

isee online at-home Administration Guide for Proctors

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



1 (800) 446-0320



iseeoperations@erblearn.org

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

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Before Test Day

Read this guide completely to ensure you are comfortable with all testing guidelines and recommendations especially those required to log in to the various proctor websites, complete the family check-in process, and monitor a test session.

All Pages

Designate a “back-up” proctor should you lose your internet connection during a test session.

Page 8

Make sure your computer meets the minimum system requirements for test administration.

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On Test Day

Review testing rosters and note any students approved for testing accommodations.

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Access list of test sessions and confirm that all necessary test sessions are created.

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Create any necessary test sessions and distribute those newly created Session Numbers to families.

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Review and approve students for testing.

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Monitor test sessions until all students have finished testing.

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If necessary, log irregularity reports for the test session.

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01. Introduction

Trusted by over 1,200 independent schools around the world, the ISEE is an important part of well-rounded admissions processes. We depend on you, exam proctors, and recognize your service by providing an honorarium. With that in mind, thank you very much for supporting students taking the Independent School Entrance Exam. By following the instructions in this manual, you can help ensure that ISEE administrations are safe, secure, and fair for all applicants.

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

BEST PRACTICES

To ensure a smooth and stable testing experience, you may need to remind families about these testing best practices:

- A few days before a scheduled test date, families should make sure to carefully read the *ISEE At-Home Family Guide* and conduct the practice check-in on the device the student will be taking the ISEE At-Home exam. For more information, families can 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 student devices plugged into a power source at all times during testing.
- If a 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 the student's device.

Windows: Ctrl + Shift + Q

Mac: Ctrl + Shift + Q

iPad: Home button

Chromebook: Shift + Search + ESC

- Families should make sure the parent's iseeonline.erblearn.org account has a mobile phone listed so the proctor can reach them by text or phone call if needed.
- ERB is not responsible if the student's home internet connection is interrupted during testing.



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 testing platform keeps time and notifies students of breaks. Proctors are not responsible for these tasks. For reference, the table below shows the standard timing for each section. The test will not allow students to progress out of a section until all the standard time for that section has elapsed. However, students who were approved for an extended 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.

BREAKS

During scheduled breaks, students are encouraged to relax, walk around the room, and eat a snack. When students are ready to resume testing, they initiate testing themselves. Students are allowed to leave the room during breaks but they are instructed to ask permission (by chat or raising their hand) before doing so. If a student leaves the testing room without permission, the proctor should pause the student's test and remind the student of this requirement when they return.

If a student asks to leave the testing room for an unscheduled break, the proctor should use their discretion in giving permission to do so. Students who leave during the timed portions of the exam are not allowed extra testing time.

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. Proctor Guidelines for Test Administration

THE PROCTOR'S ROLE IN ADMINISTRATION

The validity of the ISEE depends on uniform, fair administration procedures for all students and on maintenance of test security. Proctors play a crucial role in both aspects of testing. With the ISEE Online At-Home, much of the standardization is maintained by the testing platform, but there is one unpredictable factor: the student's home environment. It is important that proctors are prepared to support students with what can go wrong at home so that they can protect the integrity of the test and give students the best chance of success. The instructions in this manual must be followed precisely to ensure that:

- Students are given a reasonable opportunity to perform their best.
- Testing proceeds smoothly, with minimal confusion or disruption.

PROCTOR GUIDELINES

- 1 When administering the ISEE, do not converse with other individuals around you, work on the computer, or do other activities that may distract from proctoring students taking the exam.

Proctors are to remain focused on accessing a test session, checking in students, and monitoring the students taking the exam. Proctors must also be aware of students who are requesting support via video by physically raising their hand, speaking out loud, using the chat function, or clicking the digital "raise hand" feature. Although students cannot hear proctors (except during the check-in process if the proctor calls them), proctors can see and hear students, and communicate with them via the chat feature. See the **Monitoring Students During Testing** section of this guide for more information about these features.

