

# Test Shipping Checklist

For Homeschools



## 1. When returning tests for scoring, please enclose:

- All test booklets, unmarked and undamaged
- Completed Student Response Sheets
- Is all student information complete and are bubbles filled in properly?
- This paper, with completed information below and payment due, if any
- Return booklets and tests flat in a 9 x 12 or larger envelope.

<b>For Office Use Only</b>	
Payment Due:	_____
Copies: Dupl	_____
Return deadline	__/__/__
<b>Scoring Notes</b>	
Tests Received	__/__/__
Request	__/__/__
Results Mailed	__/__/__
Note	_____
	_____
	_____
	_____

## 2. Please chose ONE scoring option:

- Normal scoring** (3—4 weeks plus shipping times)

Standard scoring time unless rush scoring is selected. Some times of the year, our turnaround time is shorter.

- Rush Scoring** (2 weeks or less plus shipping times)      **Prepaid: Yes No**      **Date Needed:** \_\_/\_\_/\_\_

We guarantee ten business days or less from receipt on our end to shipping of test results for rush scoring. If you need results even sooner, we will try to accommodate you, but no other guarantees apply. **Mark RUSH SCORING on both sides of your envelope.** If you did not prepay for this service when you ordered, fill out the payment information **on the back of this form.**

## 3. Where do you want your test results to be sent?

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ Alt Phone or Email \_\_\_\_\_

<p><b>Mail your testing materials to:</b></p> <p><b>Catforms Testing Service</b></p> <p>2388 Cremean Rd Elida OH 45807</p> <p>Phone &amp; Fax: 888-991-7918 Email: info@catforms.com</p>
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# Rush Scoring Order Form

Please mark "RUSH SCORING" on both sides of your return envelope

Item	Qty	Price	Amount
Ten-day rush scoring, per student		\$5.00	
Express Mail shipping (in addition to previous shipping fees) per address		\$30.00	
		Total	

<p><b>Payment Information (Cash, Check, or Money Order preferred for rush scoring)</b></p> <p>Visa _____ Master Card _____ Discover _____ Cash, Check, or Money Order _____</p> <p>Card Number: _____ - _____ - _____ - _____ Expiration Date ____/____</p> <p>Name on Card _____</p> <p>Three-digit card verification code (on the back of the card beside signature panel): _____</p> <p>Billing Street Address _____</p> <p>Billing City _____ State _____ Zip _____</p> <p>Signature _____</p>
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# Administering the California Achievement Tests

For Homeschool Teachers and Parents

*Note: Each teacher or assistant administering these tests should have a copy of these directions.*

## Before the tests:

The California Achievement Test (CAT) measures the following basic skills areas: reading and vocabulary, mathematics, language, and spelling. All other academic achievement rests on the successful mastery of these skills. These tests will help you to evaluate your students' proficiency in these areas and the effectiveness of your teaching efforts.

The CAT is divided into five levels. Levels 1 and 2 typically cover grades 1-3, and require a consumable test booklet for each student and an Examiner's Manual for each teacher administering the test. (*Catforms Testing Service does not have Level 1 and 2 test materials available for homeschool students*). Levels 3-5, which cover grades 4-12, have reusable test booklets and separate answer sheets. Examiner's Manuals or these test administration directions are needed to administer the test.

Tests should be scheduled over two or more days, preferably mornings in the middle of the week. Students should be advised to get a good night's sleep and to eat a nutritious breakfast prior to testing. Delay testing for students who are tired, sick, or obviously unable to work at their best performance level. Students are not to be given any coaching or special academic preparation prior to or during the tests, in an effort to raise test scores.

Students who are absent for part of the test should be given a chance to test the missing sections. A missing section must be recorded as a zero score, and hurts the scores for the subject (Reading, Math, Language) and the overall test score.

Test administrators should do everything reasonably possible to provide a comfortable, well-lit environment free of distractions. This also includes a business-like, but low-stress approach to testing. The goal of achievement tests is to measure students' learning as accurately as possible, and a high-pressure environment will be counterproductive.

