erb | isee

isee online
at-home
Family Guide

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

📱 1 (800) 446-0320

✉️ iseeoperations@erblearn.org

Available 9:00am - 5:00pm EST, Monday-Friday.

ISEE Online At-Home **Family Guide**

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1 (800) 446-0320
iseeoperations@erblearn.org

01. Introduction and Best Practices

This guide includes all of the information families need to support a safe, secure, and fair exam for their student.

⚠ BEST PRACTICES

To ensure a smooth and stable testing experience for your student:

- A few days before your scheduled test date, make sure to carefully read this guide, the *ISEE At-Home Family Guide,* and conduct the practice check-in on the device your student will be taking the ISEE At-Home exam. For more information, please visit **www.erblearn.org/remote-testing/isee**.

- We require that a parent/guardian be onsite while their student is testing. The parent/guardian is required to be with their student at check-in and at the completion/submission of the exam.

- We recommend that one student per household takes the ISEE At-Home during a testing session to ensure the strongest bandwidth.

- We recommend that students **do not** use a work, company, or school device as these often have firewall restrictions that may impede ISEE At-Home testing.

- Keep your student's device plugged into a power source at all times during testing.

- If your student gets disconnected during the exam, please enter the appropriate command below to exit the secure browser testing application. Then, log back into the exam by reopening the testing application on your device.

  Windows: Ctrl + Shift + Q
  Mac: Ctrl + Shift + Q
  iPad: Home button
  Chromebook: Shift + Search + ESC

ERB is not responsible if the student's home internet connection is interrupted during testing.

- Make sure your **iseeonline.erblearn.org** parent account has a mobile phone listed so the proctor can reach you by text or phone call if needed.

REGISTRATION

Families have several registration options to choose from to help ensure that every student can find a test date and time that works for them. No matter how students take the ISEE, the test is the same. For more information, please visit **www.erblearn.org/families/isee-registration.**

02. Exam Description

The ISEE is an admission test for students applying to independent schools. It has the following levels:

- ISEE Primary 2, 3, and 4 for students applying to Grades 2-4.
- Lower Level for students applying to Grades 5 and 6.
- Middle Level for students applying to Grades 7 and 8.
- Upper Level for students applying to Grades 9 through 12.

TEST TIMING

The table provided shows the number of sections, standard timing, and breaks for each level. The testing application will not allow students to leave a test section until the standard time for that section has expired. Students must stay in their seats until the standard time has expired within each test section. Students may use any extra time to review their answers.

> Students who are approved for an Extended or Double Time testing accommodation do not have to wait for the full extended time to elapse before moving on to the next section. They can move ahead to the next section once the **standard timing** has expired. No action is required from proctors for this to happen.

BREAKS

During scheduled breaks, students are encouraged to relax, walk around the room, and eat a snack. To leave the room during a break, students must first raise their hand or use the chat function to ask permission to leave. If a student leaves the testing room without first asking the proctor, they will receive a warning. If this occurs a second time, their test may be canceled. When students are ready to resume testing after a break, they will initiate testing themselves

If a student requires an unscheduled break during a timed portion of the test they need to physically raise their hand, send a chat to the proctor, or click the "raise hand" feature in the testing platform and wait for approval from the proctor to take a break. Students who take a break during a timed portion of the exam are **not** given extra testing time to make up for the break.

> On the Primary 2, 3, and 4 Levels, there is one optional 5-10 minute break for students.

ESSAY SECTION

For applicants to Grades 5-12, students will automatically type the essay. Spell check is an embedded feature for the essay section. There is no essay portion for applicants to Grades 2-4.

standard timing and breaks

LEVEL	SECTION 1	SECTION 2	BREAK*	SECTION 3	TOTAL
Primary 2	7 mins	20 mins	5-10 mins	26 mins	**53 mins**

LEVEL	SECTION 1	BREAK*	SECTION 2	TOTAL
Primary 3	28 mins	5-10 mins	26 mins	**54 mins**
Primary 4	30 mins	5-10 mins	30 mins	**1 hr**

LEVEL	SECTION 1	SECTION 2	BREAK	SECTION 3	SECTION 4	BREAK	SECTION 5	TOTAL
Lower	20 mins	35 mins	5-10 mins	25 mins	30 mins	5-10 mins	30 mins	**2 hrs, 20 mins**
Middle	20 mins	35 mins	5-10 mins	35 mins	40 mins	5-10 mins	30 mins	**2 hrs, 40 mins**
Upper	20 mins	35 mins	5-10 mins	35 mins	40 mins	5-10 mins	30 mins	**2 hrs, 40 mins**

*Primary Level student breaks are optional.

03. Guidelines for Testing

TESTING MATERIALS

Do not bring any personal items or materials besides the required materials listed in the tables below. Use of prohibited materials or objects (including cell phones, unless approved to use due to a medical diagnosis or used as a second device for a video feed) may result in invalidation of a student's scores.

Session Number

You will need a Session Number to check into your test. Session Numbers may be delivered in different ways depending on the type of administration for which you registered. Check your Verification Letter or your **iseeonline.erblearn.org** account to confirm if your test is ERB-Administered or School-Administered.

ERB-Administered

If you registered for an ERB-administered exam, you can find your Session Number in your Verification Letter or in your account online at **iseeonline.erblearn.org.**

School-Administered

If you registered for a school-administered exam, you will receive your Session Number one of two ways—either in your Verification Letter or sent to you via a separate email or text message (depending on your communication preferences).

If you did not receive a Session Number in your Verification Letter please be on the lookout for this Session Number in a separate email or text no more than 24 hours prior to your test date. The sender's email address or phone number may not be familiar but it will likely come from someone at the school that is proctoring your test. You may need to check SPAM folders to locate it.

If it is less than one hour before your exam is scheduled to begin, you have checked your SPAM folders, and you still do not see your Session Number please contact the school administering your exam for assistance.

✓ WHAT TO BRING
PLEASE BE SURE TO HAVE ALL REQUIRED MATERIALS READILY AVAILABLE FOR TESTING.

Required for All Students:
- Verification Letter with ISEE ID and last name.
- Approved form of student identification.
- Testing Session Number.

Required for Primary 2, 3, 4, and Any Students Approved for the "Reader" (Audio) or "Speech to Text for Essay" Accommodation:
- Speakers or headphones that are wired and plugged into the student's testing device. Bluetooth headphones are not permitted.

Optional:
- Up to four (4) pieces of blank scratch paper.
- Two pens (erasable pens are permitted) and/or two pencils.
- Headphones (must be wired) or speakers are optional for students taking the Lower, Middle, or Upper Level.

⊘ WHAT NOT TO BRING
STUDENTS MAY NOT HAVE PERSONAL ITEMS OF ANY KIND OUT DURING TESTING.

