

**MAIL ORDERS TO THESE ADDRESSES****Table 2. AREA TESTING COORDINATORS**

BERKELEY – Suzanne Behrmann .....	304-283-5203
825 Jenny Wren Dr., Martinsburg, WV 25404	
BERKELEY/MORGAN – Virginia Robbins	304-258-3897
62 Sam Householder Rd., Hedgesville, WV 25427	
CABELL AREA – Melinda Vance .....	304-972-6780
3137 Third Ave., Huntington, WV 25702	
CALHOUN/CLAY – Paulette Samples .....	304-286-2510
347 Gibson Rd., Chloe, WV 25235	
FAYETTE – Betty Armstrong .....	304-465-8109
320 Second St., Oak Hill, WV 25901	
GRANT – Shawna Musser .....	304-257-9614
314 Keyser Ave., Petersburg, WV 26847	
GREENBRIER – Liza Yarnell .....	304-497-4333
HC 67 Box 573-A, Renick WV 24966	
HAMPSHIRE – Susan Sine .....	no phone, use email
susansine@hotmail.com	
PO Box 128, Slanesville, WV 25444	
HANCOCK/BROOKE – Tiffany Smith .....	304-670-0129
RR 1 Box Wm-27, Colliers, WV 26035	
HARDY – Michelle Stanley .....	304-582-5379
PO Box 221, Baker, WV 26801 email tichell@frontier.com	
HARRISON – Sandi Wilmoth .....	304-796-4815
3292 Trouser Leg Rd., Wallace, WV 26448	
JACKSON – Stacie Ellison .....	304-532-0968
429 Bullfrog Rd., Ripley, WV 25271	
JEFFERSON – Karen Hardy .....	304-261-3588
<b>Private orders only</b> ... for group testing, see below	
538 Edwin Blvd., Shenandoah Junction, WV 25442	
JEFFERSON – Chantele Mack .....	304-724-6752
Group testing <b>only</b> , April 17, <b>no</b> private test orders	
571 Oak Lee Dr., Ranson, WV 25438	
KANAWHA – Margaret Bragg .....	304-286-2655
2006 Otter Lick Rd., Ivydale, WV 25113	
MARSHALL – Susan Stern .....	304-686-3554
RD 3 Box 45-B, Cameron, WV 26033	
MASON – Kellie Kay .....	304-593-0870
1550 Radical Lane, Letart, WV 25253	
McDOWELL – Kathleen Stephens .....	304-436-3949
HC 64 Box 25-A, Welch, WV 24801	
MERCER – Shirley Hambrick .....	304-425-3521
400 Walnut Street, Princeton, WV 24740	
MINERAL – Teresa Davy .....	304-813-0828
RR 4 Box 186, Keyser, WV 26726	

**2012 DEADLINES & FEES**

1-10-2012	Subtract \$5 <i>early-bird discount</i> if <b>paid in full</b> by this date.
2-10-2012	Add \$10 <i>late order fee</i> for orders after this date.
2-29-2012	Order <b>stop date: No orders</b> accepted 3/1 through 4/30/12.
4-21-2012	Last day to return completed tests for machine scoring.
5-1-2012	Late private test orders begin.

MONONGALIA AREA – Margaret Mattson ..	304-216-0266
940 Stewart St., Apt. 10, Morgantown, WV 26505	
MORGAN – Jennifer Carpenter-Peak .....	304-258-7647
or email jennifer@robert-peak.com	
129 Lost Point Ln., Berkeley Springs, WV 25411	
NICHOLAS – Alfreda Neil .....	304-872-4337
253 Melbourne Ln., Pool, WV 26684	
OHIO – Kathy Warmbrand .....	304-233-1293
18 Brookside Dr., Wheeling, WV 26003	
POCAHONTAS – Julie Gamble .....	304-799-5435
817 14th Ave., Marlinton, WV 24954	
PUTNAM – Jenny Moss .....	304-610-8514
Rt. 3 Box 231, Hurricane, WV 25526	
RALEIGH – Juanita Kincaid .....	304-890-0380
116 Cajun Street, Beckley, WV 25801	
RITCHIE – Susan Kirk .....	304-643-5220
399 White Ave., Harrisville, WV 26362	
ROANE – Julie Darling-Lane .....	304-927-6913
105 Martha Ave., Spencer, WV 25276	
SUMMERS – Linda Lee E. Emrich .....	304-445-3047
HC 73 Box 59-G, Pence Springs, WV 24962	
TAYLOR – Jody Westfall .....	304-265-0038
Rt. 1 Box 423-A, Grafton, WV 26354	
WETZEL – Scarlet Hood .....	304-455-6611
HC 61 Box 21, New Martinsville, WV 26155	
WOOD – Barbara Ream .....	304-295-4520 or 615-6728
1309 Greenmont Circle, Vienna, WV 26105	

**STATE TESTING COORDINATOR**

**Mary Ellen Sullivan**  
1409 Glade Fork Rd.  
Mannington, WV 26582

↗ *Mail order here if private testing not through an area coordinator.*

304-795-4388 mary.ellen@frontiernet.net

# TESTING WITH WVHEA 2012

This brochure contains the information you'll need to order standardized tests through WVHEA for 2012. *Please take time to read it carefully before completing your order form.*

**Who are we?** West Virginia Home Educators Association is a volunteer-run nonprofit organization of homeschoolers serving homeschoolers. Standardized testing is one of our services. We do not sell tests, but oversee testing of homeschoolers within locally organized groups. Area testing coordinators **volunteer** their time to organize testing, with the cooperation of participating homeschooling families. If you need help with ordering or have other questions, contact the nearest area testing coordinator listed inside, or state coordinator *Mary Ellen Sullivan, 304-795-4388, mary.ellen@frontiernet.net.*

**WVHEA membership.** You don't have to be a WVHEA member to order tests. However, the annual fee is only \$15, and you'll get a *\$10 per test discount*, plus newsletters and special mailings. Your membership supports WVHEA services and helps you get news and make connections. Membership is open to all WV homeschoolers regardless of their reasons for homeschooling. **Check your label** to see if it's time to renew.

