

# Individual Iowa Home School Directions: July 2020 - June 2021

Customer Service: (612) 626-1803  
Website: <http://oms.umn.edu/mstp>

## Ordering

**This test must be administered in a proctored environment outside of the child's home and by a qualified proctor that is not the parent or guardian of the child.**

To order materials for Home School testing, complete the enclosed order form.

**Enclose payment with your order.**

MSTP offers the following nationally normed achievement tests to home schools:

- Iowa Assessments™ for grades K-12
- Stanford Achievement Test (SAT-10) for grades K-12 (requires separate order form on our website)

Additional Tests:

- Interest Determination, Exploration and Assessment System (IDEAS) for grades 7-12 and adults (a self-scoring test)

The following reports for the Iowa assessments are provided:

- Profile Narrative: conveys individual student information to parents depicting national percentile rankings.
- Performance Profile: conveys scores for each subtest, percentile ranks and a graphic plot of the scores
- List of Student Scores: conveys a list of scores for all students including national percentile rankings and grade equivalents

## Payment

Enclose a check or money order for the testing you desire. Make payable to "Minnesota Statewide Testing Program." Payment must be included with the attached Order Form. **Do not send cash.** Please send payment to:

**MSTP**  
**879 29th Avenue SE #103**  
**Minneapolis, MN 55414**

## Returning

When returning materials to MSTP, use the correct postage. The post office does not deliver mail with insufficient postage. Return all materials sent to the proctor (test booklet, answer sheet, directions for administration, proctor qualification packet), as tests will not be scored unless all materials have been returned. Results will be returned to the homeschool parent/guardian.

## Refunds

If you decide not to test, a refund will be sent. If materials have already been mailed to the proctor, there will be a \$10.00 handling fee charged against your refund.

# Iowa Assessments™ Form E

## MSTP Homeschool Administration Requirements

### Proctor Qualifications

Proctor must not be the parent or guardian of the child being tested. The proctor must have a mailing address that is a home, school, or business (not a post office box). In addition, the proctor must meet at least **one** of the following:

- Licensed to teach in Minnesota public schools
- Bachelor's degree in any topic from an accredited program (recognized in the US)
- Associate's degree in education, child development, or a related field from an accredited program (recognized in the US)
- 2 or more years' experience as a public school teacher in any US state
- Certified as a test proctor by another homeschool testing provider (include a copy of credentials)

### Location Requirements

Tests should be administered in a quiet workstation with sufficient space, free of educational materials (or with educational materials covered). Examples of approved proctoring sites:

- Minnesota State Colleges and Universities proctoring facilities
- Community college proctoring facilities
- City and county library proctoring facilities
- School or school district proctoring facilities

### Homeschool Parent/Guardian Responsibilities

- Before test administration:
  - Choose a proctor and arrange testing with them
  - Include proctor's mailing address on your order form. Test materials and proctor qualification checklist will be sent to the proctor (must be a home, school, or business address, not a P.O. box)
- After test administration:
  - Maintain strict test security: do not share or display test content
  - Mail completed tests, including all materials and signed proctor checklist, to MSTP (results will be mailed to you)

### Proctor Responsibilities

- Administer Iowa E according to instructions, with testing materials (e.g., pencils, erasers, scratch paper, calculator) that are permitted for that test
- Administer test in an appropriate environment without visible educational materials
- Complete Proctor Checklist regarding your qualifications. Give a signed copy to homeschool parent/guardian to return with other testing materials

**Please allow three weeks for your order to be processed and tests shipped.**

All orders must be postmarked by April 30, 2021 for early bird pricing

**Recommended Testing Dates\***

<b>Test</b>	<b>Fall</b>	<b>Spring</b>
Iowa	9/1-11/30	3/1-6/1
IDEAS	Anytime	Anytime

\*These dates are the norming periods for the tests. We can score tests from any administrative date. However, the most common norm groups are the Fall and Spring ranges above.

**Approximate Total Testing Time (hours : minutes)**

<b>Grade K Iowa</b>	2:40
<b>Grades 1-2</b>	4:10
<b>Grades 3-8</b>	4:55
<b>Grades 9-12</b>	3:55
<b>IDEAS</b>	Untimed, usually less than one hour