

school administered isee at home: How to Create a Virtual Test Event

**If you have any questions,
please contact ISEE Operations:**



1 (800) 446-0320



ISEEOperations@erblearn.org

How to Create a Virtual Test Event

INTRODUCTION

Starting in the fall of 2020, ERB is offering a new ISEE At Home testing option. It allows your school to administer the ISEE through virtual test events managed by your school team. This guide explains how to create a virtual test event within ERB's Admission Registration System. Once events are created, your school can share private event codes with families interested in testing virtually with your team, which families will use to register for their ISEE test.

This new at home offering is distinct from the ISEE At Home via Prometric option, which is proctored virtually by Prometric staff. This option remains available throughout the 2020-21 school year.

This guide covers the two essential steps for creating virtual test events, with full details on the following pages:

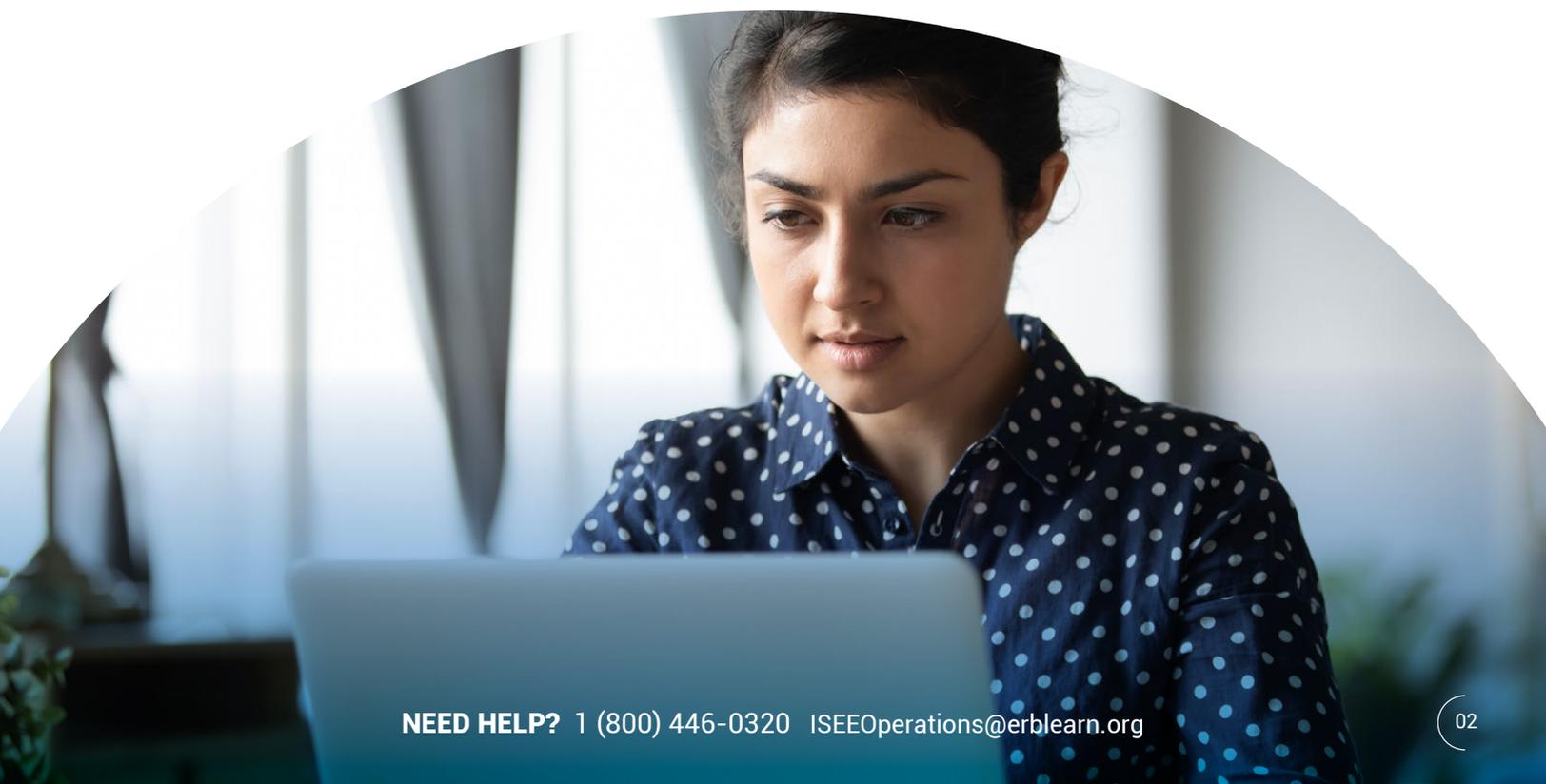
1 Page 3 • **Logging In**

2 Page 4 • **Scheduling a Test Event**

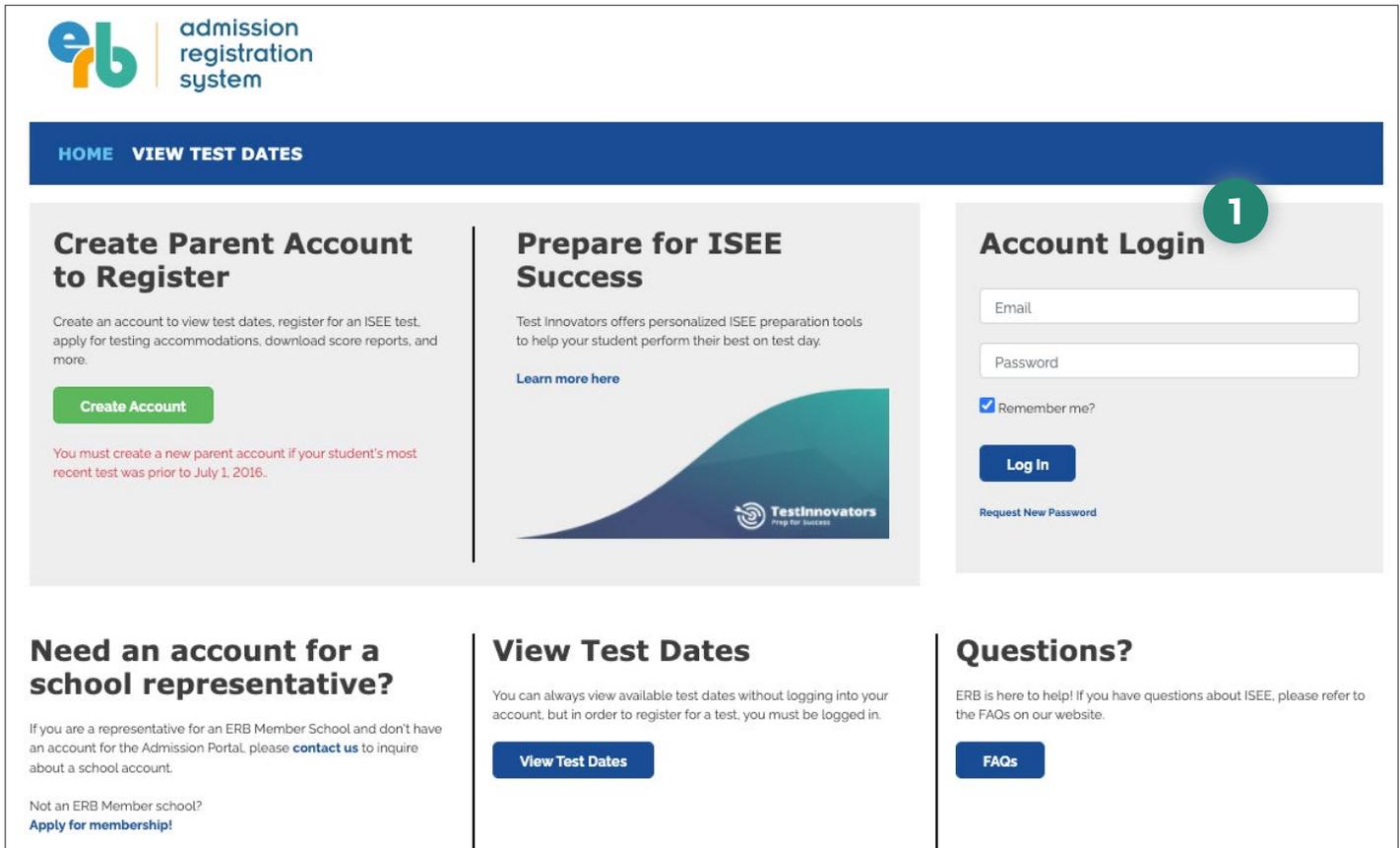
If your school has never administered ISEE Online, please contact ISEE Operations before attempting to create a virtual test event.

ADDITIONAL INFO

For additional information about this ISEE At Home testing option, visit erblearn.org/remote-testing/isee.



