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

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

Create a “NEW TEST”

Once logged in, select “New Test” near the top of the screen.
02. Create a Test Event

“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.

<table>
<thead>
<tr>
<th>Level</th>
<th>Applying To</th>
<th>Test Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary 2</td>
<td>Grade 2</td>
<td>Separate</td>
</tr>
<tr>
<td>Primary 3</td>
<td>Grade 3</td>
<td>Separate</td>
</tr>
<tr>
<td>Primary 4</td>
<td>Grade 4</td>
<td>Separate</td>
</tr>
<tr>
<td>Lower</td>
<td>Grades 5-6</td>
<td>Separate</td>
</tr>
<tr>
<td>Middle</td>
<td>Grades 7-8</td>
<td>Combined</td>
</tr>
<tr>
<td>Upper</td>
<td>Grades 9-12</td>
<td></td>
</tr>
</tbody>
</table>
02: Create a Test Event

### 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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**Date and Time**

*10/21/2020 9:00 AM*

**Time Zone**

*(UTC-05:00) Eastern Time (US & Canada)*

**Check-In Time**

*30 Minutes*

**Test Event Access**

*Closed*
02. Create a Test Event

**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.

**ADDRESSES**

**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

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 DISTRIBUTED 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.

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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