erb | isee

isee online
at-home

How to Create a School-Administered Test Event

If you have any questions, please contact ISEE Operations:

1 (800) 446-0320

ISEEOperations@erblearn.org

Introduction

ISEE At-Home testing 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 guide covers the two essential steps for creating virtual test events, with full details on the following pages:
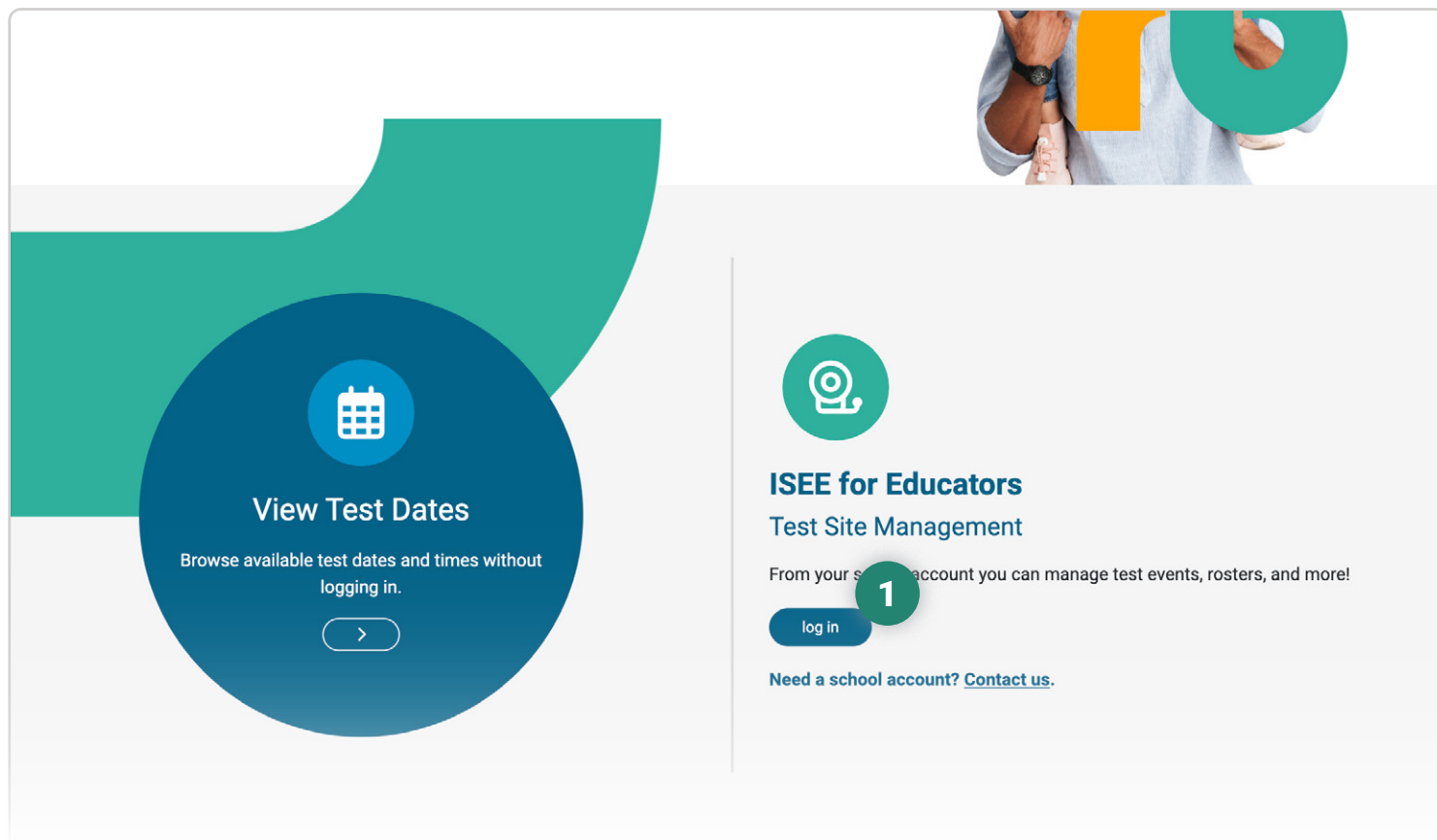
1 Page 3 · **Logging In**