01. Logging In



erb admission registration system

HOME VIEW TEST DATES

Create Parent Account to Register

Create an account to view test dates, register for an ISEE test, apply for testing accommodations, download score reports, and more.

[Create Account](#)

You must create a new parent account if your student's most recent test was prior to July 1, 2016.

Prepare for ISEE Success

Test Innovators offers personalized ISEE preparation tools to help your student perform their best on test day.

[Learn more here](#)



Account Login 1

Email

Password

Remember me?

[Log In](#)

[Request New Password](#)

Need an account for a school representative?

If you are a representative for an ERB Member School and don't have an account for the Admission Portal, please **contact us** to inquire about a school account.

Not an ERB Member school?
[Apply for membership!](#)

View Test Dates

You can always view available test dates without logging into your account, but in order to register for a test, you must be logged in.

[View Test Dates](#)

Questions?

ERB is here to help! If you have questions about ISEE, please refer to the FAQs on our website.

[FAQs](#)

1 LOGIN

The first step to creating a virtual test event is to log-in to ERB's Admission Registration System. School administrators can do this with their ERB single sign-on credentials at iseeonline.erblearn.org.

It is important to note that school administrators must have a 'Test Center Supervisor' or 'Test Center Administrator' role to complete these steps. **If you do not have either role, please contact ISEE Operations at 1 (800) 446-0320 or ISEEOperations@erblearn.org.**

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02. Create a Test Event

HOME

Chanticleer Country Day School (999998)

View Profile | Manage Users | Manage Rooms | Order Quick Facts | MIST Credentials | Proxy Register | Report Links

Scheduled Tests | Fee Waivers | Potential Applicants | Registered Students

2 + New Test

Test Start Date Filter: 8/1/2020 | 7/31/2022 | Grades: [] | Filter | Clear

Export to Excel

Test Date/Time ↑	Access	Type	Grades	Event Code	Walk-In	Standard		Non-Standard		Actions
						Avail	Max	Avail	Max	
9/14/2020 9:00 AM ET	Open	Online	6	WGUGMLN	No	15	18	8	8	[]
9/18/2020 9:00 AM ET	Open	Online	6	93684UZZ	No	18	18	8	8	[]
10/9/2020 9:00 AM ET	Open	Online	6	2AQQQLQ	No	17	18	8	8	[]
10/16/2020 9:00 AM ET	Open	Online	6	UM9ZT3VM	No	17	18	8	8	[]
10/19/2020 9:00 AM ET	Open	Online	6	VURCPXTE	No	18	18	0	0	[]
10/19/2020 2:00 PM ET	Open	Online	6	2JG9PBRC	No	17	18	0	0	[]
10/19/2020										[]

2 CREATE A "NEW TEST"

Once logged in, select "New Test" near the top of the screen.

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02. Create a Test Event

3 "CREATE TEST"

Select "ISEE Online" as the Assessment/Medium. Next, enter the grade(s) to which the student's testing in this event are applying. When selecting grades, keep in mind that all students taking Primary 2, 3, 4, or Lower Level tests should test in separate events. All students taking Middle or Upper Level tests can test in the same event. Refer to the provided Test Levels chart for further guidance. When you have made your selections, click "Next."

Remember, please contact ISEE Operations before attempting to create a virtual test event if your school has not administered ISEE Online previously.

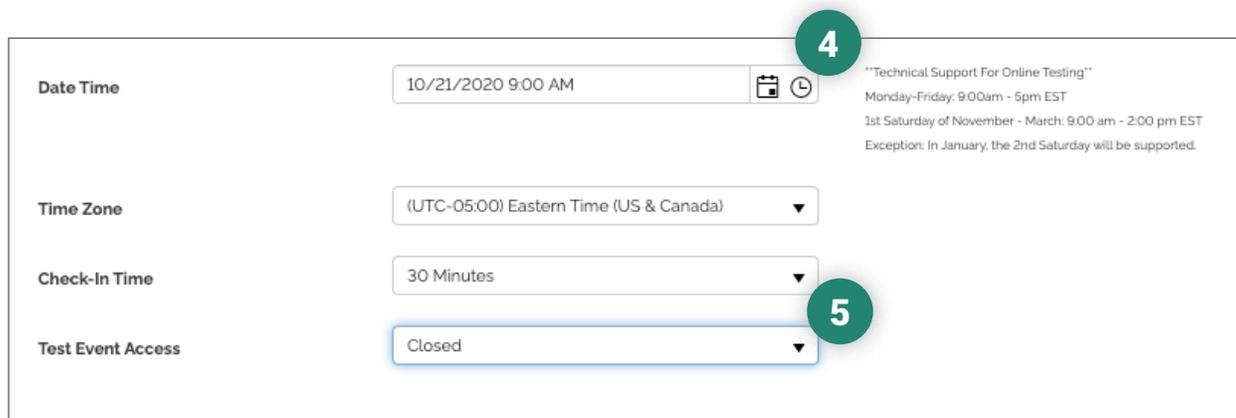
TEST LEVELS

The ISEE has six testing levels based on the grade that a student is entering.

