

Diploma Order Form

(School)



CHRISTIAN LIGHT
ACADEMY

PO Box 1212 • Harrisonburg, VA 22803-1212
Phone: 877-226-8010 • 540-434-0750 8:30-5:00 ET
Fax: 540-433-8896
academy@christianlight.org • www.christianlight.org

Account Code _____ Student _____ Order Date _____

Test Information

Use one form per student.

Please indicate which diploma-qualifying test your student is planning to take.

☐ I am ordering a test from Christian Light
(Include Proctor Information)

☐ ACT/SAT (Send your counselor the results)

☐ Other (Specify) _____

Proctor Information:

Proctor Name _____

Proctor Phone _____

Proctor Email _____

Proctor Address _____

City _____ ST _____ Zip _____

☐ I confirm that I have read the proctor guidelines on page 2, and that my proctor meets the requirements for administering the test.

Diploma Information

Student's Full Name: _____
As it should appear on the diploma

Date of Graduation: _____ Check diploma to be issued: ☐ 8th ☐ Vocational ☐ General ☐ Academic

Diploma Shipping Address:

Name _____

Address _____

City _____ ST _____ Zip _____

Phone _____

1. Graduating student fee paid with enrollment ☐ Yes ☐ No
(Applies to high school students only)

2. Grade Eight Diploma #847012 _____ × \$30.00
Includes an attractive imprinted flat cover

3. High School Diploma #847001 US/CAN _____ × \$70.00*
Includes an attractive blue padded cover with white lining. Christian Light Academy is imprinted on the cover.

*If graduating student fee was paid with enrollment, do not include payment.

Payment Information

Payment Method

☐ MasterCard ☐ Visa ☐ Discover

☐ American Express ☐ Cash/Check

Charge Card Number _____

Exp. Date _____

Signature _____

Order Subtotal _____ A

Sales Tax and GST will be charged where required. Sales Tax (based on A) _____ B

**Free regular
shipping to US &
Canada**

Shipping charges _____ C

US / CAN Rush (15% of A)
minimum charge \$10.00

International Regular (15% of A)
minimum charge \$15.00 _____ D

Total _____ E



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Diploma-Qualifying Test Proctor Guidelines

When the achievement test is administered, accepted procedures and protocol for administering standardized achievement tests must be followed. For the benefit of all students, the following guidelines have been established.

1. Christian Light Academy will provide a proctor agreement form confirming that the proctor met these requirements and followed proper testing procedures. This form must be signed and returned to the Academy with all testing materials after the test is administered.
2. The testing materials are to be stored in a secure facility prior to the test and are not to be shown to anyone either before or after the test. All testing materials must be returned promptly to Christian Light Academy and not given to the student or family. The student's parents may not review testing materials before or after the test. The Academy will notify the parents of the results.
3. The proctor may not attempt to score the test. Christian Light Academy will score the test.

Christian Light Academy cannot accept or record the results of this test unless the proctor adheres to these guidelines.