2 Page 4 · **Creating a Test Event**

If your school has never administered ISEE Online, please contact ISEE Operations at 1 (800) 446-0320 or ISEEOperations@erblearn.org. 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

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.**

02. Create a Test Event

Chanticleer Country Day School (999998)

(view profile) (view users) (manage rooms) (order quick facts) (proxy register)   (report links ▼)

| Scheduled Tests | Fee Waivers | Potential Applicants | Registered Students |

(create a test) **2**

Test Start Date Filter

8/1/2022 📅   7/31/2024 📅

Grades

[   ]   (Filter)   (Clear)

(x Export to Excel)

	Test Date/Time ↑	Access	Type	Grades	Event Code	Session	Walk-In	Standard		Non-Standard		
								Avail	Max	Avail	Max	
▶	8/6/2022 9:00 AM ET	Closed	Paper	6	GYPAHHR5		No	2	2	0	0	⋯
▶	8/22/2022 9:00 AM ET	Closed	Online (At-Home)	5,6,7,8,9,10,11,12	PNJGJAA7		No	36	36	8	8	⋯
▶	8/23/2022 9:00 AM ET	Closed	Online (At-Home)	5,6,7,8,9,10,11,12	USJEM3XL		No	36	36	8	8	⋯
▶	8/29/2022 3:30 PM ET	Closed	Online (At-Home)	5,6	V6HFJL64		No	0	1	0	0	⋯

2 **CREATE A "NEW TEST"**

Once logged in, select **"Create a Test"** near the top of the screen.

02. Create a Test Event

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View Profile

Member Dashboard

Manage Tests

Registered Students

Fee Waivers

View Users

Manage Rooms

Addresses

Potential Applicants

Report Links ▾

Order Quick Facts

Create Test

Assessment   ISEE Online ▾   **③**

Grade Selection

	Grade	Level
☐	2nd Grade	Primary (2)
☐	3rd Grade	Primary (3)
☐	4th Grade	Primary (4)
☑	5th Grade	Lower (5,6)
☑	6th Grade	Lower (5,6)
☐	7th Grade	Middle/Upper (7-12)
☐	8th Grade	Middle/Upper (7-12)
☐	9th Grade	Middle/Upper (7-12)
☐	10th Grade	Middle/Upper (7-12)
☐	11th Grade	Middle/Upper (7-12)

③ CREATE TEST

Select "ISEE Online" as the Assessment. Next, enter the grade(s) to which the students 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."
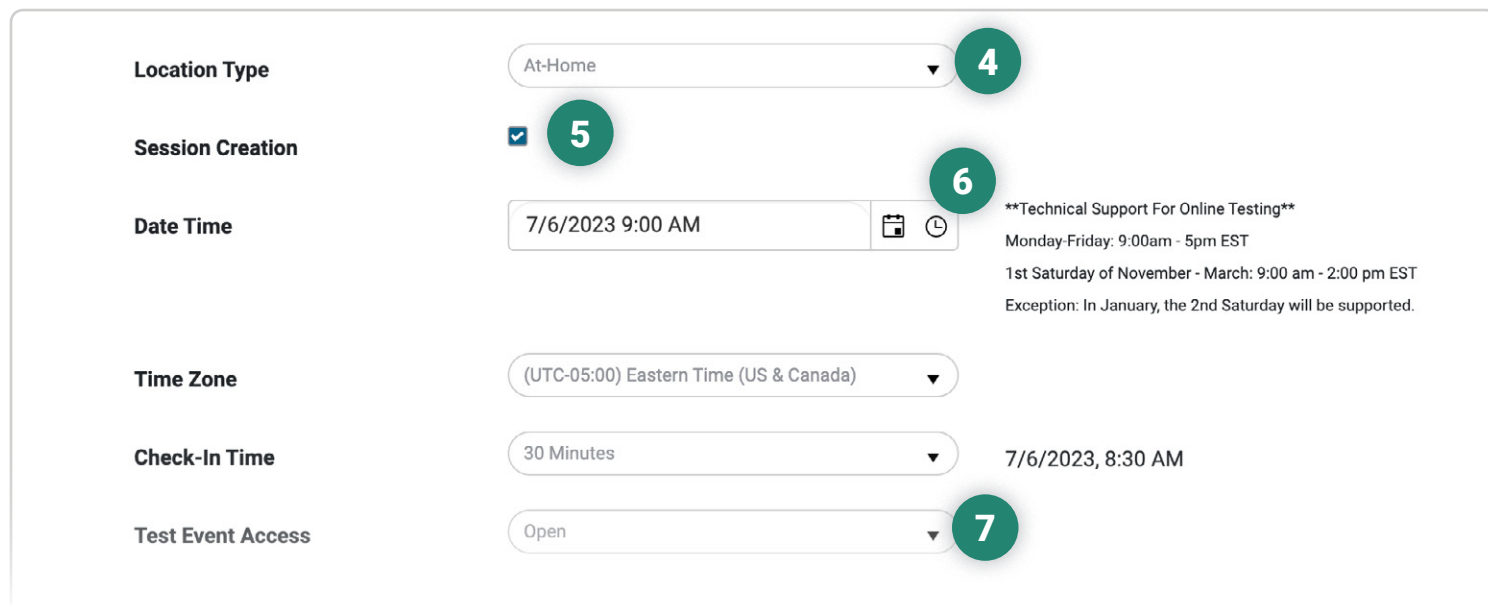
Remember, please contact ISEE Operations before attempting to create a virtual test event if your school has not administered ISEE Online previously.