- Books, dictionaries, or thesauruses.
- Calculators (unless approved in advance by ERB as a testing accommodation), compasses, or rulers.
- Cell phones (unless approved to use due to a medical diagnosis), bluetooth headphones, smart watches, electronic games, or any other similar electronic device (unless a second device is needed for a video feed).
- Other materials that may provide assistance to students answering test questions.

03. Guidelines for Testing

TESTING MATERIALS CONTINUED

Verification Letter

You must have a printed or digital copy (available on a device other than your testing device) of your ISEE Verification Letter. Students will need to enter their ISEE ID and Last Name as it appears in their Verification Letter to check-in to their exam.

You may also be asked to present your **ISEE Verification Letter** during the check-in process. This is common in situations where the first name that your student registered with does not match the first name on their identification card.

ISEE Verification Letters are emailed to the parent/guardian who registered their student for the exam and can also be found in your parent account at **iseeonline.erblearn.org**.

> If you are unable to locate your Verification Letter or there is incorrect information on your letter, please call the ISEE Operations Office at 1 (800) 446-0320 or 1 (919) 956-8524.

Headphones or Speakers

Headphones or speakers are **required** for students taking the ISEE Primary 2, 3, or 4 as audio recordings of instructions are automatically played as students navigate to each instruction page and for students formally approved for the "Reader" (Audio) or "Speech to Text for Essay" testing accommodation. For these students, bluetooth headphones are not permitted; standard, wired headphones connected to a headphone jack must be used. Headphones or speakers are **optional** for students taking the Lower, Middle, or Upper Level.

Student Identification

To check into their test, students must verify their identities with an approved form of ID (identification with a photo is recommended). Proctors will review and approve your student's ID during the check-in process.

ACCEPTED FORMS OF STUDENT IDENTIFICATION	
Preferred Forms (with Photo) • School ID • Passport or Green Card • Driver's license or learner's permit • State-issued ID	**Other Forms** • Library card • Birth certificate • Social security card • School report card • Department of Defense Dependent ID • Student Public Transit Bus Pass

If a student's identity is in question before, during, or after the exam, ERB will not release test scores and reserves the right to investigate the matter at the expense of the family. In addition, ERB may, at its discretion, disclose the results of any such investigation to the schools to which the test results were to be sent and to all appropriate government regulators.

03. Guidelines for Testing

TESTING RULES AND PROCEDURES

Parent/Guardian Supervision

We require that a parent/guardian be onsite while their student is testing. The parent/guardian is required to be with their student at check-in and at the completion/submission of the exam.

Student Conduct

The following items and conduct are prohibited during the ISEE exam administration: recording, copying, reproducing, disclosing, publishing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose; outside input, including communication with others during the test; use of prohibited materials or objects, including cell phones (unless approved to use due to a medical diagnosis) and other technological devices (unless used as a second device for a video feed), paper (except for blank scratch paper or if explicitly approved by ERB), cameras, weapons, etc.; any abusive, confrontational, disruptive, harassing, illegal, immoral, indecent, obscene, threatening, and/or unruly behaviors or acts.

Exam Termination

For minor rule violations during testing, a "three strikes" policy is in effect. If a test-taker fails to adhere to the ISEE exam rules and procedures, the test-taker will receive a warning related to that rule or procedure. If the test-taker fails again to adhere to that ISEE exam rule or procedure, or any other ISEE exam rule or procedure, the test-taker will receive a second warning. If a test-taker fails to adhere to any ISEE exam rule or procedure again, marking it the third violation, that test-taker will not be allowed to continue to take the ISEE exam. After the "third strike," the test-taker's exam session will be terminated.

If a test taker commits an egregious act during the session (i.e., is abusive to the proctor, behaves in an obscene or indecent manner, attempts to copy test content, etc.), the proctor reserves the right to terminate the exam without warning and discontinue testing.

Once a test is terminated due to improper conduct or rule violations, the test will either not be scored or those scores will be canceled. This outcome will be clearly communicated to all stakeholders, including the test-taker, parents/guardians, schools, members, service providers, proctors, and others as stated in ERB's terms, policies, guides, and procedures.

To review the complete ISEE Testing Rules and Procedures see **Appendix A: Student Consent Form**.

SECURITY

The validity of the ISEE depends on uniform, fair administration procedures for all students and on maintenance of test security. In cases where there is clear evidence of communication with others during the test, use of prohibited materials or objects (including cell phones, unless approved to use due to a medical diagnosis or used as a second device for a video feed), testing irregularities, or disruptive behavior of any kind, a student's scores will be invalidated.

GETTING MENTALLY PREPARED

The ISEE measures what students know and are able to do. It is a reflection of their academic preparation in school, as well as their learning outside of the classroom. Frantic, last-minute "cramming" for the test is not helpful. Better forms of preparation include:

• Familiarizing oneself with test sections, number of questions, timing, and question formats.

• Taking a practice test or answering sample questions.

• Practicing academic areas that may be a particular weakness.

• Getting a good night of sleep and eating a healthy meal prior to testing.

On test day, students should read or, for Primary Level testers, listen very carefully to the test instructions. They should keep in mind that no one is expected to answer every question correctly, and students' test performance is compared only to the performance of students at their grade level.

For more assistance with ISEE preparation, please visit **www.erblearn.org/families/isee-preparation**.

04. Testing Device Setup

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minimum system requirements for families

	Mac	PC	iPad	Chromebook
Operating System/ Hardware	• Mac OS Sierra 10.13 and higher • Screen resolution of at least 1024 x 768 • The "Speech to Text for Essay" accommodation requires Mac OS 11.4 or higher and **you must enable dictation or Siri on your device**.	• Windows 10 and higher • Screen resolution of at least 1024 x 768	• iOS 14 and higher • iPad 5th generation or newer, iPad Air 2 or newer, iPad Pro	• The latest stable Chrome OS release • A device that supports Android Apps.*
Software	• Google Chrome (the current version or one previous), Safari 12+, or Microsoft Edge/Chromium (the current version or one previous version). • The most recent version of the testing application	• Google Chrome or Microsoft Edge/Chromium (the current version or one previous version). • The most recent version of the testing application	• The most recent version of the ISEE by ERB App available in the App Store.	• The most recent version of the ISEE by ERB App available in the Google Play Store.
Internet	• 0.5 mbps or greater	• 0.5 mbps or greater	• 0.5 mbps or greater	• 0.5 mbps or greater
Audio and Video	• Built-in or separate camera and microphone • Headphones or speakers for Primary 2, 3, or 4. • Headphones or speakers for any student approved for the "Reader" (Audio) or "Speech to Text for Essay" testing accommodation.	• Built-in or separate camera and microphone • Headphones or speakers for Primary 2, 3, or 4. • Headphones or speakers for any student approved for the "Reader" (Audio) or "Speech to Text for Essay" testing accommodation.	• Built-in or separate camera and microphone • Rotation Lock set to "Off" • Headphones or speakers for Primary 2, 3, or 4. • Headphones or speakers for any student approved for the "Reader" (Audio) or "Speech to Text for Essay" testing accommodation.	• Built-in or separate camera and microphone • Headphones or speakers for Primary 2, 3, or 4. • Headphones or speakers for any student approved for the "Reader" (Audio) testing accommodation. • "Speech to Text for Essay"accommodation is not available on Chromebooks at this time.
Power Source	• A direct connection to a power source throughout testing	• A direct connection to a power source throughout testing	• A direct connection to a power source throughout testing	• A direct connection to a power source throughout testing

*Unless otherwise specified by your device, all Chromebooks that launched in or after 2019 will support ISEE Online testing. Some—but not all—Chromebooks launched before 2019 will also support testing. If you do not see the testing app available in the Google Play Store your device may not support testing. To confirm that your pre-2019 device supports testing, please go **here**. Devices listed as having a "stable channel" will support testing. Devices listed as "planned" do not yet support testing.

