

# INFORMATION BROCHURE FOR ADMINISTRATORS OF THE STANFORD TESTS

## Who can administer tests?

Anyone who meets the following test publisher requirements and has been preapproved through our service may administer the Stanford Achievement Test series and the Otis-Lennon School Ability Test® (OLSAT®). A separate approval is required for administration of The Iowa Tests®.

- Complete this application form and return it to BJU Press Testing & Evaluation for approval **AND**
- Provide proof of a Bachelor of Arts or Science degree **AND**
- Fulfill either of the following training obligations:
  - » Have experience and/or training in administering standardized achievement tests **OR**
  - » View the *Stanford Administrator's Training DVD* available from BJU Press Testing & Evaluation

An official notice of approval will be sent within ten business days. To remain approved, you must keep your contact information current, follow ethical testing practices, and abide by our guidelines.

## May parents administer tests to their own children?

Yes; publisher guidelines in 2009 now allow qualified, approved parents to administer the Stanford test without stipulations concerning testing relatives. Please note that some states may not permit parental administration of the test. It is the parents' responsibility to ensure that state requirements are being met.

## What are the responsibilities of a test administrator?

- Receive contacts from and counsel families or groups inquiring about testing (only if the administrator has agreed that his name may be released to others)
- Schedule students for testing
- Provide appropriate facilities for testing (e.g., good lighting, clear space, and limited distractions)
- Administer test, complete required forms, and return test materials according to checklist
- Assist families as needed with required interpretation of test results. Administrators and families alike may use the toll-free number for help with interpretation. For more details, review the *Guidelines for Test Interpretation*, included with test results.

## What fees may a test administrator charge?

Though BJU Press Testing & Evaluation does not specify the rates test administrators may charge, we do encourage adequate but reasonable fees. When setting your fee, please consider your shipping costs to return tests, possible telephone costs, facility rental fees, and so on. Of course, the number of students and groups being tested will also affect your fee.



testing &  
evaluation

PHONE: 800.845.5731 or 864.242.5100, ext. 3300  
FAX: 866.477.TEST (8378) or 864.770.1326  
www.bjupress.com  
email: testing@bjupress.com

(Continue)

## How much time should be scheduled for testing?

The administration times for the Stanford tests vary according to the test level and whether Basic or Complete Battery is given. **Basic Battery** excludes the subtests for Environment or Science and Social Science; **Complete Battery** includes all subtests.

We recommend at least three days of testing for younger children and two days for older children. Be sensitive to students' endurance levels. Some grade levels may be combined to facilitate scheduling. See our catalog and *Being Ready*, available online at [www.bjupress.com](http://www.bjupress.com) for further details.

## What else do administrators need to know in counseling families?

As the link between families and BJU Press Testing & Evaluation, administrators are called upon to give counsel. The following guidelines should prove helpful in carrying out this important task.

- Ordinarily, families should order the test levels that match the grades in which their children are enrolled. However, if the child's reading ability is significantly below grade level, consider ordering a lower test level. For assistance with special testing situations, please feel free to call us. Certain allowances can be made to meet special needs.
- It is important to understand that our charges are for the use of testing materials and for processing, scoring, and assisting with results interpretation. Testing materials are **not** purchased; therefore, all materials **must be returned in a reusable condition immediately after testing and within 50 days of receipt.**
- Tests are only general indicators of academic strengths or weaknesses, and these results should be verified by other means before definite conclusions are made. Results are best shared with students in general terms.
- **Scores should be treated confidentially.**
- Each scoring report will be accompanied by guidelines for interpretation.

# PROCEDURE FOR TEST ADMINISTRATORS

- 1 Become an approved test administrator by completing the Stanford application.
- 2 Arrange testing dates with the families, providing information on procedures, fees, location for testing, shipping address, and so forth.
- 3 As you schedule, record the names and levels of children you plan to test. You will compare these levels with the test materials arriving at your address.
- 4 Place a group order, or direct families to place their orders for tests online, by phone, or by completing our order form. (If ordering online, customers must have your account number. If using the order form, they must include your name and address as tester.)
- 5 Professionally administer the tests according to the directions received with your order, and complete the required data on the form(s) included with the test materials.
- 6 Return all secure test materials you received to BJU Press Testing & Evaluation within 50 days of receipt.
- 7 Within 6–8 weeks of receipt of the completed tests in the Testing office, results will be sent directly to each family if individual orders were submitted or to the purchaser if the order was a group order. Be prepared to assist parents with interpreting test scores.

# STANFORD TEST ADMINISTRATOR'S APPLICATION FORM



Request for approval to administer the Stanford Achievement Test Series and Otis-Lennon School Ability Test

We are pleased that you are seeking approval to become a test administrator. Return this completed form to us along with proof of your tester qualifications. Upon acceptance, we will send you an official confirmation of approval. Allow ten days for us to process your application.

