) is not enough because it does not cover Science and Social Studies.

For students on each day of testing:

<table>
<thead>
<tr>
<th>What Not To Bring**</th>
<th>What To Bring</th>
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<tbody>
<tr>
<td><strong>Cell Phones</strong></td>
<td>2 - sharpened number 2 pencils</td>
</tr>
<tr>
<td>Electronic games, devices or music players such as iPods/MP3 player</td>
<td>Snack</td>
</tr>
<tr>
<td>Calculator</td>
<td>A book to read if your student finishes early</td>
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<td>Extra paper for drawing</td>
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**Note:** Items in the “What Not To Bring” column will be taken by the teacher or the teacher’s helper and given back only to a parent. These items are a temptation to cheat and/or distraction to other testing students. Therefore we ask parents to make sure these items are not brought to the testing site.

Please also note that we do not provide snacks for teachers and helpers. Teachers and helpers are welcome to bring their own snacks. Please consider any allergies when bringing foods.
Special Notes for Teachers

1. Teachers need to arrive and check in at the testing facility **no later than 8:20 the first day, then 8:30 am on subsequent testing day(s).**

2. Teachers **and** teacher helpers **must** walk around the room constantly to prevent cheating and to make sure students are on the correct place on their answer key.

3. Please be aware that tests (booklets and answer sheets) are **NOT to be left unattended at ANY TIME.** If teacher AND helper plan to leave the classroom during a break, tests must be brought to the testing headquarters.

4. **NO help** is to be given to students on their tests (no pronouncing or defining words or terms, explaining of concepts or ideas, nor how to work a problem). However, teachers & helpers may clarify directions.

5. Please **read and follow the schedule in the teacher’s booklet!!!**

6. Please ensure that students can hear you give the test instructions clearly and without hindrance. Read instructions carefully, completely, and distinctly. It is a disappointing experience for parents and children to receive low scores due to a teacher not giving the directions appropriately. **TREAT YOUR STUDENTS AS YOU WOULD WANT OTHER TEACHERS TO TREAT YOUR OWN CHILDREN.**

7. Breaks should only last 20 minutes unless all students are finishing early. Helpers will escort the entire class to and from breaks, and at the end of the day when the majority of the class is finished with the last test.

8. The tests are timed; however students should be allowed to finish their tests. Any students not finished with the test at the end of the day may do so in the testing headquarters. Please escort these students there. **No adult should be alone in a room with only one child at any time with the door closed.** Should there be a case in which a child is the only one in the room with you, be sure to let the coordinators know and keep the door open.

9. Return ALL materials daily to the testing administration room after testing, once you have carefully checked all materials for marks, etc.

10. Count test booklets and answer sheets **daily** to make sure all materials are collected from the class (It is vital that ALL materials are returned – this is how we keep our contract for testing).

11. Grades 1-2 only mark answers in the testing booklets. Grades 3-12 DO NOT write in the testing booklets; they mark answers on scantron sheets.

Students should not make stray marks in their booklets or on their answer sheets. **Please double check the students' testing booklets in ALL GRADES** (not just elementary!). These booklets are non-consumable, and sometimes "stray" marks are left, including circled answers or filled circles, etc.

**Place a scrap piece of paper between testing sheets to prevent transfer of answer markings on to facing pages—grades 3-12.**
Also, please check answer documents for stray marks and have students erase these. If students have bubbled answers too lightly, have them darken the bubbles a bit more.

12. Do NOT prop exit doors open. This is for security purposes. If you need access through a specific locked door, please see the Testing Coordinators.

13. Please do not let the students write with any kind of writing implement on the dividers for any reason.

14. **Cell phones**, iPods, electronic games or music players, and **calculators** are **forbidden** during the testing hours. Please take any of these items away from students and return them to the PARENT.

15. **Give the Listening portion of the test first thing in the morning of the day it is assigned.** The students will be more attentive at that point than they will at any other time of the day. Although a suggested waiting time period for students to answer is given in the instructions, please make sure with your helper’s assistance, that each student has had sufficient time to answer each question before continuing the test. Check each student’s answer document for an answer to be bubbled in before moving on with the test.

16. It is imperative that we maintain quiet and minimize distractions during the testing time frames. Therefore, please refrain from conversations with your helpers while the students are testing, and ensure that students are quiet when exiting and entering the room when taking breaks.
1. Please check ALL testing sessions for which you would like to proctor

☐ Grades 1-8   April 20-22
☐ Grades 9-12  April 20-21

2. Names of Children Needing Child Care

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<thead>
<tr>
<th>Name</th>
<th>Grade</th>
<th>Age</th>
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For children 0-5 who would need child care on the day(s) you are assigned

3. Family Information (Please PRINT Clearly)

Teacher’s Name ____________________________
Street Address ____________________________ Apt. __________
City ____________________________ State _______ Zip Code _________
Home Ph. # ____________________________ Cell Ph. # _________
Email ____________________________

★ This is my first time testing with the CSRA HEA (circle one) YES  NO

♀ I am a nurse or have medical training. (circle one) YES  NO

4. Names of Children Testing

<table>
<thead>
<tr>
<th>Name</th>
<th>Birthday Mo/Day/Yr</th>
<th>Grade</th>
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5. Does your child have a food or drug allergy, medical condition? YES**  NO

** If yes, please use the back of this application to explain the allergy or medical condition for each child.

6. Is your child enrolled in any public school program (i.e. GA Cyber Academy or other)? YES  NO

7. Indicate which grade(s) you prefer to test (1 - 12):

Testing grades are given on a first come, first served basis. Teachers who are put on “stand-by” and are not needed for testing will be subject to testing fees ($25 per child – not to exceed $75 per family).

8. Your signature below attests that you have read all six pages of this testing application and you understand and will fulfill your job as stated in this application.

__________________________  ____________________________
Signature  Date

9. Sign and date the affidavit on the following page.

10. Mail application & affidavit to:

    Deborah Baumgarten • 1129 Crestview Drive • North Augusta, SC 29841
I, the undersigned, hereby affirm that I have a Bachelor’s or Master’s degree, and either current teacher certification or classroom experience. I am also a home educator and a member in good standing of the CSRA Home Education Association.

________________________________________  ________________________________________
Test Administrator’s Name (Print)          Test Administrator’s Signature

________________________________________  ________________________________________
Witness, Testing Coordinator’s Signature  Date