04. Testing Device Setup

SYSTEM REQUIREMENT DETAILS

Confirm that the device your student will use for testing meets the minimum system requirements below. Students may test on most Mac or PC computers, iPads, or Chromebooks.

> We recommend that students **do not** use a work, company, or school device as these often have firewall restrictions that may impede ISEE At-Home testing.

Internet Connection Speed

Families should have an internet connection speed of 0.5 mbps or greater. To increase signal strength, students should position their device close to their wifi router or use an Ethernet cable to connect to it directly. For the best experience, families should make sure other household members are not using the internet for things like streaming videos, music, or games during the test.

> ERB is not responsible if your home internet connection is interrupted during testing.

Audio and Video

Your testing device needs a built-in or separate camera and microphone to allow the proctor to monitor your student during the test. The proctor is the only person that can see and hear your student—other students taking the test cannot see or hear your student. Similarly, your student cannot see or hear the proctor or other students taking the test. Headphones or speakers are required for students taking the ISEE Primary 2, 3, or 4 and for any students formally approved for the "Reader" (Audio) or "Speech to Text for Essay" testing accommodation.

> Since students cannot see or hear the proctor, the proctor will communicate with students during the test by typing messages to them using a built-in chat feature.

If your primary testing device does not have functioning audio and video capabilities, you may utilize a secondary mobile device (like a cell phone) to provide your student's audio and video feed during testing. For this option, you will need to download an additional app onto a secondary mobile device. See the **Special Instructions for Devices Without Webcams** section of this guide for further instructions.

Internet Browsers for Computers

If testing on a computer, you must have one of the supported Internet browsers installed. If needed, use the links provided to download a supported browser.

Browsers for Macs
- Microsoft Edge*; **microsoft.com/en-us/edge**
- Google Chrome*; **google.com/chrome**
- Safari; **support.apple.com/downloads/safari**

Browsers for PCs
- Google Chrome*; **google.com/chrome**
- Microsoft Edge*; **microsoft.com/en-us/edge**

*Edge and Chrome support is limited to the current version plus one previous version due to forced automatic updates.

iPad Rotation Lock

If testing on an iPad, the "Rotation Lock" setting must be "Off" in order to display the correct camera view to the Proctor. On most iPads, swipe down from the top-right corner of your screen to open Control Center. Then tap the Rotation Lock button to make sure it's off.

04. Testing Device Setup

The Secure Browser is a locked down version of an internet browser that does not allow access to any other applications. If you are installing the Secure Browser for all users, drag the Secure Browser to your applications folder. If you are not logged in as an administrator, you will need to authenticate using an administrator's username and password. You may need to get this information from your Macintosh computer administrator.

1. Click the "Download" button.
2. Your web browser will download the file to the default location (usually the desktop).
3. If your computer does not automatically unzip the file, double click the downloaded file to decompress the Secure Browser.
4. You may launch the file from the desktop.

1

DOWNLOAD

1 **DOWNLOAD THE TESTING APPLICATION**

ISEE Online At-Home is delivered through a secure application developed for ERB by Internet Testing Systems (ITS), the company that also delivers and reports scores for ERB's Comprehensive Testing Program (CTP). This application is a "locked-down" version of an internet browser that prohibits access to other apps during testing. Download this testing application onto your chosen testing device from **iseedownload.erblearn.org**. You will use this app to access the exam and complete the device setup process.

04. Testing Device Setup

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I'm at a school or office.

Start here if you are taking a test in person in a school or other testing office.

start test

I'm at my home.

Start here if you are taking a test remotely in your home or other chosen remote testing location.

start test

2

practice check-in

2 CONDUCT A PRACTICE CHECK-IN

Conduct a practice check-in **at least three days before your scheduled test event**. This will confirm that your device meets the minimum requirements for testing as well as offer an opportunity for you and your student to practice checking into the test and using the test application.

Before starting the practice check-in, please make sure that you have all the materials required for testing that are listed in the **Guidelines for Testing** section of this guide. You will need these to complete the process. We recommend completing this practice check-in with your student.

Start a Practice Check-In

To start a practice session, open the testing app you downloaded and click **Practice Check-In**.

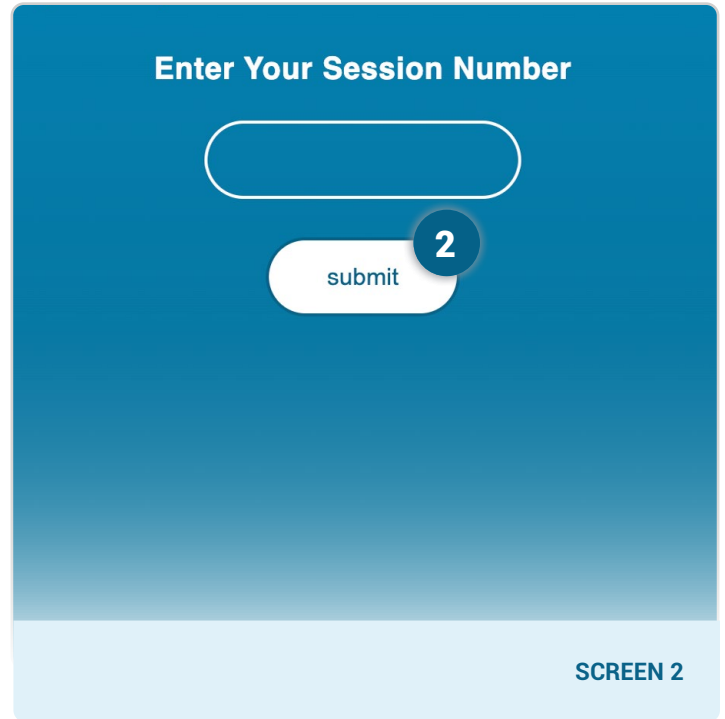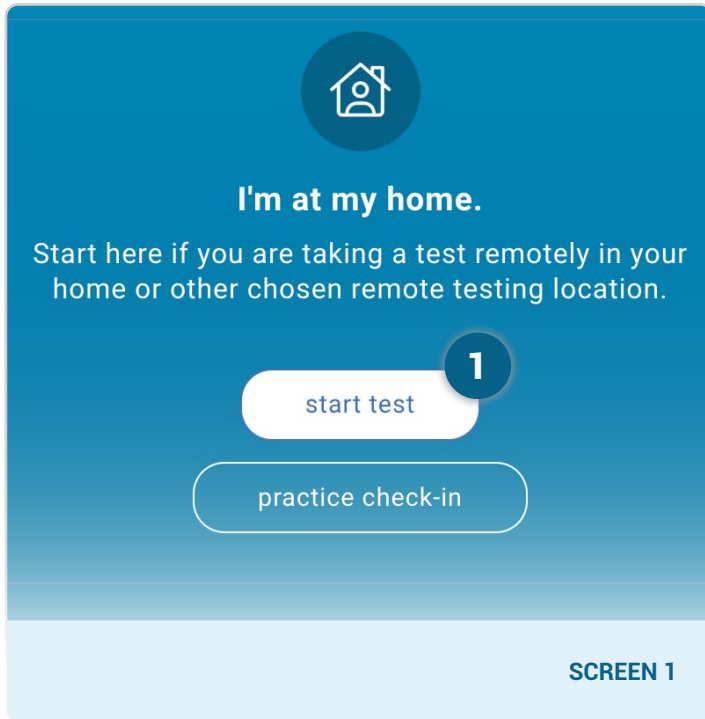### Enter Student Details