Level	Applying To	Test Event
Primary 2	Grade 2	Separate
Primary 3	Grade 3	Separate
Primary 4	Grade 4	Separate
Lower	Grades 5-6	Separate
Middle	Grades 7-8	Combined
Upper	Grades 9-12	

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02: Create a Test Event



The screenshot shows a form for creating a test event. It includes the following fields:

- Date Time:** 10/21/2020 9:00 AM (with a callout '4' pointing to the date and time input).
- Time Zone:** (UTC-05:00) Eastern Time (US & Canada) (with a dropdown arrow).
- Check-In Time:** 30 Minutes (with a dropdown arrow).
- Test Event Access:** Closed (with a dropdown arrow and a callout '5' pointing to the dropdown menu).

Additional text on the right side of the form reads: "Technical Support For Online Testing" Monday-Friday: 9:00am - 5pm EST, 1st Saturday of November - March: 9:00 am - 2:00 pm EST, Exception: In January, the 2nd Saturday will be supported.

4 SELECT "DATE AND TIME"

Now enter the date and time of the event, time zone, check-in time, and test event access. It is important to note the following:

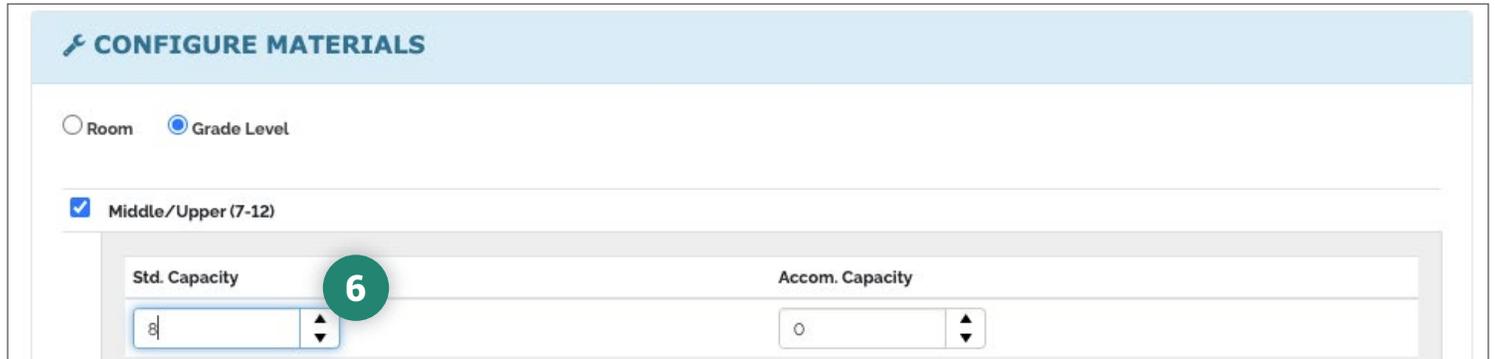
- **If you are holding multiple test events** on the same day, ERB recommends staggering the start times a few minutes apart. For example, start test event 1 at 9:00, test event 2 at 9:02, test event 3 at 9:04, etc. This will help your proctors distinguish which events they are managing and which students they are proctoring. You can assign Proctor A to the event starting at 9:00, Proctor B the event starting at 9:02, and so on.
- **If you are planning to test on the weekend, please note that the ISEE Operations office is only staffed to receive calls on the first Saturday of the month.** They are available weekdays from 9:00am-5:00pm EST. Please call 1 (800) 446-0320 for technical support and assistance with setting up test events, registering students administering the ISEE, and other testing related questions.

5 SET "TEST EVENT ACCESS"

For "Test Event Access," choose "Closed." This will ensure that you are administering the ISEE to only the students you invite to test with your school.