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	

02. Create a Test Event

4 LOCATION TYPE

For "Location Type," choose "At-Home."

5 SESSION CREATION

Every At-Home Test Session must be associated with a Session Number. Families will need this Session Number in order to access their test. Checking the "Session Creation" box will automatically create a Test Session and Session Number for the test event. Checking this box will also automatically distribute the Session Number to families who register for the test. **We strongly recommend leaving the Session Creation check box checked.**

If you uncheck the "Session Creation" check box, your test administrators/proctors will be responsible for creating the Test Session and Session Number themselves and distributing the Session Number to families who register for the test.

6 DATE AND TIME

Enter the date and time of the event, time zone, check-in time, and test event access.

- **If you are holding multiple test events** on the same day, we recommend 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 (Nov. - Mar. 9am - 2pm EST).** They are available weekdays from 9:00am-5:00pm EST. Please call 1 (800) 446-0320 for support.

7 TEST EVENT ACCESS

For "Test Event Access," choose "Open" or "Closed." A closed event will ensure that you are administering the ISEE to only the students you invite to test with your school. An open event will allow anyone to register for your test.

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

02. Create a Test Event

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🔧 **Configure Materials**

8

○ Room ◉ Grade Level

☑ **Lower (5,6)**

Std. Capacity	Accom. Capacity
8	0

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8 **"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

◉ **Use the selected address:**

9

ISEE At Home New York City, New York 10016 US ▼

○ **Override the address with the following:**

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9 **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."

If your school does not have the "ISEE At Home" testing address option, please call ISEE Operations at 1 (800) 446-0320 for assistance.

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02. Create a Test Event

Chanticleer Country Day School (999998)   (646) 503-2635 | New York City Consortium

Event Summary (10)

(12)

- View Profile
- Member Dashboard
- Manage Tests
- Registered Students
- Fee Waivers
- View Users
- Manage Rooms
- Addresses
- Potential Applicants
- Report Links ▾
- Order Quick Facts

2023 Spring / Summer (April - July)

🏠 **At-Home**
Thursday, July 6, 2023
9:00 AM ET
Check-In Time: 8:30 AM ET

5th Grade, 6th Grade
ISEE Online Exam

(11)
Access: Closed
Event Code: 54BG8SLF
Pre-Registered Walk-Ins: No
Session Number: Pending

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

(10) 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 three-dot Options icon in the upper right-hand corner of the event summary to make edits.

(11) DISTRIBUTE EVENT CODE

If you created a closed event, you will need to share this event code with applicant families to allow them to register for your test. They will need to enter this code when they register for the ISEE. If you created an open event, you may disregard this step. Families will not need an event code to register for your test.

Be sure to correct any errors in your test event prior to sharing the event code with families.

(12) 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 three-dot **Options** icon in the upper right-hand corner of the event summary.

That's it. Happy testing!