Enter your student's ISEE ID and Last Name. You can find these details in your Verification Letter or in your account at **iseeonline. erblearn.org**. Follow the on screen prompts to complete the practice check-in process. When you're finished, you can close the application.

If the practice check-in system cannot access either your camera or microphone, you may utilize a secondary mobile device to provide your audio and video feed during testing. See **Special Instructions for Devices Without Webcams** for further instructions.

05. Test Day

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I'm at my home.

Start here if you are taking a test remotely in your home or other chosen remote testing location.

1

start test

practice check-in

SCREEN 1

Enter Your Session Number

2

submit

SCREEN 2

CHECK-IN PROCESS ON TEST DAY

Parents and guardians are required to help students log-in to the ISEE At Home testing platform and check in. We recommend that you begin the check-in process no earlier than 15 minutes prior to your scheduled test start time. Once the test has begun, a parent or guardian must be present in a separate area of the testing location.

1 Open the Testing Application

Open the testing application and click **Start Test** under "I'm at my home."

If you have not yet downloaded the testing application you will need to do so at this time. Please go to **iseedownload.erblearn.org** and reference the instructions in the **Testing Device Setup** section of this guide for instructions on how to download the application.

2 Enter Your Session Number

On the next screen, enter your Session Number and click **Submit**. This Session Number can only be used on the day your student is registered to test.

For more information about Session Numbers, please refer to the **Guidelines for Testing** section of this guide.

1 (800) 446-0320
iseeoperations@erblearn.org

05. Test Day

Enter Your Student Information

ISEE ID

Last Name

3

submit

SCREEN 3

This examination is confidential and proprietary. It is made available to your student solely fo assessing their proficiency level in the skills measured by the Independent School Entrance of the ISEE exam depends on uniform, fair administration procedures for all students and on security.

The following items and conduct are prohibited during the ISEE exam administration:

- recording, copying, reproducing, disclosing, publishing, or transmitting this examination, any form or by any means, verbal or written, electronic or mechanical, for any purpose;
- outside input, including communication with others during the test;
- use of prohibited materials or objects [including cell phones (unless approved to use due diagnosis) and other technological devices (unless used as a second device for a video for blank scratch paper or if explicitly approved by ERB), cameras, weapons, etc.];
- any abusive, confrontational, disruptive, harassing, illegal, immoral, indecent, obscene, unruly behaviors or acts.

At the conclusion of the exam, you must destroy any scratch paper your student used when

Misconduct: In the event ERB determines in its sole discretion that a test taker has engage actions described above, or there is clear evidence that a test taker violated these terms and entitled to cancel that test-taker's score, choose not to score that test taker's exam, or ban th ERB exams in the future. ERB is also entitled to share information with other parties related indicated below.

ERB Disclosures to Third Parties: ERB may share the results of investigations into a testin without limitation: those relating to any misconduct, prohibited acts, behaviors, test irregulari

✔ I have read and agree to the terms outlined above.

4

next

SCREEN 4

---

3 **Enter Your Student's ISEE ID and Last Name**

On the following screen, enter your student's ISEE ID and Last Name as it appears on the Verification Letter you received after registration. If needed, you can obtain a copy of your Verification Letter by logging in to your parent account at **iseeonline.erblearn.org.**

4 **Agree to the Student Consent Form**

On the next screen, the parent/guardian and student must read the student consent form and click the check box stating that you agree to the terms. Click **Next** when you're ready to proceed.

Video Recordings

By taking this exam you consent to have your student recorded by video to ensure there is a record for investigating any potential test security violations or test administration irregularities. ERB and its service provider generally will only retain video recordings for the period for which it is needed for test security and test administration verification, which is usually 72 hours. However, video recordings will be retained longer in the event of a test related investigation, legal action, or valid government request.

To review the complete ISEE Testing Rules and Procedures see **Appendix A: Student Consent Form**.

05. Test Day

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Configure Devices

✓ The System Check has completed successfully! Click **Next** to continue.

Speakers ✓

🔊

| System Default | ⌄ |

(check speaker)

Microphone ✓

🎤

| Default - External Microphone (| ⌄ |

▪▪▪▪▪▪▪▪▪▪

Speak into the microphone to verify the microphone is setup correctly and is not muted.

Camera ✓

| LG UltraFine Display Camera ((| ⌄ |

(back)   (next) **5**

SCREEN 5

---

5 **Configure Devices**

The system will check your device's speaker, microphone, and camera. You may need to initiate the check of each component. Please follow all instructions on-screen and click **Next** when you're ready to proceed.

If the system detects more than one camera or audio device, your student will be required to select the correct one from a drop-down menu. Ensure that the correct camera is selected and that their image appears in the video area. If an incorrect camera is selected, the system check will pass but the image will be black.