- 2 Unlike other ISEE formats, proctors do not read testing instructions to the students taking the ISEE At Home. Instead, students read these instructions silently to themselves.

For students taking a Primary 2, 3, or 4 Level test, audio recordings of instructions are automatically played as they navigate to each instruction screen. For this reason, students taking these levels must do so using headphones or speakers. Headphones must be wired and plugged into the student's testing device. Students formally approved for the "Reader" (Audio) accommodation are also required to use headphones or speakers. Bluetooth headphones are not allowed. Headphones or speakers are **optional** for students taking the Lower, Middle, or Upper Level

- 3 The test automatically keeps track of section timing for students. At all times, students can see how much time is left in the current section. They receive notifications when there are 10 minutes left in a section. Standard time must elapse in each section before student's 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.

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 proctors for this to happen.

- 4 Schools and other proctors that administer the ISEE remotely make an agreement with ERB to maintain test security. An excerpt from that agreement is included in this guide. Although test content is not visible to proctors, it is important to note that all forms of the ISEE are copyrighted and all content contained within the test is secure. Proctors should be watching students closely to ensure they are not taking pictures or videos of copyrighted material appearing on screen.



04. Data Security and Confidentiality

Proctor Responsibilities to Ensure Security and Confidentiality (Excerpt from ISEE Test Security Agreement)

Take all necessary precautions to safeguard online test materials by limiting access to persons within the school with a legitimate interest in the test's administration and security.

Maintain a list of names of all persons who have access to online test materials and confirm no persons having access are participating in ISEE preparation courses inside or outside the school.

Keep all online test materials (e.g., usernames, passwords, test forms, test questions) secure.

Prohibit students or staff from retaining test materials, including by taking screenshots, pictures, or other renderings.

Develop, distribute, and enforce disciplinary procedures for violations of test security by staff.

Report any deviations from approved secure test procedures to ERB immediately.

Proctors also agree to the ISEE terms and conditions around maintaining data security and confidentiality of student video, available at www.erblearn.org/educators/erb-admissions/isee-test-security-and-privacy-agreement.



05. Student Testing Materials

PERMITTED MATERIALS

Before testing begins, students may access their identification materials required for check-in. Once check-in is complete, these items should be put aside. During testing, a student may use a pencil or pen and scratch paper. Primary Level students are required to use wired headphones or speakers during testing; bluetooth headphones are **not** permitted.

PROHIBITED MATERIALS

Proctors should be aware that all other materials not specifically listed as permissible are prohibited during testing. Prohibited materials include:

- Books, dictionaries, or thesauruses.
- Calculators (unless approved in advance by ERB as a testing accommodation), compasses, or rulers.

Please review your testing rosters ahead of each administration and note which students have approved accommodations. For more information on reviewing testing rosters, please refer to the **Testing Rosters** section of this guide.

- Cell phones, smart watches, electronic games, or any other similar electronic device (unless the family is using a second device to provide the student's video feed or approved to use due to a medical diagnosis).
- If a family's primary testing device does not have a working webcam, microphone, or speakers the family may be using a secondary mobile device to provide these. Use of a mobile device during testing for this purpose is approved.
- Any other materials which may provide assistance to students answering test questions.



WHAT TO BRING

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

Required for All Students:

- Verification Letter with ISEE ID, Session Number, and last name.
- Approved form of student identification.

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.



06. Troubleshooting

IF PROCTORS LOSE THEIR INTERNET CONNECTION...

If a proctor loses their connection to the administration portal, they should follow the following steps. Note that, even if a proctor drops out of a test session, students' tests will continue undisturbed and their video feeds will continue to be recorded. Because students cannot see the proctors, they will not know that the proctor has left the session unless they try to chat with the proctor and do not receive a response. Proctors should always have a back-up plan that includes:

- A fellow proctor or other colleague that can act as a "back-up" proctor. This person should have access to your Session Number(s), testing rosters, and can step in to administer the exam as-needed.
- A back-up Internet connection, such as a hot spot using a mobile device. See Steps 3 and 4 for more details.

