



## ASSESSMENT ASSOCIATES

7013-A Brookeville Road  
Chevy Chase, MD 20815  
Phone: (301) 951-5666 Fax: (301) 951-3339

### Admissions Testing Information Form

Dear parents:

Thank you for choosing Assessment Associates to administer your child's school evaluation. Please read this material carefully. Usually, the evaluation procedure is much more difficult for the parents than for the children! Remember that your child will take cues from you, so that if you are relaxed and comfortable, your child will tend to be relaxed and comfortable as well.

The various tests are administered according to age, not grade. The age means the child's age on the day of the evaluation, not the child's age when school opens in the fall. There is no reading required on any of the tests. They are measures of cognitive ability, not academic achievement. (We also have measure of academic achievement available, but these are usually not required for private schools' admissions.)

It is the parent's responsibility to know which test your child needs for the particular school to which you are applying. Please be certain of this before you arrive to your appointment.

In general, most schools require the WISC-IV (Wechsler Intelligence Scale for Children – Fourth Edition) for children who are six-years-old and older. This test cannot be administered to children who are younger than six on the day of the evaluation, because it is not designed or normed for younger children.

Currently, most schools ask for the WPPSI-III (the Wechsler Preschool and Primary Scale of Intelligence – Third Edition) for children who are younger than six on the day of the evaluation.

Again, please read the literature carefully in the application packet you receive from the school to which you are applying so that you are sure which test you need.

We will be happy to answer any questions you may have.



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## Assess. Release Form

Applicant's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Grade Applying \_\_\_\_\_

Address \_\_\_\_\_

Parent's Names \_\_\_\_\_

Phone: Home \_\_\_\_\_ Father's \_\_\_\_\_ Mother's \_\_\_\_\_

Has your child taken the WISC-IV or WPPSI-III in the past 12 months?

Yes

No

Is a language other than English spoken at home? Yes No If yes, what language? \_\_\_\_\_

All School applicants are required to participate in an individual evaluation. The evaluation will help the school determine the academic environment and class placement that are in the best interest of the student. The evaluation measures verbal abilities, nonverbal reasoning, short-term/working memory and visual/fine-motor skills. It takes about 60 to 75-minutes for the WISC-IV and about 35 to 50-minutes for the WPPSI-III, depending on the child's age.

To register for the evaluations, please send this form and a check (\$415 for the WISC-IV or \$395 for the WPPSI-III) directly to Assessment Associates. We will soon accept credit cards. Arrangements cannot be confirmed until this form and payment is received. We require that one adult remain in the waiting room during the assessment. If your child needs glasses, be sure to bring them. *There is a \$30 fee if you change or cancel your appointment with less than 3 business days notice, for any reason whatsoever.*

I verify that the above information is correct. I agree to pay the \$30 late fee if I change or cancel my appointment within less than 3 business days of the appointment. **I understand that I am responsible for knowing which test is required for school admission to the particular school for which my child is applying.** Test required (circle one):

**WPPSI-III OR WISC-IV**

**I give my permission for the results to be released to the following schools:**

You have the right to revoke this authorization, in writing, at any time by sending such written notification to my office address. However, your revocation will not be effective to the extent that I have taken action in reliance on the authorization or if this authorization was obtained as a condition of obtaining insurance coverage and the insurer has a legal right to contest a claim. I understand that my psychologist generally may not condition psychological services upon my signing an authorization unless the psychological services are provided to me for the purpose of creating health information for a third party. I understand that information used or disclosed pursuant to the authorization may be subject to re-disclosure by the recipient of your information and no longer protected by the HIPAA Privacy Rule.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian



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### Location Sheet - Burgundy Farms School

#### Burgundy Farms Campus Pre-admissions Testing

R.e: evaluation for \_\_\_\_\_

On \_\_\_\_\_

Location: Burgundy Farms Admissions office (also referred to as “Myer’s Barn”).

Parents can park in the “main parking lot”, which is the second lot you will come to after entering the school grounds. The admission office is located across the black top, and the testing room is upstairs. Parents can check in with an admissions staff member on the main level on Fridays or follow the posted signs if you have a weekend appointment. For further assistance with directions, please check out the “how to find us” link through the Burgundy Farms web-site at

<http://www.burgundyfarm.org/Howto/02contact.html>

Burgundy Farms Phone: 703-329-6968



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### Q & A Admissions Testing

*We at Assessment Associates look forward to meeting you and your child. We hope the following will answer your questions about school evaluations.*

#### **Is it better to wait until my child is older to have the evaluation done?**

The WPPSI-III and the WISC-IV are normed in four-month increments, so that children are compared with their own age group at the time they are evaluated. For example, a child evaluated in October is compared against different norms than the same child evaluated in February. A child who is, for example, 5 years 3 months is not compared with a child who just turned 5 or one who is 5 years 6 months, but only with other children who are 5 years 3 months.