If the system cannot access either your camera or microphone, you may utilize a secondary mobile device to provide your audio and video feed during testing. See Special Instructions for Devices Without Webcams for further instructions.
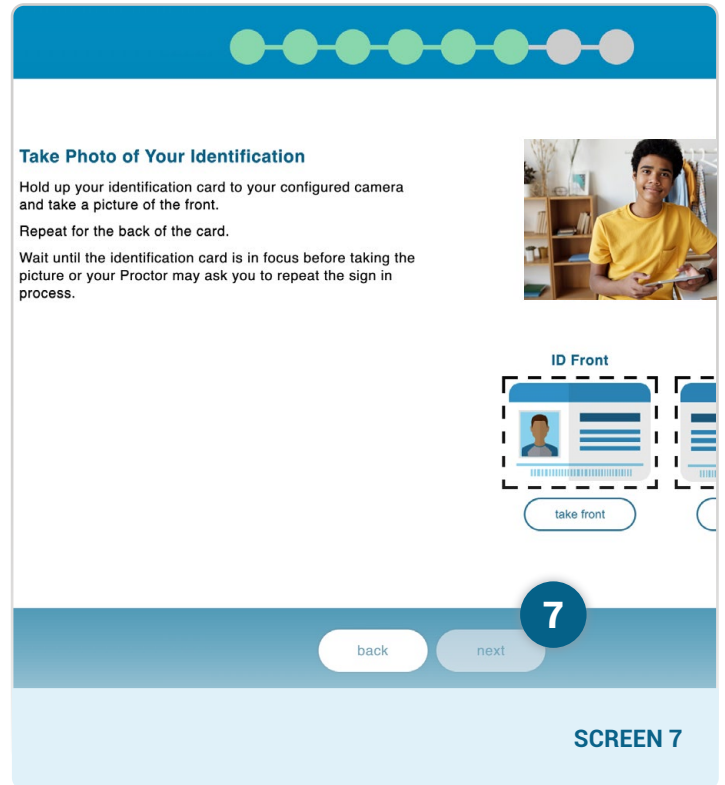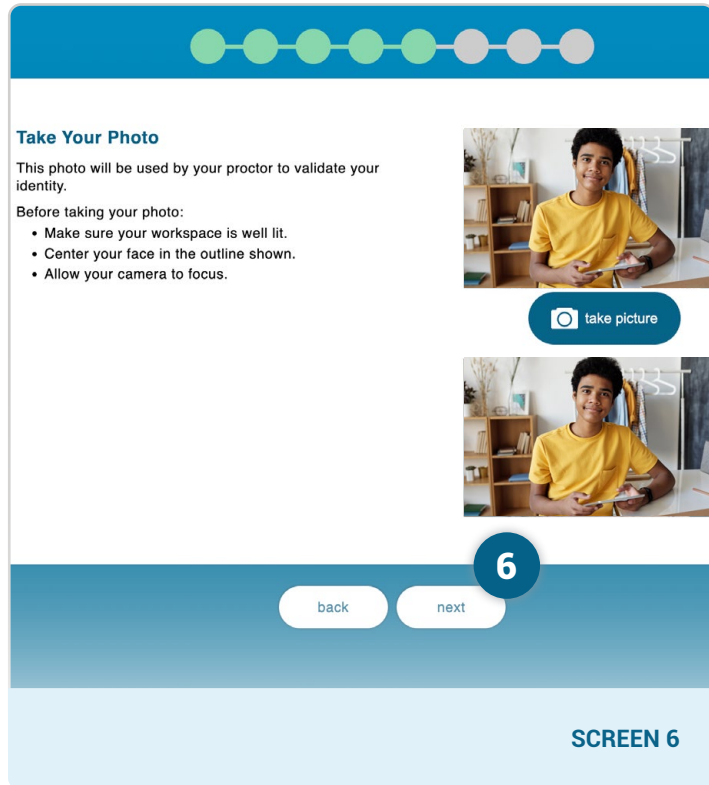
SCREEN 6

SCREEN 7

6 Take a Photo of the Student

In this step, your student will be prompted to take a photo of themselves using the guide on the screen and the **Take Picture** button. Please make sure to check that the image clearly shows your student's face and is not blurry. If the proctor deems the photo to be unacceptable, your student will be required to redo all of the check-in steps.

7 Take a Photo of the Student's Identification

In this step, you will take a photo of both the front and back of your student's ID. Please position your student's ID carefully using the guides on-screen and click the **Take Front** and **Take Back** buttons.

If the proctor deems the photo of the ID to be unacceptable, the student must restart the check in process. If you wish to retake the photo, you can do so (without restarting) as part of the check-in process.

> You may be asked to present your **ISEE Verification Letter** if the first name that your student registered with does not match the first name on their identification card. The proctor will inform you if this step is necessary.
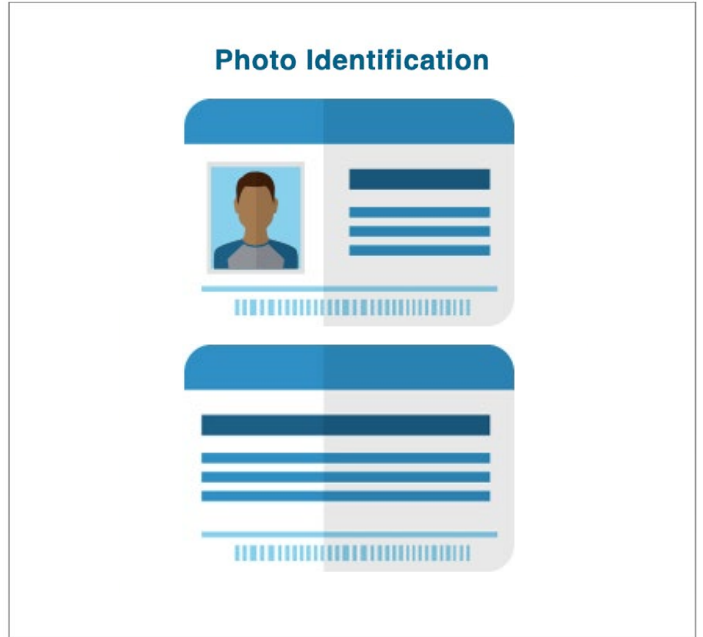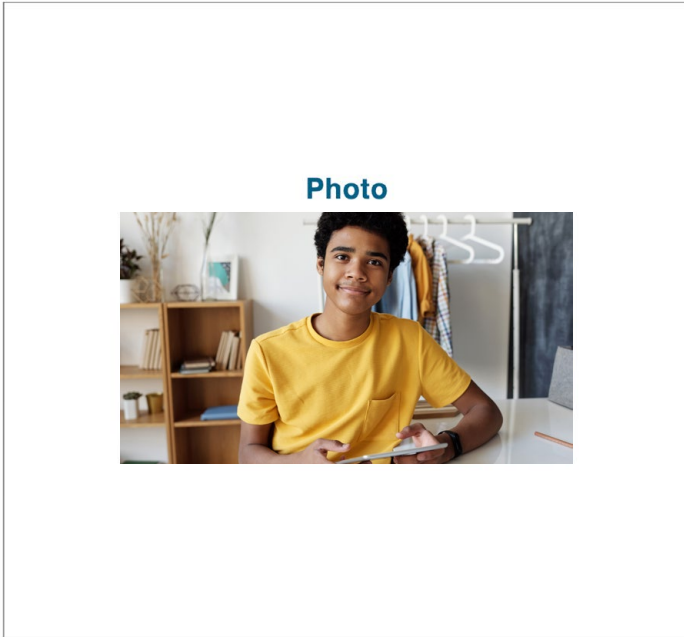
05. Test Day

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Verify Your Information

Confirm the below information is correct. Click **NEXT** to submit your request and begin the remote proctoring session.