1 Try to refresh your page. Sometimes connections drop and come back up quickly, and browsers just need to reset.

2 Limit other Internet usage on your network. The connection may have dropped due to bandwidth limitations resulting from other Internet use on your network. If you are accessing the Internet on other devices, or have others around you using the same network, try to stop these activities for the duration of the test to free up bandwidth.

If your connection is restored...

Log back into the portal and resume proctoring the exam by simply clicking on the appropriate Session Number in the **Administer At Home** section of the Administrator Portal. Then flag each student's video feed and file an irregularity report indicating the approximate time and duration of your lost connection. ERB will then review the test and determine whether to cancel scores.

3 If Steps 1 and 2 do not resolve the connection issue, proctors should immediately attempt to use their back-up Internet connection by creating a hot-spot using their mobile device. Proctors should make sure that they know how to create a hot-spot prior to testing.

4 If the hot-spot doesn't work, proctors should reach out to their back-up proctor(s) and ask them to take over monitoring the test. The back-up proctor should have access to both your testing roster and the Session Number so that they are not only able to access the testing portal, but are aware of which students have approved accommodations.

If a back-up is unavailable, proctors should log into the testing portal when their Internet connection is restored and file an irregularity report, noting at what point their Internet connection was lost and that they were not able to rejoin the session. ERB will then review the administration and determine whether to cancel students' tests.

IF STUDENTS LOSE THEIR INTERNET CONNECTION...

Should a student lose their Internet connection during testing and be disconnected from the test, families are instructed to wait a moment and log back in once their connection is restored. If the student's connection does not come back, the following may help restore the connection:

- Turning the 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 the device.

Windows: Ctrl + Shift + Q

Mac: Ctrl + Shift + Q

iPad: Home button

Chromebook: Shift + Search + ESC

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

IF A STUDENT'S VIDEO FEED IS UPSIDE DOWN AND THEY ARE TESTING ON AN IPAD...

If student is 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, the parent or student should swipe down from the top-right corner of their screen to open Control Center. Then tap the Rotation Lock button to make sure it's off.



07. Testing with 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. An administration with accommodations must be completed in one sitting.

Students that are approved for testing with accommodations are noted on your testing roster, but are not noted in the testing portal itself. Please review your testing rosters ahead of each administration and note which students have approved accommodations. For more information about reviewing testing roster please refer to the **Testing Rosters** section of this guide.

AVAILABLE ACCOMMODATIONS

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.

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 Extended or 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.

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.



07. Testing with Accommodations

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.

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 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.

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.

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.

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.



08. System Requirements

SYSTEM REQUIREMENTS

Proctors administering the ISEE Online At-Home can do so from their home or, if the proctor is a staff member at an ERB Member School, from their school. Proctors must make sure that the device they plan to use to manage test sessions meets the minimum system requirements outlined below.

Internet Browser Requirements

Proctors must use one of the supported Internet browsers listed below to create and monitor test sessions. If you do not already have a supported browser installed on your computer, use the link provided to download one.

Browsers for Macs

- Edge (Chromium); microsoft.com/en-us/edge
- Google Chrome; google.com/chrome
- Safari; support.apple.com/downloads/safari

Browsers for PCs

- Google Chrome; google.com/chrome
- Edge (Chromium); microsoft.com/en-us/edge

Internet Connection Recommendations

Proctors should position their device close to their wifi router or use an Ethernet cable to connect to the router directly. For the best experience, make sure there is no additional load on your internet connection from other individuals using the internet network for high-bandwidth activities like streaming videos, music, or games.

minimum system requirements for proctors

	Mac	PC	iPad	Chromebook
Operating System/ Hardware	• Mac OS Sierra 10.13 and higher	• Windows 10 and higher	• iOS 14 and higher • iPad 5th generation or newer, iPad Air 2 or newer, iPad Pro	• The latest stable Chrome OS release
Software	• Google Chrome*, Safari 12+, or Microsoft Edge (Chromium)*	• Google Chrome* or Microsoft Edge (Chromium)*	• Safari 12+	• Google Chrome*
Internet	• 0.5 mbps or greater	• 0.5 mbps or greater	• 0.5 mbps or greater	• 0.5 mbps or greater
Audio and Video	• Headphones and/or speakers	• Headphones and/or speakers	• Headphones and/or speakers	• Headphones and/or speakers
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

