



# Homeschool Order Form

Academic Year 2016 - 2017

Homeschool or Family Name _____			Order Date _____ / _____ / _____
Contact Person(s) _____	Email Address _____		
Mailing Address _____			
City _____	State _____	Zip Code _____	Phone (____) _____-_____

## Section A: Student Information (Grades 4-12 only)

	Last Name	First Name	M. I.	Birthdate	Grade (4-12 only)
1					
2					
3					
4					
5					

## Section B: Test Pricing, includes standard shipping

Item	Qty	Price	Amount
Testing Service, 1st student in household, includes booklet & answer sheet, scoring, shipping		\$30.00	
Testing Service, each additional student in the same household		\$25.00	
Subtotal (Minimum \$30)			
(Optional) Express Mail shipping \$30			
Booklet deposit if paying by check, \$20 per student*			
Total			

*Note: An additional charge of \$20 per student will be charged to your card if test booklets are not returned in good condition within 60 days of your order ship date.*

Payment Information (Credit Card Preferred)	
Visa _____              Master Card _____              Discover _____              Check or Money Order* _____	
Card Number: _____ - _____ - _____ - _____	Expiration Date ____/____
Name on Card _____	
Three-digit card verification code (on the back of the card beside signature panel): _____	
Billing Street Address _____	
Billing City _____	State _____ Zip _____
Signature _____	

### Mail, scan & email, or fax orders to:

#### Catforms Testing Service

2388 Cremean Rd  
Elida OH 45807

Fax: 888-991-7918  
Alt Fax: 866-211-2872

Email: info@catforms.com

#### How Did You Find Out About Us?

*(Please mark all that apply)*

- Friend, family, or acquaintance
- Homeschool convention
- Our website or an online search
- Another website \_\_\_\_\_
- Print article or advertisement
- Other \_\_\_\_\_

*\*Paying by check or money order? Please add an additional deposit of \$20 per student, OR ELSE enter your card information above to guarantee test booklet return. Your deposit will be refunded and your card will not be charged if booklets are returned on time and in good condition.*

I have read and understood the requirements and responsibilities for using the California Achievement Tests. I will see that the tests are administered according to the directions. I agree to the 60-day deadline to return my tests.

Signature (Required to place order) \_\_\_\_\_

# Homeschool Order Information

## Use of this order form

This order form is for use by individual home schools. Private schools and students tested by a private school must use the School Order Form provided by Catforms Testing Service. You can download forms from our website, email us, or call us.

## Filling out the order form

Please fill out the order form completely. Your email address will be used first if we have any questions about your order. Email is also the preferred method for questions, but remember to check the FAQ section of our website first.

Please fill out the student information completely as well. We require a birth date in order to more easily identify a student in future years. None of this information is shared with anyone outside of Catforms Testing Service.

## Grade Placement

Generally, it is best to use the chronological grade level (number of years of school) for placing students in achievement tests. An exception would be a slow student unable to do a meaningful job in his grade level. Mark him/her at the grade to which you wish to have him/her compared. We only have test booklets available to cover grades 4-12. If you send us information listing a 3rd grader, we will assume that you wish to have him or her tested as beginning 4<sup>th</sup> grade.

The grade level indicated should be effective on the intended testing date. September 1 is our computers' cutoff date for a grade level; test answer sheets dated before September 1 are assumed to be at the end of the grade level indicated, tests dated after September 1 are assumed to be the beginning of the grade level. Test dates can be adjusted if necessary. *Example: if you wish to test a student as beginning 4<sup>th</sup> grade, enter the test date on the student's answer sheet as September 1, even if the test is actually being taken earlier than that.*

## Test Levels

The 1970 CAT groups grades into levels. Level 3 covers grades 4-6, Level 4 covers grades 6-9, and Level 5 covers grades 9-12. If you have two students close together they may be sent test booklets in the same level. However, scores will be adjusted by the actual grade in which they are tested.

## Order Placement, Payment & Shipping

Since we need a written signature at the bottom of your order form, we are unable to accept orders by phone. You may place your order by mail or fax, or you can scan and email it to us. Any common picture (such as jpg) or pdf file format is acceptable.

Payment via credit card is due when you place your order. We accept Visa, MasterCard, and Discover. If you do not wish to pay by credit card, your credit card information or an additional \$20 per student deposit is required. This deposit will be refunded to you if testing materials are returned in good condition within the 60-day deadline. Standard shipping is via US Postal Service and is included in the testing prices; Express Mail shipping is also available for an additional charge of \$30 per order.

Since you are given 60 days from the shipping date to have your tests back to our office, please allow five days or more for return shipping time, which will give you about 45 - 50 days in which to administer your tests. If you have unexpected delays, please email us.

**Have you considered ordering online at [www.catforms.com](http://www.catforms.com)? Ordering is just as secure online; you can pay with PayPal or a major credit card, and we never see your card information.**

## Copyright Notice

All test documents printed by Catforms Testing Service are copyrighted. Please do not photocopy them. Duplicate copies are included with your order.

## Service Times

1. Orders are generally mailed out within 3-7 business days of receipt. If you face a tight deadline, email us and we can often have them out in 1-2 days.
2. Standard scoring service time for homeschool tests: We will score your tests and ship the results to you in four weeks or less from the time we receive your paid, completed tests. Some times of the year, our turnaround time is considerably less than that.
3. If you need to have rush scoring of your completed tests, we charge an additional \$5.00 per student to process and ship tests in ten business days or less from receipt by us. Express mail shipping costs an additional \$30.00. You will find rush order information on the back of the Test Shipping Checklist enclosed with your tests. Rush processing fees will be refunded in full in the rare case that we fail to meet those deadlines.

**Prices are effective through August 31, 2017.**

## Requirements for Ordering

By signing at the bottom of the order form, you agree to the following:

1. That all testing materials and answer sheets be kept securely in a locked facility with access only by authorized personnel, that they be released only for appropriate use, and, after such use, that all materials be returned to the secured area.
2. That tests be administered fully in accord with the directions given and that there be no prior inspection of testing materials in order to prepare students for specific questions on the tests.
3. That test results be reported only to those qualified to interpret them correctly or accompanied with sufficient explanation to allow correct interpretation by those unfamiliar with the tests.
4. That the confidentiality of test results be protected at all times. We recommend that students not be given copies of their test results.