You will not be able to return to this page.

Sample Student

Photo

Photo Identification

back   next   **8**

---

8 **Verify Your Information**

You will have a chance to review your student's information and that their images are clear and acceptable. If all of the information is correct, click **Next**.

Wait for Proctor Approval

The proctor will review and validate your student's information. If there are any issues with your student's photo or ID, the proctor may instruct you to redo portions of the check-in process.

You could also be asked to hold a copy of your **ISEE Verification Letter** up to the camera for the proctor to further verify your student's identity. This is common in situations where the first name that your student registered with does not match the first name on their identification card.

Once the proctor approves your student, your student will enter the testing environment and start their ISEE Online At-Home test.

| After your student is approved to start testing, parents and guardians should leave the testing area.

---

05. Test Day

10

If you cannot see the complete text on your computer screen, use the scroll bar on the right of your computer screen to move up and down, or use the scroll bar at the bottom of your computer screen to move from left to right.

Click the magnifying glass with the plus sign to zoom in (make the text bigger).

Click the magnifying glass with the minus sign to zoom out (make the text smaller).

You may take notes during the test. Click the notepad to enter notes for each passage and question.

For multiple-choice questions, you can cross out or eliminate some answer choices by clicking the strikethrough tool. Click the strikethrough tool and then click the answer you want to cross out or eliminate.

Click the flag if you do not know the answer to a question or are unsure of the answer you have chosen. This will make it easier for you to return to those questions before finishing your test. You do not have to answer a question before moving to the next question.

Highlight Text   To highlight text, click and drag the cursor across a word or words that you would like highlighted. To remove a highlight, click anywhere in the highlighted area to instantly remove it.

Split Screen: Some of the screens in this test are split into two screens, with a text appearing in the left screen and an item appearing in the right screen. There is a scroll bar on the right side of the left screen that you can move up or down to see all of the text. To expand the text to one full screen, click the gray tab at the top right of the left screen.

The **Previous** button will allow you to return to the previous screen. Click the **Review** button to view a list of all unanswered, answered, and flagged items. When you have completed the test, click **Finish**. If you click **Finish**, you can still return to the test by clicking **Return to Test**. To begin, click **Next** above.

TAKING THE TEST

10 **Navigating the ISEE Online At-Home Testing Application**

Once students are checked in, they are given instructions on how to navigate through the test and use the tools available to them. A screenshot of these instructions is provided above. For Primary Level testers, these instructions are broken out over multiple screens.

Throughout the test, students read or listen to the instructions themselves. Recorded instructions are only available for Primary Levels. The proctor does not read testing instructions aloud, nor do proctors prompt students to move through the instructions or sample question pages.

Students will see sample questions before they begin their test. This is helpful for giving students a chance to see the format of each question before they take the actual test.

11 Using Review Screens

At the end of each test section, your student will see a review screen that allows them to review any questions they flagged or skipped during testing. Students can use the links on screen to navigate back to these questions, or click **Finish** to submit their responses.

> The standard time for a section must elapse before your student can complete the section and proceed to the next section or break. Students who finish a section early should check their work and make any necessary adjustments, or sit patiently until time expires.

12 Timing

The testing application keeps time and notifies students of breaks. At all times, students can see how much time is left in their section, and they will receive a notification when there are 10 minutes left in each test section.

Time must elapse in each section before students can proceed to the next section or break. Students who finish a section early should check their work and make any necessary adjustments, or sit patiently until time expires. For more information about test timing, please see the *Exam Description* section of this guide.

> Students who were approved for an Extended or Double Time testing accommodation do not have to wait for the full extended time to elapse before moving on to the next section. They can move ahead to the next section once the **standard timing** has expired. No action is required from the proctor for this to happen. Please see the *Exam Description* section of this guide for more details about timing.

05. Test Day

PREPARING FOR WHAT CAN GO WRONG

With the ISEE At Home testing application, much of the test standardization is maintained by the application, but there is one unpredictable factor—the student's home environment. It is important that your student is prepared with how to respond to what can go wrong at home.

Loss of Student's Internet Connection

ERB recommends limiting Internet use by other devices or members of your household while your student is testing to preserve bandwidth and to prevent disruptions.

Should your student lose their Internet connection during testing and be disconnected from the test, they should wait a moment and log back in once their connection is restored. If able to do so, their test will resume from the point of disruption. A family member may assist with regaining the Internet connection and logging back into the test, however, they will once again need to leave the testing area once the student is successfully checked-in.

If your student's connection does not come back, the following may help restore the connection:

- Turning your device's WiFi off for a moment, and then back on.
- Enter the appropriate command below to exit the secure browser testing application. Then, log back into the exam by reopening the testing application on your device.

  Windows: Ctrl + Shift + Q
  Mac: Ctrl + Shift + Q
  iPad: Home button
  Chromebook: Shift + Search + ESC

- Restarting your device.
- Resetting your modem/router (unplug for 10 seconds, then plug back in).

If you are not able to restore your connection or are disconnected more than two times, do not attempt to log back into your test session. Please contact ISEE Operations at 1 (800) 446-0320 to cancel your test and reschedule for another date.

> ERB is not responsible if your home internet connection is interrupted during testing.

Requesting Help or a Break

Students have multiple ways they can request help or a break:

- Speak out loud
- Click the raise hand icon on the right-hand side of their screen
- Chat with their proctor using the chat icon on the right-hand side of their screen
- Physically raise their hand until spotted by the proctor

ERB recommends using the first three methods, which actively notify the proctor that their attention is requested. If a student raises their hand, they will have to wait until the proctor sees them for assistance. **While the proctor can hear the student, the student cannot hear the proctor, so please inform your student that the proctor will be communicating their response using the testing application's chat feature**.

> If your student is taking a Primary 2, 3, or 4 test and is not able to read or type effectively in chat, they may ask for an adult's assistance in communicating with the proctor. At no time should a parent or guardian assist the student in answering any of the test questions.

If Your Student Becomes Ill During Testing

If your student becomes ill during the test, they can ask their proctor to pause their test while they recover. If the student is able to return to the test, they should ask their proctor to unpause their test so they can resume testing. If they must discontinue testing, they should end their test and the family should contact the ISEE Operations Office at 1 (800) 466-0320 to reschedule their test for a later date.

erb | **isee**

Submit ①

Congratulations! You've just completed the ISEE exam.

Please ask your parent or guardian to join you in the room where you are taking the exam.

Before you finish, **destroy and throw away** your scratch paper by tearing it up into small pieces or shredding it if you have a shredder at home.

Please remember you agreed to follow the test security procedures explained at the start of the exam, that you would not use any prohibited materials to assist with taking the exam, and that you would not share any of the exam questions or answers.

When you are ready, click the "Submit" button.

Best wishes for a successful academic year!

AT THE END OF THE TEST

When the test is complete, students are instructed to ask a parent or guardian to join them in the testing area. Your student will be instructed to destroy and throw away their scratch paper by tearing it up into small pieces or shredding it if you have a shredder at home.

We also remind you and your student that you agreed to follow the test security procedures explained at the start of the exam, that you would not use any prohibited materials to assist with taking the exam, and that you would not share any of the exam questions or answers.

① Submitting Your Test

The final step is to click **Submit**. You will receive an email in about 3-5 days when your scores have been uploaded to your parent account online at **iseeonline.erblearn.org**.

07. Special Instructions for Devices Without Webcams

USING REMOTE PROCTOR CONNECT

If the testing application's device configuration check cannot access either your camera or microphone, you will receive an alert message during the check-in process. In this scenario, you may utilize a secondary mobile device to provide your audio and video feed during testing. For this option, you will need to download an additional application, called *Remote Proctor Connect*, onto a secondary mobile device.

1 **Download the Remote Proctor Connect App**

Download the **Remote Proctor Connect app** from the Apple App Store or Google Play Store onto the mobile device you will use as your secondary camera or microphone. You may use any iOS or Android phone or tablet.

> **IMPORTANT** When you install the Remote Proctor Connect app, make sure you allow the application to access your mobile device's camera and microphone.

2 **Connect a Mobile Device**

Once you've downloaded the app, click the "Connect a mobile device" link in the error message at the top of your primary testing device's screen.

3 **Launch the App**

Open the Remote Proctor Connect app on your secondary mobile device. Once the app has been launched the candidate will navigate through the following steps:

Candidate Confirmation Page

Power Check
The device must have at least 75% power, otherwise the candidate must connect their device to a power source before they can proceed.

Camera Selection
Choose to use either the front or back camera.

Device Lockdown
The app will lock down the device so other apps cannot be used.

Streaming Page

The candidate will be presented with a message letting them know they are now being monitored and the device will display the user's stream so they can easily position the camera.

07. Special Instructions for Devices Without Webcams
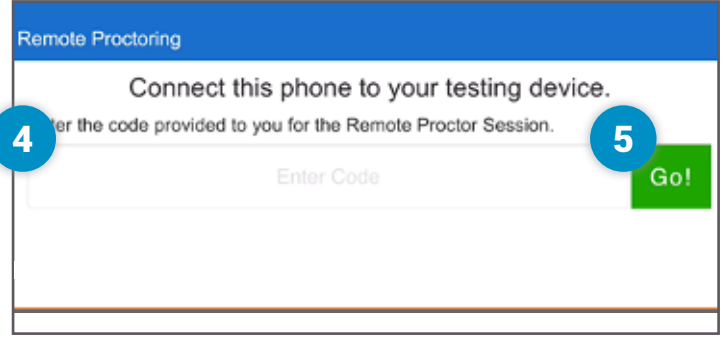
USING REMOTE PROCTOR CONNECT

CONTINUED

4 Enter Mobile Session Number

After you click the "Connect mobile device" link on your primary testing device, you should see a Mobile Session Number displayed on the screen. Enter this number into the app on your secondary device to link it to your testing session.

Note that this is **not** the same as the testing Session Number provided by your testing proctor.

5 Click 'Go!'

Click 'Go!' on your secondary device and wait for the app to check your connection. Once your microphone and camera are set, you may click "Start" to continue through the check-in process to capture your student's photo and student identification in order to be approved for testing.

After your secondary device is connected, you may need to press various buttons to initiate the check of each additional component as you continue through the system check. Please follow all instructions on-screen.

HELPFUL HINT

Make sure your secondary mobile device is plugged into a power source and is fully charged. If your student is unable to successfully connect their secondary device to their test session, they should contact ISEE Operations to reschedule at **1 (800) 446-0320 or 1 (646) 503-2691, or email iseeoperations@erblearn.org** if the office is closed.

08. Testing Accommodations

AVAILABLE ACCOMMODATIONS

ERB makes every effort to provide reasonable testing accommodations for eligible students taking the ISEE. Students requesting accommodations will apply online in advance of testing and submit the required paperwork to ERB for review and approval.

Extended Time (1.5x)

Students that qualify for "Extended Time" receive 50% more time for each test section (i.e., time and a half). For example, a 30-minute test section would be extended to 45 minutes for a student approved for Extended Time.

> Students who finish a section before Extended Time has expired can move ahead to the next section as long as the standard timing has expired. No action is required from proctors for this to happen—the testing app will simply let students submit their responses for the section and move on once standard time has expired. Please refer to the **Exam Description** section of this guide for standard section timings.

Double Time (2x)

Students that qualify for "Double Time" receive 100% more time for each test section (i.e., double time). For example, a 30-minute test section would be extended to 60 minutes for a student approved for Double Time.

> Students who finish a section before Double Time has expired can move ahead to the next section as long as the standard timing has expired. No action is required from proctors for this to happen—the testing app will simply let students submit their responses for the section and move on once standard time has expired. Please refer to the **Exam Description** section of this guide for standard section timings.

Calculator (Provided by Family)

For students approved by ERB for a calculator accommodation prior to testing, only four-function (not scientific) calculators are allowed and devices must be provided by families. These calculators may also contain square root, percent, MRC (memory recall), M- (memory minus), and M+ (memory plus) buttons. ERB does not provide calculators for testing.

EXTENDED TIME LOWER, MIDDLE, AND UPPER LEVELS

Test Section	Extended Time (Min)	Double Time (Min)
Verbal Reasoning		
All Levels	30	40
Quantitative Reasoning		
All Levels	52.5	70
Reading Comprehension		
Lower	37.5	50
Middle/Upper	52.5	70
Mathematics Achievement		
Lower	45	60
Middle/Upper	60	80
Essay		
All Levels	45	60

Total Time	Extended Time	Double Time
Lower	3 hrs, 30 mins	4 hrs, 40 mins
Middle /Upper	4 hrs	5 hrs, 20 mins

EXTENDED TIME PRIMARY LEVELS

Test Section	Extended Time (Min)	Double Time (Min)
Auditory Comprehension (Primary 2 Only)		
Primary 2	10.5	14
Reading		
Primary 2	30	40
Primary 3	42	56
Primary 4	45	60
Mathematics		
Primary 2	39	52
Primary 3	39	52
Primary 4	45	60

Total Time	Extended Time	Double Time
Primary 2	1 hr, 19 mins	1 hr, 46 mins
Primary 3	1 hr, 21 mins	1 hr, 48 mins
Primary 4	1 hr, 30 mins	2 hrs

ⓘ Untimed testing is not available.

08. Testing Accommodations

Spell Check

Spell check is an embedded feature for the essay section.

