

ORDER FORM FOR HOME EDUCATORS



CANADIAN TEST CENTRE
Educational Assessment Services

Name of Home Educator: _____

Address: _____ Telephone: _____

City: _____ Province: _____ Postal Code: _____

Please check (✓) all that apply:

- I am ordering CTC tests for the first time.
- I hold a valid teaching certificate.
- Declaration of home education status is enclosed.
- I accept the stated "Guidelines for Use" printed on the back of this form.
- I would like the materials and results sent to me.
- I have retain the services of a qualified tester and would like the materials and results sent to the address below.

Name of Tester: _____

Title and Certifying Organization: _____

Address: _____ Telephone: _____

_____ E-mail: _____

Option 1 (reports returned within 10 days after receipt of completed answer documents)

Grade			1	2	3	4	5	6	7	8	9	10	11	12
Time of Testing (please ✓)	Fall (Sept-Nov)	CAT-3												
		CTCS												
	Winter (Dec-Feb)	CAT-3												
		CTCS												
	Spring (Mar-Jun)	CAT-3												
		CTCS												

Option 2 (reports returned by the end of June) (Testing to be completed between March 1 and April 29 and returned to CTC on or before May 1)

Grade			1	2	3	4	5	6	7	8	9	10	11	12
Time of Testing (please ✓)	Spring (Mar-May 15)	CAT-3												
		CTCS												

Yes! Please send me these support materials:

- Teacher Resource Manual: Instructional Activities for Teachers* (\$35/copy)
- Parents' Guide to CAT Results: What They Mean and What You Can Do About Them* (\$1.50/copy)

Prepay by cheque, payable to CTC, with your order. The basic costs for the use of materials, scoring and interpretation are as follows:

Option 1
 CAT-3 only\$50/child, \$40/each additional child
 CTCS only\$50/child, \$40/each additional child
 Combined CAT-3 and CTCS\$75/child, \$60/each additional child

Option 2
 CAT-3 only\$35/child, \$30/each additional child
 CTCS only\$35/child, \$30/each additional child
 Combined CAT-3 and CTCS\$55/child, \$50/each additional child

All costs include applicable taxes, handling and shipping to the customer via expedited Canada Post. Cost of shipping via courier service is extra.

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Declaration of Home Schooling Status

I, the undersigned, certify that I have undertaken the formal education and schooling responsibilities for my child(ren) whose name(s) is(are) given below:

(Name) _____ (Age) _____ (Grade) _____

(Name) _____ (Age) _____ (Grade) _____

(Name) _____ (Age) _____ (Grade) _____

(Name) _____ (Age) _____ (Grade) _____

Name of Home Educator (Please print): _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: (_____) _____

(Signature): _____

Guidelines for Use

1. Only legitimate home educators and registered private schools are eligible for the program. Declaration of home education and private school status must be supplied with the order.
2. The basic costs are for one-time use of materials, scoring and interpretation and not for the purchase of the tests themselves.
3. After testing, answer documents must be returned for scoring along with all test materials within 30 days after they have been received.
4. CTC/Canadian Test Centre is not in a position to ascertain that the tests have been administered according to the general and specific directions required by the tests and will not, therefore, certify the results to be descriptive of the person(s) being assessed.
5. For formal academic assessment using CTC tests, the home educator may—after reading and following all guidelines found in the *Test Directions for Teachers*—administer the CAT. An option is to retain the service of a qualified teacher who has been certified by a provincial department of education. If the tests are to be administered by a teacher, the name, title and address should be indicated with the order. Tests and test results can be mailed to the parent(s) or to the teacher, whichever choice is indicated to CTC by the parent(s).



CANADIAN TEST CENTRE
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85 Citizen Court, Suites 7 and 8
Markham, ON L6G 1A8
1-800-668-1006 (905) 513-6636 Fax (905) 513-6639



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Academic Testing Program for Home Educators

CTC/Canadian Test Centre offers home educators an opportunity to assess their students with the nationally recognized Canadian Achievement Tests, Third Edition (CAT-3) and the Canadian Test of Cognitive Skills (CTCS). These tests provide home educators with information that will assist them in teaching and guiding their students.

CAT-3: indicates how an examinee is doing in comparison with others at the same grade level across Canada; provides a profile of strengths and needs in reading, language, spelling and mathematics.

CTCS: compares the learning abilities or cognitive skills of an examinee with others at the same age and grade across Canada; assesses learning skills in sequences, analogies, memory and verbal reasoning.

Both programs are available for examinees whose current grade placement is between mid-Grade 1 through Grade 12.

Guidelines for Use

1. Only legitimate home educators and registered private schools are eligible for the program. Declaration of home education and private school status must be supplied with the order.
2. The basic costs are for one-time use of materials, scoring and interpretation and not for the purchase of the tests themselves.
3. After testing, answer documents must be returned for scoring along with all test materials within 30 days after they have been received.
4. CTC/Canadian Test Centre is not in a position to ascertain that the tests have been administered according to the general and specific directions required by the tests and will not, therefore, certify the results to be descriptive of the person(s) being assessed.
5. The formal academic assessment using CTC tests, the home educator may-after reading and following all guidelines found in the Directions for Teachers administer the CAT. An option is to retain the service of a qualified teacher who has been certified by the provincial department of education. If tests are to be administered by a teacher, the name, title, and address should be indicated with the order. Tests and test results can be mailed to the parent(s) or to the teacher who administered the tests, whichever choice is indicated to CTC by the parent(s).

How to Order

1. Complete the "Order Form for Home Educators." Mail your order and ensure that the following information is provided:
 - a. your name, address and telephone number
 - b. name, address, title of qualified tester, if applicable
 - c. declaration of home education or private school status (form attached)
 - d. name, age and current grade level placement of the student to be tested
2. Prepay by cheque (payable to CTC) with your order.
3. Additional home educator resources to be used with CAT-3:

Teacher Resource Manual: Instructional Activities for Teachers	\$45.00/copy
Parent's Guide	\$3.75/copy
4. All costs include applicable taxes, handling and shipping via expedited Canada Post. Cost of shipping courier service is extra.

*Materials provided include a student test book, a practice test, a set of directions for administering and applicable answer sheet(s).