**WV Law.** WVHEA Testing Service is fully compliant with WV Code §18-8-1(c)(2)(D)(i), providing for annual assessment of homeschooled children in West Virginia through standardized testing. A copy of the law is available at [www.wvhea.org](http://www.wvhea.org).

**TerraNova.** *TerraNova: The Second Edition* is a nationally normed standardized achievement test published by CTB/McGraw-Hill. Annual assessment with *TerraNova* satisfies the requirements of WV §18-8-1(c), providing norm-referenced scores in the 5 required subject areas.

**Testing fees.** Our fees cover the cost of testing materials, scoring, and operating expenses, and are not intended for profit-making. Our basic per-test fee is \$35, but you can reduce the cost to as little as \$20 with discounts (\$5 for early payment, \$10 for

WVHEA members). Fees are added for late orders, private testing, and hand-scoring. Our fees do not include local costs for private testers or site rental. See ordering directions inside to figure your total.

**Order cancellation.** A \$5 processing fee will be deducted from any refund requested due to order cancellation by parent.

**Group testing.** Cooperating for group testing through area testing coordinators around the state keeps the cost of testing with WVHEA low. If no area coordinator is listed for your area, you may contact the state coordinator about organizing your local group.

**Private testing.** If you request that your child be tested individually, requiring a separate directions book to be ordered, you must pay the \$10 private testing fee for each test ordered, **even if** you are ordering through an area coordinator. If your coordinator does not handle private tests, send your order directly to the state coordinator. When testing privately, it is *your* responsibility to locate a tester who meets our requirements (see below) and to provide us with contact information. Contact the state or area coordinator if you have questions about private testing or applicable fees, or to help locate a tester. Remember: Under WV law, parents are NOT permitted to test their own children.

**Tester requirements.** WVHEA Testing Service requires all testers to complete specific training in standardized test administration, renewed at least every 5 years, as recommended by *TerraNova's* publisher. Testers must agree in writing to observe publisher's guidelines and all legal requirements. WVHEA offers tester training workshops in several locations annually. The cost is \$20. If you have completed equivalent training elsewhere, you must provide documentation to WVHEA. Please contact your area coordinator or the state coordinator immediately *if you need training to administer tests this year.*

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*Remember, area groups work best when all parents contribute. If your child is being tested, you should be helping to test another child.*

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**Homeschooling questions? Call 1-800-736-WVHE (9843)**


## HOW TO ORDER YOUR TESTS:

**i** READ **\*ALL\*** instructions and information in this brochure.

**Read carefully and follow these DIRECTIONS to complete your form:**

- List your family information in the blanks provided on the order form below.
- Refer to **(Table 1)**. Find your child's **Grade Level** and the corresponding **Test Level**. It's best to use the test intended for the grade level you're reporting. **EXCEPT:** \*\*We can no longer obtain **Level 15**; please choose Level 14 or 16 for 5th grade.
- Find your nearest **Area Coordinator** in **(Table 2)**, and **write this name** in the box provided. For **private testing** *not* through a coordinator, write "**Private**" in this box.
- For **private tests** (read paragraph on back), write your **tester's** name and contact info in the space provided (☆lower left corner), and provide your expected **testing date**.
- Check your membership status. Find your expiration date on the mailing label of this brochure. If you join or renew when ordering, *take the member discount now*. All memberships expire in August; *new, first-time* members joining now will expire 8/13.
- Now figure your fees.** Using **(Table 3)**, start in the first box with \$35. Moving from left to right, **circle** fees and discounts that apply (see 2012 Deadlines & Fees box), add and subtract to find **TOTAL PER TEST**, then **multiply** by number of tests ordered to find **FAMILY TOTAL**.
- Make check or money order **payable to WVHEA**. Include a **separate check** when paying membership.
- Mail your order by deadline to area coordinator**, or to state coordinator if private testing, but **NOT** to WVHEA's PO Box. **TIP:** Follow up a few weeks later to make sure the coordinator received your order.

Grade Level	Test Level
K	10
1	11
2	12
3	13
4	14
*5*	14 or 16
6	16
7	17
8	18
9	19
10	20
11-12	21/22


**2012 WVHEA TEST ORDER FORM**

Area Coordinator

Parent Name(s) \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_ Home County \_\_\_\_\_

Child's Name (First-MI-Last) (Use separate sheet if needed) Birth Date Grade Level Test Level

\_\_\_\_\_

\_\_\_\_\_

**Table 3.** **Circle** all amounts that apply, then **subtract** and **add**.

Start BASIC COST per test	DISCOUNTS		FEES			TOTAL PER TEST	Number of Tests	FAMILY TOTAL
	Early Bird <i>(pd by 1/10)</i>	WVHEA Member	Late order <i>(after 2/10)</i>	If hand scored <i>(incl late)</i>	Private Testing <i>(see back)</i>			
\$35 →	-\$5	-\$10	+\$10	+\$8	+\$10	\$	x	= \$

☆ PRIVATE TESTER INFO HERE

- ↘ Name
- ↘ Address
- Phone
- ↗ Email

Membership due? (separate check) + 15.00

**AMOUNT ENCLOSED** \$

→ **Expected Testing Date:** \_\_\_\_\_