If you are willing to allow us to give your name to families in your area who need a tester, please indicate this below.

Read the brochure for related information before submitting your application. Contact us if we may be of assistance in answering questions.

Office Use Only			
OK _____	by _____	ID _____	
Doc _____		Rec'd _____	
WCS _____	Ltr _____	Scanned _____	QC _____

## PERSONAL DATA

Please print clearly.

Dr. Mr. Rev. \_\_\_\_\_ Spouse's Name (if married) \_\_\_\_\_  
Mrs. Miss Ms. name for all correspondence (first/last)

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

UPS Shipping Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ ZIP \_\_\_\_\_

Previous address used with BJU Press (if any) \_\_\_\_\_

BJU Press Account Number (if known) \_\_\_\_\_ Please choose one:  Homeschool  Individual

### Please indicate the option you prefer.

- I am willing to be contacted by homeschoolers in my area who need a test administrator. The best time for them to call is \_\_\_\_\_.
- Please do not release my name to any other families.

## EDUCATION AND EXPERIENCE (Proof of the following is required.)

### Enclose a copy of your bachelor's diploma or transcript.

(If your diploma is not a Bachelor of Arts or Science, please include complete transcripts. If your degree was earned outside of the United States or Canada, U.S.-equivalency documentation is required.)

College or University from which you earned your bachelor's degree \_\_\_\_\_

Name in which degree was earned \_\_\_\_\_

Location \_\_\_\_\_ Year of Graduation \_\_\_\_\_

Degree \_\_\_\_\_ Major/Field \_\_\_\_\_

### Provide a copy of your teaching certificate, if applicable.

Have you been or are you currently a state-certified teacher? \_\_\_\_\_ If yes, in what state(s)? \_\_\_\_\_

Certificate No. \_\_\_\_\_ Type \_\_\_\_\_

Briefly describe any experience you have had in standardized-test administration. Indicate where experience was obtained as well as the nature of your responsibilities. (You may include classes in which you studied standardized testing.)

---

---

---

---

(Continue)

# STANFORD ADMINISTRATOR INFORMATION

## Stanford Training DVD

If you do not have prior testing training or experience, you are required to watch the training DVD.

Please send me a DVD. I agree to attentively view the training DVD prior to my first testing session.

DVD cost: \$21.00 + \_\_\_\_\_ (local/state tax OR \$5.00 international shipping) = Total: \_\_\_\_\_

Check enclosed (payable to BJU Press Testing & Evaluation in U.S. funds) Check # \_\_\_\_\_

Credit Card:

Visa     MasterCard     Discover

Credit card no. \_\_\_\_\_

Issued to \_\_\_\_\_

Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

ZIP code \_\_\_\_\_ Exp. date \_\_\_\_\_

Signature  \_\_\_\_\_

If you are not ordering the DVD, please indicate how you are fulfilling this requirement by checking the appropriate box:

I have already viewed the training DVD.

I will be viewing the DVD prior to my first testing session. (Please provide the name of the person from whom you are obtaining the DVD.) \_\_\_\_\_

**In applying for approval as a test administrator, I understand the following policies:**

- I have read and acquainted myself with the content of the *INFORMATION BROCHURE FOR ADMINISTRATORS OF THE STANFORD TESTS*.
- I may administer the Stanford Tests only to homeschooled students or in a private school setting. No student enrolled in a public school will be tested using materials obtained through BJU Press Testing & Evaluation.
- I affirm that *all* test administrators involved in a testing session will be preapproved by BJU Press Testing & Evaluation in accordance with the publisher's requirements.
- In order to protect the privilege of having a credible standardized-testing program available to home educators and small private schools, it is important that I administer the tests according to established ethical practices.
- The testing materials that will be sent to me are not purchased but are only for use in test administration. In addition, they are to be kept secure during my use and are to be returned in reusable condition within 50 days of my receipt.
- I should notify BJU Press Testing & Evaluation of any change in my email or mailing address or in my desire to continue as a test administrator.
- I permit you to send periodic email updates containing important news for testers. I understand that unsubscribing from these emails will deactivate my tester status. (Current mailing address will be used for those who do not have an email address.)

**Please sign, indicating your commitment to abide by these requirements.**

**Results may be withheld if any policies are ignored.**

Signature  \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

We appreciate your application. Please send the application, along with your documentation, via email to [testing@bjupress.com](mailto:testing@bjupress.com), by fax to 866.477.TEST, or by regular mail to ...

BJU Press Testing & Evaluation, Section AAF  
1430 Wade Hampton Blvd., Suite 204A  
Greenville, SC 29609-5066



testing & evaluation

PHONE: 800.845.5731 or 864.242.5100, ext. 3300  
FAX: 866.477.TEST (8378) or 864.770.1326  
[www.bjupress.com](http://www.bjupress.com)  
email: [testing@bjupress.com](mailto:testing@bjupress.com)