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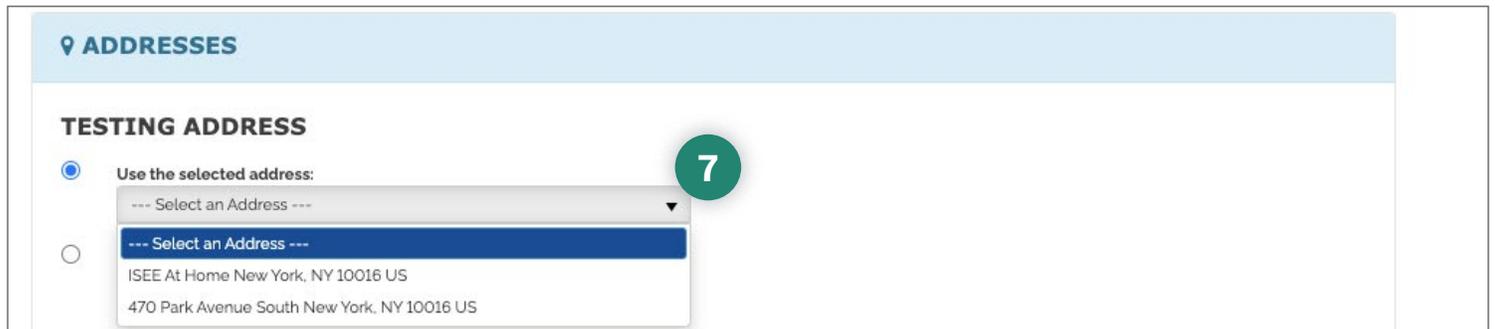
02. Create a Test Event



6 "CONFIGURE MATERIALS"

Select the "Grade Level" option and check the boxes for the testing level(s) in your event. Configure the level(s) with a capacity of **no more than eight students total**. This ensures that the event is manageable for school staff proctoring the ISEE.

Your test event should also include only standard administration seats or only seats for students testing with accommodations. It is recommended that you **do not** combine standard and accommodations testing in the same event.



7 SELECT "TESTING ADDRESS"

Select the "Use the selected address" option and choose "ISEE At Home Your City, State, and Zip Code" from the drop-down menu. The address you see on your screen should include the words "ISEE At Home" followed by your school's mailing city, state, and zip code. Finally, select "Save."

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02. Create a Test Event

HOW TO CREATE A VIRTUAL TEST EVENT

VIEW PROFILE
MEMBER DASHBOARD
MANAGE TESTS
REGISTERED STUDENTS
FEE WAIVERS
MANAGE USERS
ADDRESSES
POTENTIAL APPLICANTS
REPORT LINKS ▾
ORDER QUICK FACTS

EVENT SUMMARY

2020 Fall (August - November)

TUESDAY, NOVEMBER 17, 2020
9:00 AM ET

3rd Grade
ISEE Online Exam

Access: Closed
Event Code: 975TPADT
Pre-Registered Walk-Ins: No

Location Chanticleer Country Day School (999998)
ISEE At Home
<https://www.erblearn.org/remote-testing/isee>
New York, NY 10016
US

8 CONFIRM DETAILS

Once you've saved the event, the ERB Admission Registration System will generate an "Event Summary." Please confirm that the details in this summary are accurate. **If you find any errors, click the blue arrow icon in the upper right-hand corner of the event summary to make edits.**

9 DISTRIBUTE EVENT CODE

If the event summary is correct, send the event code to the families you intend to test during this event. They will use this code when they register for the ISEE. **Be sure to correct any errors in your test event prior to sharing the event code with families.**

VIEW PROFILE
MEMBER DASHBOARD
MANAGE TESTS
REGISTERED STUDENTS
FEE WAIVERS
MANAGE USERS
MANAGE ROOMS
ADDRESSES
POTENTIAL APPLICANTS
REPORT LINKS ▾

EVENT SUMMARY

2020 Fall (August - November)

WEDNESDAY, NOVEMBER 18, 2020
9:00 AM ET

4th Grade, 8th Grade
ISEE Online Exam

Access: Closed
Event Code: X46
Pre-Registered Walk-Ins: No

Location Chanticleer Country Day School (999998)
ISEE At Home
<https://www.erblearn.org/remote-testing/isee>
New York City, NY 10016
US

- Edit Test Date/Time
- Edit Addresses
- Edit Event Details
- View Roster
- View Walk-In Codes
- Print Test Details
- Clone Test
- Cancel Test

10 CLONING AN EVENT

Finally, if you wish to "clone" this test event (say, for another eight students testing at the same ISEE level), you can do this by clicking the blue arrow icon in the upper right-hand corner of the event summary.

That's it. Happy testing!

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