

2023-2024 **Teacher** Testing Information and Application

Augusta CSRA HEA 2024 Testing will be held at
Journey Community Church- Sherwood Campus
3131 Old Louisville Road
Augusta, GA 30906

April 22-24
Grades 1-8, 8:45am-12pm

April 22 & 23 (only) Grades 9-12, 8:45am-12pm

*****Testing Application Deadline is February 23, 2024**

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 applications are turned in on time-- the earlier, the better.☺ The February 23rd deadline will need to be a hard deadline. Due to supply chain issues with our testing materials, a number of scoring sheets were on backorder last year making it essential that we order as soon as possible.

The test we use 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, Abeka, Homeschool Testing Services, or Seton Testing. There are also other options offered by homeschool co-ops/groups in the CSRA.

Students in grades 1-8 must attend each of the three days, and will be tested for the entire 3 hours except for a short recess. The same applies to grades 9-12 for two days.

Our teachers are the ones that make testing possible. Many thanks to those of you who help us every year! 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. The qualifications per our newly amended contract with Pearson:

- 1) You must have a 4-year college degree **AND**
- 2) either a current teaching certificate **OR** classroom experience and/or experience administering standardized tests. 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 setting, homeschool co-op, or substitute teaching, please write a note detailing your experience at the bottom of the affidavit. This information will be subject to approval by the testing coordinator.

[If you have any questions, please email them to: csrahea.testing@gmail.com.](mailto:csrahea.testing@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 only for workers with children ages 0-5, if needed, on the parent's assigned workday. Child care is NOT provided for those not working at testing.

The delivery 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 coordinator.

Our desire is to serve you. We try to put all the information out via e-mail announcements, so please look there first. If there is something you cannot find there, then please use e-mail if possible. Our testing contact e-mail address is: csrahea.testing@gmail.com.

*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:

What Not To Bring**

Cell Phones

Electronic games, devices or
music players such as
iPods/MP3 player
Calculator

What To Bring

2 - sharpened number 2 pencils
Snack to eat at recess/break time **only**
A book to read if your student finishes early
Extra paper for drawing
Hand sanitizer, tissues

****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*.

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.

Testing Application Deadline is February 23, 2024

Special Notes for Teachers

1. Teachers need to arrive and check in at the testing facility to pick up materials **no later than 8:15 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.
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. 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 the 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 assistant while the students are testing, and ensure that students are quiet when exiting and entering the room when taking breaks.