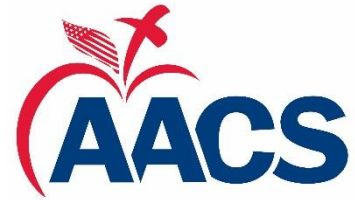


# American Association of Christian Schools

## 2018–19 Test Purchaser Qualification Form

Iowa Assessment, Form E (Complete Battery)

Cognitive Abilities Test (CogAT), Form 7



### Please read the following policies concerning the achievement testing of home school students.

The provisions of our agreement with HMH require test purchasers from member home school groups or cooperatives to furnish evidence of their qualifications to administer standardized tests. Test use should be consistent with sound professional practice, particularly those principles outlined in the 1999 APA, AERA, NCME publication, *Standards for Educational and Psychological Testing*, and APA’s guidelines for test user’s qualifications, (2001), *American Psychologist*, 56, 1099-1113. Supply the information requested below, read carefully the “Principles of Effective Test Use,” and sign this form to indicate acceptance of the responsibility for proper use of the tests used in the AACCS achievement testing program.

Member AACCS schools may test home school students under the following terms and conditions:

1. Testing is conducted at the member school so that all test materials remain under the supervision of the member school.
2. Answer documents from home school students must be scored with the member school’s students as an excluded group.
3. Testing is conducted under the supervision of teachers at the member school and all procedures required by the testing manual are followed.

Member AACCS home school groups or cooperatives may test their students under the following terms and conditions:

1. The home school group or cooperative must have an AACCS-approved testing coordinator.
2. The testing coordinator must complete this *2019 Test Purchaser Qualification Form* and submit it for approval to the AACCS office.
3. Testing sessions must occur in a school or church building or in a school association office and cannot occur in a private residence.
4. Standard test security protocols and manual instructions must be followed.

#### TESTING COORDINATOR IDENTIFICATION INFORMATION

Name:	
Title:	
Group Name:	
Address:	
City:	State and Zip:
Phone:	Email:

**EVIDENCE OF APPROPRIATE TRAINING IN THE USE OF TESTS**

Your educational training (minimum training is a bachelor’s degree from an accredited or AACSB-recognized college or university):

- Bachelor’s degree      Institution \_\_\_\_\_ Major Field of Study \_\_\_\_\_
- Master’s degree      Institution \_\_\_\_\_ Major Field of Study \_\_\_\_\_
- Doctorate      Institution \_\_\_\_\_ Major Field of Study \_\_\_\_\_

Your professional credentials (additional qualifications):

- AACSB teacher certification      Certificate # \_\_\_\_\_      Expiration Date \_\_\_\_\_
- State teacher certification      Certificate # \_\_\_\_\_      Expiration Date \_\_\_\_\_      State \_\_\_\_\_
- Other teacher certification      Certificate # \_\_\_\_\_      Expiration Date \_\_\_\_\_      Agency \_\_\_\_\_
- Other (please specify) \_\_\_\_\_

1. Describe where the test materials will be stored both before and after testing. Describe measures for test security. Test materials may NOT be stored in a private residence.

2. Describe where the tests will be administered (kind of building, type of room, etc.).

**EVIDENCE OF ACCEPTANCE OF THE RESPONSIBILITY FOR SOUND USE OF TESTS**

**Principles of Effective Test Use**

Sound, professional use of educational and psychological tests means that all test users must:

1. Maintain the security of testing materials before and after testing;
2. Avoid labeling students based on a single test score;
3. Adhere strictly to the copyright law and under no circumstances photocopy or otherwise reproduce answer forms, test books, or manuals;
4. Administer, score, interpret, and use tests exactly as specified in the manual; and
5. Release results only to authorized persons and in a form in keeping with accepted principles of test interpretation.

I certify to the AACSB that I am properly qualified to administer, score, and interpret the test materials that I seek to use and have provided true and accurate qualification information. Testing materials purchased under my oversight will be used only by me and/or under my supervision. I assume full responsibility for the proper use of the testing materials that I order from the AACSB including use in accordance with all applicable legal and ethical guidelines. My signature indicates acceptance of and compliance with the above principles and that I have read the qualification criteria and will apply all terms and conditions to all orders of testing materials.

Signature:

Date: