



March 4, 2016

Dear Homeschool Families,

Many of you have inquired about our End-of-Year testing. This year we are offering three (3) separate testing times for Grades 4 – 12. They are as follows:

Testing Dates and Times:

- **Grades 9-12 Iowa Test of Basic Skills**

April 18th and 19th, 2016 12:30 PM – 3:30 PM

- **Grades 7-8 Stanford Test**

April 25th, 26th, and 29th, 2016 12:30 PM – 3:30 PM

- **Grades 4-6 Stanford Test**

May 16th, 17th, and 20th, 2016 12:30 PM - 3:30 PM

Breaks, with snacks, will be given during testing. *Friday dates are flexible and will be used as necessary.*

IMPORTANT NOTICE: Parents are responsible for ordering their student(s) individual test(s). To avoid expedited shipping charges, parents must order their student(s) test(s) MORE than four (4) weeks prior to test dates!

Payment must be made to Convenient Tutor at time of registration. After you have registered your student(s), Convenient Tutor will email you back with the appropriate test(s) to order for your student(s).

Test(s) should be ordered from www.bjupress.com using the link Convenient Tutor sends in the email, along with your student(s) test dates, name of our Certified Test Administrator and her testing number listed below.

Karen Fuller: Certified Tester No. 75273728

Tests range in cost from \$29.00 to \$48.50, plus shipping. Tests will be sent to Ms. Fuller.

Cost per student to reserve a seat for End-of-Year Testing at Convenient Tutor is \$45.00, payable at time of registration. Space is limited and seats are reserved on a first-come, first-reserved basis. When full, a wait list will be started. If/When we have enough for another test session, one will be scheduled. Private testing is available for an additional fee; for example, should you have a younger student needing the IOWA test OR our scheduled test dates do not fit your homeschool schedule.

To Recap the End-of-Year Testing Process:

1. Fill out the attached registration form (one per student) and send it along with your \$45.00 reserved-seat fee to Convenient Tutor.
2. Registration/Payment Options:
 - a) Fax registration form to 828-505-4166, call with credit or debit card payment, or pay through PayPal on our website www.convenienttutor.com
 - b) Scan and email registration form to convenienttutor@gmail.com, call with credit or debit card payment, or pay through PayPal on our website www.convenienttutor.com
 - c) Drop off registration form and payment at our office.
 - d) Send registration form and check payment by U.S. Mail.
3. **Reminder: No seat is reserved until registration payment is received at our office. Test seats are held on a first-come, first-reserved basis.**
4. After we receive your registration form and payment, we will send you an email with a link so you order the appropriate test.
5. Order your test(s) through Bob Jones University. They, in turn, will mail the test(s) to Ms. Fuller. **Reminder: Tests should be ordered MORE than four weeks before the test to avoid expedited shipping costs.**
6. Student(s) should arrive at Convenient Tutor on their test dates and be in their seat(s) ready to begin testing by 12:30 PM. Students may bring a snack, water bottle and book to read if they finish early. **Calculators are admissible (optional) for use on certain portions of the tests by seventh through twelfth graders.**
7. Upon completion of testing, Ms. Fuller will mail tests to Bob Jones University (postage paid out of testing fee). Test scores should be received in an email from Bob Jones University in approximately 4 – 6 weeks after the last test date. If you do not see the email, contact Bob Jones University.

Should you have any questions or concerns, please never hesitate to call our offices.

Sincerely,

James Foust, Owner
Convenient Tutor

Convenient Tutor
900 Hendersonville Road, Suite 310,
Asheville, NC 28803
Phone: 828-505-4166
Email: convenienttutor@gmail.com



CONVENIENT TUTOR, LLC

Registration Form End of Year Testing 2016

(Please fill out one form per child)

Student Name: _____ Grade: _____

Date of Birth: _____

Home Address: _____ City: _____ Zip: _____

Home Phone: _____

Father's Name: _____ Father cell: _____

Mother's Name: _____ Mother cell: _____

Parent email: _____

Emergency contact name & phone: _____

Any additional information: _____

Please choose one:

- Grades 9 - 12 Testing on Monday, April 18th & Tuesday, April 19th
from 12:30 – 3:30 PM - \$45.00 Testing fee (non-refundable)
- Grades 7 – 8 Testing on Monday, April 25th, Tuesday, April 26th, and Friday, April 29th
from 12:30 – 3:30 PM - \$45.00 Testing fee (non-refundable)
- Grades 4 – 6 Testing on Monday, May 16th, Tuesday, May 17th, and Friday, May 20th
from 12:30 – 3:30 PM - \$45.00 Testing fee (non-refundable)

Parent Sign: _____ **Date:** _____

For office use only:

Date received with payment: _____

\$30 return check fee.

Thank you for registering with Convenient Tutor!

900 Hendersonville Road, Suite 310, Asheville, NC 28803

Phone: 828-505-4166

Email: convenienttutor@gmail.com