



Test Qualifications

Test administrators of the *Iowa Assessments*TM and *Cognitive Abilities Test*[®] **must meet the following requirements:**

One of the following:

Have a four-year college degree (B.S. or B.A.) in any discipline, **or**

Have a pastoral degree, license, or ordination in the case of a pastor-led Christian school, **or**

Have current certification as a teacher in any state and experience in administering standardized achievement tests;

And the following annual educators' training:

Completed annual educators' achievement testing training at A.C.E. Educators' Workshops located on the A.C.E. website. Completion Code:

Agree to adhere to the following principles of sound, professional, and effective test use:

1. Maintain the security of testing materials before, during, and after testing;
2. Avoid labeling students based on a single test score;
3. Adhere strictly to applicable law, including copyright and other intellectual property laws, and under no circumstances photocopy or otherwise reproduce answer forms, test books, or manuals;
4. Administer, score, interpret, and use tests exactly as specified in the manual; and
5. Release results only to authorized persons and in a form in keeping with accepted principles of test interpretation.

I certify that I am qualified to properly administer, score, and interpret the test materials I seek to purchase and that I provided A.C.E. with true and accurate qualification information. The products purchased under my account will only be used by me and/or under my supervision. I assume full responsibility for the proper use of the testing material I order. My signature indicates acceptance of and compliance with the above principles and that I have read the qualification criteria and will apply all terms and conditions to all orders.

Date:

Test Administrator/Position:

Account Number:

Email:

School Name:

Test Administrator
Signature:

Person Submitting
Order:

CSR INITIALS: