

INFORMATION BROCHURE FOR ADMINISTRATORS OF THE STANFORD TESTS

Who are our approved test administrators, and what are their responsibilities?

An approved Stanford test administrator is one who has met the qualifying conditions outlined below. An approved and registered test administrator is qualified to administer through BJU Press Testing & Evaluation, the Stanford Achievement Test series, and the Otis-Lennon School Ability Test™ (OLSAT®). A separate application form is required for administration of The Iowa Tests®.

An approved administrator is one who

- Receives contacts from and counsels families or groups inquiring about testing (only if the administrator has agreed that his name may be released to others)
- Schedules students for testing
- Provides appropriate facilities for testing, including adequate lighting and space with limited distractions
- Administers tests, completes required forms, and returns test materials according to outlined procedures
- Assists families as needed with required interpretation of test results. Administrators and families alike may use the toll-free number for assistance with interpretation. For additional details, review the *Guidelines for Test Interpretation*, included with test results.

How can I become an approved test administrator?

- Complete the application form and return it to Testing 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 confirmation 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.

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.

What are some general scheduling guidelines?

The administration times for the Stanford tests vary according to the test level and whether Core or Complete Battery is given. **Core Battery** excludes the subtests for Science, Social Studies, Math Computation, and Sources of Information; **Complete Battery** includes all subtests except Math Computation.

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, for further details.

May parents administer tests to their own children?

- Yes, if at least two children in the same grade grouping
 - Are not related to the tester **AND**
 - Do not live in the same home as the tester **AND**
 - Are tested simultaneously
- Since children at various levels may not be grouped before fourth grade, administrators must be alert to the grade levels of the nonrelated children. Please note that some states do not permit parental administration of the test. It is the parent's responsibility to ensure that state requirements are being met.

What additional guidelines do administrators need 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 grade 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.

SEQUENCE OF OPERATION 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.

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



STANFORD TEST ADMINISTRATOR'S APPLICATION FORM



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

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

Before submitting your application, please read the brochure for related information. Call us at 1.800.845.5731 if we can be of assistance.

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

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 (____) _____ E-mail _____

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 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.

Would you like to order the DVD? Yes No

If you checked no, please indicate how you are fulfilling this requirement by checking the appropriate box(es):

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.) _____

Please send me a DVD. I agree to attentively view the training DVD prior to my first testing session. I am including payment of \$21 plus my local/state tax (plus \$5.00 for international shipping) for my copy of the *Stanford Administrator's Training DVD*,* which will be supplied upon approval of my application.

*If you live in an embargoed area, you will receive an alternate form of the Stanford training DVD.

Check enclosed (Please make check payable to BJU Press Testing & Evaluation in U.S. funds.) Check # _____

Visa MasterCard Discover

Credit card no. _____

Issued to _____

Billing ZIP code _____ Exp. date _____

Signature _____

If this card was issued to someone other than the applicant, please provide the following information:

Card issued to _____

Address _____

City _____ State _____ ZIP _____

Phone (____) _____

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

- I will not administer the Stanford Tests to anyone related to or living with me without following the administration requirements listed in this brochure.
- I affirm that *all* test administrators involved in a testing session will be pre-approved by BJU Press Testing & Evaluation in accordance with the publisher's requirements.
- I may administer the Stanford Tests only to homeschooled students or in a private school setting where the total school enrollment meets the current guidelines posted on the BJU Press Testing website. No student enrolled in a public school will be tested using materials obtained through BJU Press Testing & Evaluation.
- I have read and acquainted myself with the content of the *INFORMATION BROCHURE FOR ADMINISTRATORS OF THE STANFORD TESTS*.
- The testing materials that will be sent to me are not purchased but are for use in test administration only. 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 address or in my desire to continue as a test administrator.
- 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.

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

Results may be withheld if any policies are ignored.

Signature _____ Date _____

We appreciate your application.

Please send application, along with your documentation, to

BJU Press Testing & Evaluation, Section AAF
1430 Wade Hampton Blvd., Suite 204A
Greenville, SC 29609-5046

www.bjupress.com

e-mail: testing@bjupress.com

FAX: 866.477.TEST (8378) or 864.770.1326

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