

Homeschool Testing Checklist

From Preparation to Filing

By Sarah Kemp, *Homeschool Expert*

This checklist is designed to help homeschool parents handle testing **step by step**, without stress or confusion. Use it to plan, prepare, test, and file with confidence.

Step 1: Confirm Your State's Homeschool Testing Requirements

- Identify your state's homeschool law
- Confirm whether testing is:
 - Not required
 - Required at certain grades
 - Optional in place of an evaluation
- Check official sources:
 - State Department of Education
 - State homeschool statute
 - Trusted homeschool organizations (e.g., HSLDA)
- Note deadlines for submission (if required): _____
- Confirm what must be submitted:
 - Test scores
 - Evaluation letter
 - Parent report
 - Records kept only at home

Step 2: Choose an Approved Standardized Test

- Verify the test is accepted by your state (if applicable)
- Choose test format:
 - Online
 - Paper
- Confirm administration method:
 - Parent-administered
 - Online platform
 - Proctored (if required)
- Selected test name: _____
- Subjects included:
 - Reading
 - Language Arts
 - Math
- Testing window or date planned: _____

Step 3: Prepare Your Child for the Test

- Explain the purpose of testing (information, not judgment)
- Practice with realistic test-style questions:
 - Multiple-choice format
 - Reading passages
 - Math word problems
- Review test-taking basics:

- How to choose the best answer
- How to skip and return to questions
- How to pace calmly

- Focus practice on core subjects:
 - Reading comprehension
 - Math skills
 - Language usage

- Avoid last-minute cramming
- Keep practice sessions short and low-pressure

Step 4: Prepare for Test Day

- Choose a calm, distraction-free testing space
- Schedule the test when your child is most alert
- Gather materials (if needed):
 - Computer or tablet
 - Pencil and paper
 - Scratch paper

- Plan breaks if allowed
- Remind your child:
 - This is just one day
 - Effort matters more than scores

Step 5: Administer the Test

- Follow test instructions carefully
- Monitor for fatigue or frustration
- Allow breaks if permitted
- Keep the environment calm and supportive

Record test completion date: _____

Step 6: Review and Understand the Results

Access test results:

- Instant online results
- Delivered report

Review:

- Overall scores
- Percentiles (if included)
- Strengths
- Areas for growth

Remember:

- One score does not define progress
- Results are a planning tool

Decide next steps:

- Adjust curriculum
- Add skill practice
- Continue as planned

Step 7: File Your Report (If Required)

Confirm submission requirements

Prepare documents:

- Test scores
- Evaluation form (if applicable)

Parent report (if required)

Submit by deadline: _____

Keep copies for your homeschool records:

Digital copy

Printed copy

Step 8: Store Records Safely

File test results by school year

Store with:

Attendance records

Curriculum notes

Progress samples

Keep records for future needs:

Returning to school

Middle school or high school documentation

College or program applications

Final Reminder From Sarah

✓ Testing is a **tool**, not a verdict

✓ Progress looks different for every child

✓ Preparation builds confidence—for parents and students

You are doing more right than you think.