Each student tested in Levels 3, 4, and 5 needs to have a test booklet and a corresponding student response sheet. Each one will also need a sharpened #2 pencil or a mechanical pencil with B lead (or softer) and a good eraser. Scrap paper for mathematics problems is permitted, but calculators are not. The test booklets should not be marked in at all, since they will be reused.

The sections of the test are strictly timed; please keep the time schedule handy when administering the test. You will need a stopwatch, or at least a watch with a second hand. If using a regular watch, make a written note of the start and stop times for each section.

## At the beginning of the tests, **read these directions** to the students right after you pass out the test booklets and student response sheets:

1. Please open your test booklet to the inside front cover. I will read the section marked, "To the student" out loud. *[Read the section starting, This booklet contains.... If there is a paragraph at the end of the section referring to the SCOREZE answer sheets, tell the students to disregard it. The SCOREZE directions DO NOT apply to the Catforms student response sheets]*

2. There is only one student response sheet per student for all three sections of the test: Reading, Math, and Language. Be sure to keep your sheet clean and free of all unnecessary marks. This is especially important since the sheets are scored by computer.

3. Fill out all the student information at the top of the response sheet, using a dark pencil. Print your name and other information in capital letters. Please use your formal first name, not a nickname or shortening. For example, if your name is Thomas, write *Thomas*, not *Tom* or *Tommy*. Fill in the ovals for Gender, Grade, and CAT Form completely. Do not mark them with an X or check mark. When you are done, turn the paper over and fill in your name in the space provided there. If you make a mistake, erase it carefully and write the correct information.

4. Fill in the correct oval for each answer with a dark pencil. Fill the oval in completely, but DO NOT go outside the lines. The oval must be filled in dark enough so that you can hardly see the number or letter inside the oval when you are done. If you need to, ask your teacher for a darker pencil, but do not use a pen. The computer is not nearly as good as you and your teacher are when it comes to figuring out which oval you have marked.

5. If you make a mistake, erase it completely. Make sure you do not erase part of neighboring answers. **DO NOT**

mark out incorrect answers with an X!

### During the tests:

1. Read the *Purpose* and *Directions* at the beginning of each test section aloud. Read Sample Item A as written and have the students do Sample Item B. Make sure each student understands the correct procedure for evaluating the question and accurately marking the corresponding oval on the response sheet.
2. Explain that students should work as quickly as possible. If they encounter a difficult problem, they should make a small mark on the response sheet by that problem and come back to it later. Students are allowed to guess if they are unsure. Those finishing early should go back and check over their answers. Students may have a quiet project to occupy themselves if they are finished with a section and are waiting on the others. In all cases, noise and distractions must be kept to a minimum.
3. When you are sure all the students are ready to proceed, inform them of the amount of time they have to complete the section, and tell them to begin. No help should be given beyond this point, except to make sure directions are understood and to supervise the mechanics of marking the answers correctly at the right place on the response sheet.
4. Tell the students when they have about four minutes remaining. Do not allow any work after the time expires.

### After the tests:

1. Check over the completed response sheets. Make sure the marked ovals are dark and neat. Clean up any sloppy markings, but do not change any answers.
2. If you received an invoice showing a balance due, please include payment. We must receive payment before we can score your tests.
3. See the Test Shipping Checklist for final shipping instructions. If you are using test booklets provided by Catforms Testing Service, be sure to return them in the same condition as you received them within the 60-day deadline.

### Working Time Schedule for the CAT

Test Section	Level 3	Level 4	Level 5
Reading Vocabulary	10 minutes	10 minutes	10 minutes
Reading Comprehension	35 minutes	40 minutes	40 minutes
Mathematics Computation	33 minutes	28 minutes	33 minutes
Mathematics Concepts	7 minutes	10 minutes	11 minutes
Mathematics Problems	12 minutes	13 minutes	12 minutes
Mathematics Fractions	13 minutes	N/A	N/A
Language Capitalization	8 minutes	7 minutes	9 minutes
Language Punctuation I	9 minutes	N/A	N/A
Language Punctuation II	7 minutes	14 minutes	16 minutes
Language Usage & Structure	11 minutes	14 minutes	14 minutes
Language Spelling	8 minutes	8 minutes	8 minutes

*Note: Spread testing over two or more days. Allow a short break at least every hour, between test sections.*