

# HOPE Group Testing Registration Form

## Iowa Test of Basic Skills (ITBS)

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**May 1 - May 3** To be held at Chapel Springs, 11500 New Life Way, Bristow, VA 20136

You **MUST** be a member of HOPE or CHESS in order to participate. This form and your payment is due by **March 15, 2019**.

Please read and sign the following statement. Without it, we cannot order a test for you due to test publisher requirements.

I hereby certify that all of the tests being ordered are for homeschooled students as established by the test publisher and defined below. I further certify that the tests are in no way being used for the purpose of preparing the students or practicing for a later administration of the same or a similar test in any public or private school. I understand that my signature below is legally binding.

A student is considered to be homeschooled if the majority of the child's academic education is privately funded and provided at home rather than in a classroom setting. Students whose education is home-based but provided by a publicly funded school would not be considered to be homeschooled for purposes of these tests.

Parent signature: \_\_\_\_\_

Parent Name \_\_\_\_\_

(Please list the parent most likely to serve at testing)

Address \_\_\_\_\_

City \_\_\_\_\_

Zip \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

*All information will go out via email unless you enclose a stamped, self-addressed envelope (SASE). Because of the nebulous world of email, it is imperative that you respond to the emails when asked, so we can be sure that everyone has received their information. Don't forget to notify us if you change your email address between now and this spring.*

### Children to be tested in May:

First Name	MI	Last name	M/F	DOB: MM/DD/YY	Grade to be Testing (1-12)**	List Special Needs (i.e. asthma, peanut allergy, etc.)
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\*\*If you need Kindergarten testing, please contact the test administrator.

PLEASE TURN OVER)

We need testers!

- Do you have a four-year college degree? Yes / No
- Are you certified with Bob Jones University to be a test administrator? Yes / No  
 If not, would you consider doing so? Yes / No (Requires a signed form & copy of your college degree)

Form can be found at: <http://www.bjupress.com/testing/pdfs/iowa-application.pdf>

- May we count on you to be a tester or a back-up tester? Yes / No

(“On-call” during (and possibly after) our testing days, if a tester is unable to administer the test or a child gets sick and miss one or more days of the test)

The success of our testing depends on parental help. Please plan on serving daily for up to three days. Those who are assigned "lighter" tasks may be called on to serve in more than one position. We offer exemptions to nursing moms, working moms or those who have sick children or other extenuating circumstances. Please mark here if you are exempt \_\_\_\_\_, (category) \_\_\_\_\_ or consider helping to prepare test booklets and/or bringing a snack for the adult break room.

Read job descriptions on p. 3, then please indicate your top three choices for serving, with 1, 2, or 3:

Test Administrator	Prepare test booklets	Nursery worker	Vacuuming after testing Wed.
Back-up Tester	Sunday afternoon set-up	Registration/break/dismissal	Hostess for adult lounge
Classroom helper	Wednesday afternoon take-down	Provide snack for adult breaks	Hall monitor

We provide babysitting for test day volunteers ONLY. Please list the names and ages of the children that would be needing child care if you help during the 3 days of testing. (Use age at testing, please. )

**Fees for testing :**

\$35/test—grades 1-2 (consumable workbook ) = \_\_\_\_\_ X \$35 = + \_\_\_\_\_  
 \$25/test—grades 3-12 = \_\_\_\_\_ X \$25 = + \_\_\_\_\_  
 + \$10.00 / family - testing fee + \$10

**Total Due:**

**High school parents:**

High school students test only on Thursday and Friday. If you have students in both elementary and high school, we would still need for you to be able to serve all three days. Your high school student is welcome to come and help or study in a spare room in the church if needed.

- Please indicate if you can help on WEDNESDAY: yes / no
- Will high school student be here on WED? yes / no **If YES**, will they be able to help? yes / no

\_\_\_ I have included my check made out to HOPE. (Application cannot be processed without check. Checks will not be deposited until after March 15, 2019.)

\_\_\_ I have signed the form on the front. (If not signed, application cannot be processed)

\_\_\_ I have provided an email address. (PLEASE remember to notify Charity if your email address changes.)  
 Mail this form and your payment (to be received no later than March 15, 2019) to:

**HOPE Testing c/o Charity Casey  
 12177 Cheshire Ct., Bristow, VA 20136**

**Any questions? Email Charity at caseytriplett@hotmail.com or call 703-862-7718**

## Job Descriptions

**PreT- Prepare Test booklets** - Meet with team leader, and help fill in name and personal information on all test booklets. (She will call or email you.) This is approximately a 2-3 hour commitment a week or two *before* testing.

**Set-up** - Meet with Test Coordinator on Sunday afternoon and help to arrange and/or move tables and chairs, put up signs, and generally make the building ready for our arrival on Monday morning test day.

**TA- Test Administrator\*** - A four year college degree BJUP certified tester who will be giving the tests in the classrooms. That means, reading all the directions to the students, starting the timer, watching to ensure they are on the correct page, and answering any questions that may arise. In charge of the classroom and the test materials.

\*Complete form on <http://www.bjupress.com/testing/pdfs/iowa-application.pdf> to become a test proctor. Submit proctor number to Charity Casey.

**CH - Classroom Helper** - Person who assists the TA in her job, but cannot give the test or take the tester's place unless she fills the description of TA. She may run an errand, escort students to the bathroom or break room and help to "clean up" the answer sheets after the test is over.

**R - Registration**- Assist team leader in checking in students on the first day, answering questions, and then helping to coordinate student pick-up at the end of each day.

**HM - Hall Monitor** - sits in assigned chair and ensures that passers-by keep the noise level to "very quiet".

**BR - Break room Monitor** - Monitor students as they take their breaks - perhaps play a quiet game or two with them- charades, 20 questions, etc. Keep students from getting out of control (esp. younger ones) while they eat snacks and relax.

**N - Nursery** - Keep the little people entertained and happy while the moms are upstairs helping the rest of us.

**H - Hostess** - Assesses needed supplies, , arrives early enough to make coffee, set out food and drinks, and keep area clean in the break room. Clean up at end of testing.

**S -Snack** - Bring in snack to share for the adult workers break room. It can be sweet, healthy, salty, fruity or otherwise.

**TD - Take-down** - Assist Test Coordinator in vacuuming the rooms, collecting trash and putting the tables and chairs back to the way they need to be set up for church services on Wednesday evening. Getting building spic and span. (We like to leave it as clean if not better than we found it.)

**BU Tester -Back Up Testers-** All test administrators who are not used as testers are up for grabs if we need to have a fill-in tester or any make-up tests given. This will obviously be spur of the moment. This will depend on the why of the missed test; it may be a tester herself has a sick child and cannot come to that day of testing OR it may be chicken pox or something which is not quickly gotten over so make-up may be a day in the following week. It will also depend on the proximity of the family to a tester. Just know that you may be asked. Without back-ups, a class could be cancelled. (Thanks!)