Reader (Audio)

For students approved for "Reader", the text (directions, questions, and answer choices) may be read aloud (audio) by the student clicking the green "play" button next to the text they would like read aloud. To pause or stop the text from being read aloud, the student will click the button again. The read aloud of the text will resume once the "play" button is clicked on again. To replay the content, the student may click on the "play" button once the content has been read through. Students testing with "Reader" for the ISEE Online will automatically have Double Time (2x) built into each section of the exam. Speakers or headphones that are wired and plugged into the student's testing device are required for this accommodation. Bluetooth headphones are not permitted.

Access to Medical Supplies/Snack/ Drink at all Times During Testing

Most commonly for diabetics, the student has what they need to monitor blood sugar levels at their assigned seat rather than being limited to scheduled breaks. In some cases, the student may use an app on a cell phone or tablet to monitor blood sugar.

Graph/Lined Paper (Provided by Family)

These are individual page(s) of paper containing only the pre-printed lines.

Graphic Organizer (Provided by Family)

These are individual page(s) of paper containing only a pre-printed template that provides space to plan an essay response or math calculation. This may include section titles, but cannot include sentence starters or example equations.

Multiplication Table (Provided by Family)

This is a standard grid that shows the products for multiplying numbers 1 to 12.

Math Reference Sheet (Provided by Family)

This page has a variety of formats, but often includes basic conversions and standard math formulas.

Speech to Text for Essay (for Applicants to Grades 5-12)

For students approved for "Speech to Text for Essay", students will click the "microphone icon" on the exam toolbar to dictate their essay. To stop dictating, students will unclick the "microphone icon".

"Speech to Text for Essay" is not available on Chromebooks at this time.

1 **If testing on a Mac...**

This testing accommodation requires Mac OS 11.4 or higher and you must enable dictation **or** Siri on your device.
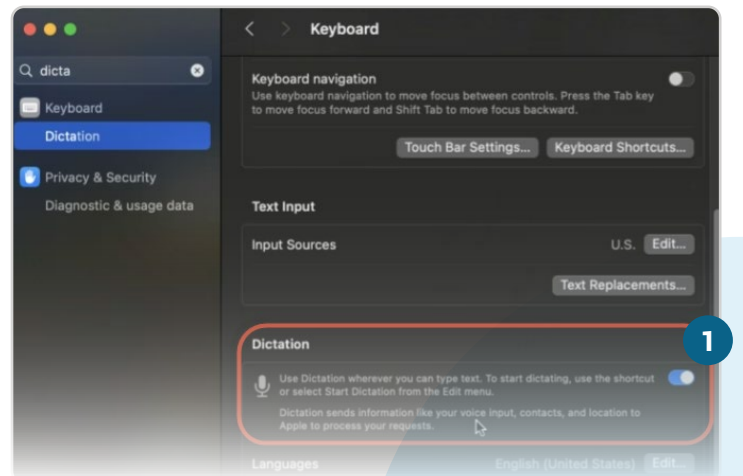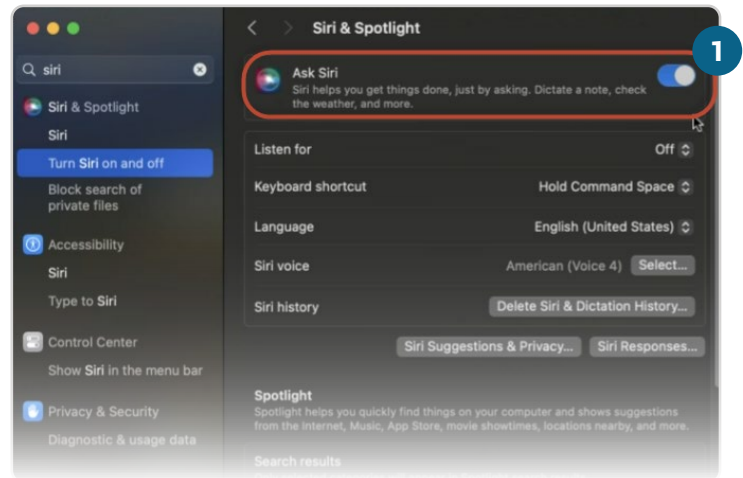
09. Appendix A

STUDENT CONSENT FORM

The text below is identical to the consent form you and your student must agree to during the check-in process for testing. Failure to adhere to these rules and procedures may result in exam termination and/or invalidation of test scores.

NON-DISCLOSURE AGREEMENT AND GENERAL TERMS OF USE FOR ERB EXAMS

This examination is confidential and proprietary. It is made available to your student solely for the purpose of assessing their proficiency level in the skills measured by the Independent School Entrance Exam (ISEE). The validity of the ISEE exam depends on uniform, fair administration procedures for all students and on the maintenance of test security.

The following items and conduct are prohibited during the ISEE exam administration:

- recording, copying, reproducing, disclosing, publishing, or transmitting this examination, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical, for any purpose;

- outside input, including communication with others during the test;

- use of prohibited materials or objects [including cell phones (unless approved to use due to a medical diagnosis) and other technological devices (unless used as a second device for a video feed), paper (except for blank scratch paper or if explicitly approved by ERB), cameras, weapons, etc.];

- any abusive, confrontational, disruptive, harassing, illegal, immoral, indecent, obscene, threatening, and/or unruly behaviors or acts.

At the conclusion of the exam, you must destroy any scratch paper your student used when taking the exam.

Misconduct: In the event ERB determines in its sole discretion that a test taker has engaged in any of the prohibited actions described above, or there is clear evidence that a test taker violated these terms and conditions, ERB is entitled to cancel that test-taker's score, choose not to score that test taker's exam, or ban that test-taker from taking ERB exams in the future. ERB is also entitled to share information with other parties related to a testing incident, as indicated below.

ERB Disclosures to Third Parties: ERB may share the results of investigations into a testing incident (including, without limitation: those relating to any misconduct, prohibited acts, behaviors, test irregularities, and/or disciplinary-related information), with third parties, including with any score recipient, school or agency, scholarship organization, potential score recipient, government agency in the United States or abroad, parents, legal guardians, or law enforcement. ERB may also share such information with third parties that have a legitimate reason for knowing the information, who may be able to assist ERB in its investigation or who may be conducting their own investigation. ERB may respond to inquiries from any school to which a test-taker submitted a score. If a test-taker or others privy to that test-taker's information publicize any review, investigation, or decision of ERB, ERB may make any and all details of such matter public if needed and provide a formal response.

Video Recordings: In addition, by taking this exam you consent to have your student recorded by video to ensure there is a record for investigating any potential test security violations or test administration irregularities. ERB and its service provider generally will only retain video recordings for the period for which it is needed for test security and test administration verification, which is usually 72 hours. However, video recordings will be retained longer in the event of a test related investigation, legal action, or valid government request.

To proceed, you must accept the terms of this agreement.

By checking this box "**I accept these terms.**" and clicking "**Continue**" you will affirm that you accept the terms of this agreement and want to proceed into the exam.