Theory Testing – in an association other than where the student holds SA membership December 2016 Revision

*Instructions and Responsibilities*

**Student's Teacher**

1. Contact the Testing Association’s Theory Chair where the student will take the test.
	1. Request information about test date.
	2. Request information about registration procedure/requirements.
	3. Request information about testing fee plus any additional fee for non-local association student/teacher.
	4. Ask if there is any teacher participation requirement on the test day.
	5. Register the student with the Testing Association's Theory Chair.
	6. Prepare one stamped envelope with $1.20 postage for each test level. The home association Theory Chairs’ name and address need to be printed on this envelope. The grader will use the envelope to return the test directly to the home association. The student should bring this envelope with them when they take the test and give it to the testing association theory chair.
2. Contact your local association Theory Chair. Give him/her
	1. The student’s name
	2. The Testing Association’s test date and local chair contact information

3. write a comment in the notes section of the student’s profile on the TMTA website to help all parties stay informed that the student is testing out of association. Include the name of the testing association and the testing date.

**Testing Association Theory Chair**

1. Before the test:
	1. Add the extra test(s) to the regular test order.
	2. **IMPORTANT!** Be sure to put the student’s **SA REGISTERED Association ALPHA CODE** on the first page of the test!
	3. Notify the student’s teacher of any further responsibilities well ahead of the test day.
	4. Notify the teacher of time, date and location of the test.
2. After the test:
	1. Notify the local theory chair that the student took the test.
	2. ***Wait to receive a grading payment receipt from the home association***.
	3. Attach the home association addressed/stamped envelope to the out-of-local association test. Highlight the ALPHA CODE on the test to alert the grader in case the envelope is separated from the test. Include it in your package of tests to be sent to a Head Grader
	4. The Head Grader will mail the out-of-association test to the home association’s theory chair.
	5. The Head Grader will email the testing association when the scores have been posted.
	6. The testing association chair notifies the home association that scores have been posted.

**Home Association Theory Chair**

1. Before the test:
	1. Have the student’s teacher prepare a large stamped (use two stamps) envelope addressed to you. (One envelope for each testing level.) These envelopes need to be delivered to the Testing Theory Chair.
	2. Keep record of the student’s name and test level. You will use this information to order TMTA grading and to add the student to your grading list in the database.
2. After the test:
	1. After you receive confirmation that the student took the test, add the student’s name to your grading list of students who took the theory test.
	2. Order grading for the student.
	3. Send the grading payment receipt to the testing association chair.
	4. After grades have been posted, check that the grader recorded the score of the student with YOUR local association’s scores.
	5. If the student’s test level and score qualify, include this in your association’s medal order in the spring.

**Most frequently asked questions**

1. Who pays for the test?
	* The home association reimburses the testing association. The testing association orders the test.
2. Who pays for the grading?
* The home association. The home association orders the grading, and sends the grading payment receipt to the testing association chair.
1. Who pays for medals, if the score is worthy of a medal?
	* The home association.
2. Who adds the student to their score sheets?
	* The home association adds the student to their grading list, ***after*** hearing from the testing association chair, that the student did show up and test.
3. Who mails the test to the Head Grader?
	* The testing association. The testing association waits for the grading payment receipt from the home association. The grading payment, stamped and addressed envelope with the test are mailed with the testing association’s tests.

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