#### **How long will the evaluation take?**

The WPPSI-III generally takes 45 to 60 minutes to administer to children who are 4 years old or older; it takes about 25 to 50 minutes to administer to children below age 4. There are 7 individual subtests on the 4 year old and older version compared to 5, significantly briefer, individual subtests on the under age 4 version. The WISC-IV takes approximately 50 to 75 minutes to administer. These times are very approximate because some children work quickly and some work slowly, or need more time to warm up to the evaluator, or need to take a break.

#### **Can I run errands while my child is being evaluated?**

Most children do not like to be left alone in a new environment. They do better when they know a familiar adult is waiting for them. Please plan on waiting. You may bring siblings who may play quietly. We have some toys in our waiting room.

#### **What's the difference between Assessment Associates and other testing services?**

There should be little difference because these tests are highly standardized. No matter which location you choose, the evaluation should be conducted exactly the same way. The questions and items must be given precisely as described in the evaluator's manual. The evaluator is not permitted to re-phrase items or change the administration.

#### **Must I bring my child myself?**

Children may be brought by their nanny or adult relatives if that is convenient.

#### **What should I tell my child to prepare him or her?**

You might consider telling your child something like, "We are going to do some things that will help your mom/dad decide what will be a really good school for you next year." This lets your child know the purpose of the activities. We avoid the word "test". Your child should expect to do various activities, each of which takes about 5 or 10 minutes. For example, your child may be asked to look at pictures or work with blocks or puzzle pieces. Most children find the activities fun. It is important that your child understand that he or she is to follow directions, not merely play with the material as the child wishes. There may be other children in the waiting room, but your child should expect to work one-to-one.



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### **Why should I have to pay \$35 if my child gets sick and we cancel? That's not my fault!**

Please understand that we have reserved time exclusively for your child. If you cancel with less than 3 days notice, we cannot fill that time with any other work. It is completely wasted time for us, while our office costs continue anyway. It also creates an inconvenience for other parents who wanted that time. If you cancel with more than 3 business days notice, we will refund your entire fee.

### **Can I watch you evaluate my child?**

When we evaluate children under the age of 4, one parent may come in if this makes the child more comfortable. For older children, we expect the parents to wait in the waiting room because we need to see how the child behaves without you there. This will provide a better estimate of how the child will behave in school. However, if your child is so shy that he or she cannot separate from you, you may stay until the child is comfortable. When we write the report to the school, we include the information that the parent was in the room during the evaluation.

### **When can I expect results?**

We usually mail results to parents and schools within 5 to 7 business days. If you are rushing to meet a deadline, we can fax results the same day if necessary.

### **How does the school use the results?**

Results should help assess the child's abilities, school readiness, and learning style. The admissions committee will try to determine if your child is an appropriate match for their school. Of course, other factors besides the test results will be considered in making this decision. Sometimes results are used to help the school decide which classroom or teacher would be most appropriate for your child.

### **What if my child does not do as well as I think he or she can? Can we re-test?**

Most children score within the "average range", which means that their cognitive development is expected for their age. It is rarely necessary to re-test your child. Everyone scores higher the second time because there is a "practice effect." Therefore, the child cannot be re-tested on the same test for at least 6 months to a year. You can have your child re-tested using a different test. The Stanford-Binet and the Cognitive portion of the Woodcock-Johnson Test battery are alternative measures.. The cost and time involved are about the same. However, most schools discourage re-testing.

Occasionally, the testing reveals specific problems. We then refer the parents to an appropriate professional for further evaluation or treatment. After the problem has been treated, you may want to re-test your child.



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### **Can I speak to the evaluator about my child after the evaluation?**

Results are not available immediately because we need time to score your child's responses. You will receive a written report within a week. If you have any questions, we will be happy to answer them briefly over the phone.

Some people have in-depth questions that they wish to discuss in length. You may set up a time to come into the office for a consultation. There is an additional fee for this service.

### **What if I decided later to apply to other schools?**

We are happy to mail or fax results to other schools at any time with your written permission; do not just phone us with this request. Mail us a dated request that includes your child's name and the names of the additional schools to which you want the results sent. Be sure to sign it. We keep results for several years.