Dear Student,

Thank you for studying with the *WVBS Online School*, and for desiring to test your knowledge. Included with this letter are all the tests for the course you selected. Each test is included in a Microsoft Word document file.

You have permission to look at the tests and study them. However, when you take tests you must do so completely from memory with no help from your Bible, course notes, etc. You do not need a proctor when submitting any material for grading, God is your witness.

Please type your answers and responses into the test document. When you have completed a test, or an assignment, simply send it as an email attachment to [school@wvbs.org](mailto:school@wvbs.org), or as an attachment from the website contact form. We will grade it and return the graded material back to you for your files and future reference. We will attempt to return your materials to you within four working days. Our working schedule is five days a week from Monday through Friday. There may be the occasional time when it will take longer due to holidays, vacations or illness on someone’s part here. Please have patience with us if this should happen to you.

**Make sure to put your student number and your name** on all material submitted for grading, so that you will receive proper credit for your work. Your student number can be found from the “My Dashboard” area of the school website. It is a pleasure having you as a student and I look forward to working with you. May God bless you as you study His word and apply its principles to your life.

In Christ,

Russell Haffner

Director

*WVBS Online School*