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



09. Testing Rosters

view profileview usersmanage roomsorder quick factsproxy register

report links

Scheduled TestsFee WaiversPotential ApplicantsRegistered Students

create a test

Test Start Date Filter8/1/20227/31/2024GradesFilterClear

Export to Excel

	Test Date/Time ↑	Access	Type	Grades	Event Code	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			
▶	8/23/2022 9:00 AM ET	Closed	Online (At-Home)	5,6,7,8,9,10,11,12	USJEM3XL	No	36	36			
▶	8/29/2022 3:30 PM ET	Closed	Online (At-Home)	5,6	V6HFJL64	No	0	1			
▶	8/30/2022 9:00 AM ET	Closed	Online (At-Home)	2	FEV44JHW	No	18	18	0	0	⋮

1

View Test
Edit Test Date/Time
Edit Event Details
View Roster
Clone Test
Cancel Test

ACCESSING THE ADMISSION REGISTRATION SYSTEM (ARS)

To access a list of your test events and your testing rosters, you will use your ERB Single Sign-On (SSO) credentials to log into the Admission Registration System (ARS) website at iseeonline.erblearn.org. If you do not have an ERB username and password, please reach out to your school's ISEE Test Supervisor or call the ISEE Operations Office at 1 (800) 446-0320.

You will only use this website to view a list of your test events and students testing; a different website is used to actually start and monitor test sessions.

1 VIEWING TESTING ROSTERS

A proctor's testing rosters contain test event details, the full list of students registered for a specific test event, contact information for the family, and any testing accommodations for which a student is approved.

Proctors should review their testing rosters prior to a scheduled test event to confirm:

- Test event dates, start times, and any available session numbers.
- Any testing accommodations for which students are approved.
- Families' email addresses and phone numbers as needed.

Once logged in to ARS, you will see a list of your test events. Use the options icon with the three dots to reveal the menu for the desired test event and select **View Roster**.

When administering a test, we recommend having the Test Roster open in a separate browser window so that you can quickly confirm student information during the student check-in process. For more information about the check-in process, please refer to the **Proctor Steps on Test Day** section of this guide.

09. Testing Rosters

Fee Waivers

View Users

Manage Rooms

Addresses

Potential Applicants

Report Links

Order Quick Facts

Assessments

9:05 AM ET

Check-In Time: 8:35 AM ET

Access: Closed

Event Code: S8F4TWZC

Pre-Registered Walk-Ins: No

Session Number: 795065-38

2

Location

Chanticleer Country Day School

(999998)

105 East 34th Street

New York, NY 10016

US

Test Roster

Export ALL to PDF

Export ALL to Excel

Middle/Upper (7-12)

Standard Capacity

Non-Standard Capacity

Max Walk-Ins

of Active Registrations

18

0

0

1

Export to PDF

Export to Excel

Last	First	Parent/Guardian	3	Gr...	Phone	ISeeID	Accommodations
Wonderland	Jack	submit@erblearn.org		7	M +16465032600	349681	None

2 Session Numbers

If a Session Number is Listed...

On the Test Roster screen, you will find the event summary with additional details about the test event. If a Session Number is listed in the event summary, then a Test Session has already been created for this test event and families have already received their Session Numbers. You do not need to email Session Numbers to families if the Session Number is already listed in the event summary.

If a Session Number is Not Listed...

If a Session Number is **not** listed in the event summary, then you will need to generate a Session Number yourself and distribute it to families via email. Session Numbers are generated when you create a Test Session at iseeathome.erblearn.org.

For more information about creating Test Sessions and distributing Session Numbers, refer to the Proctor Steps on Test Day.

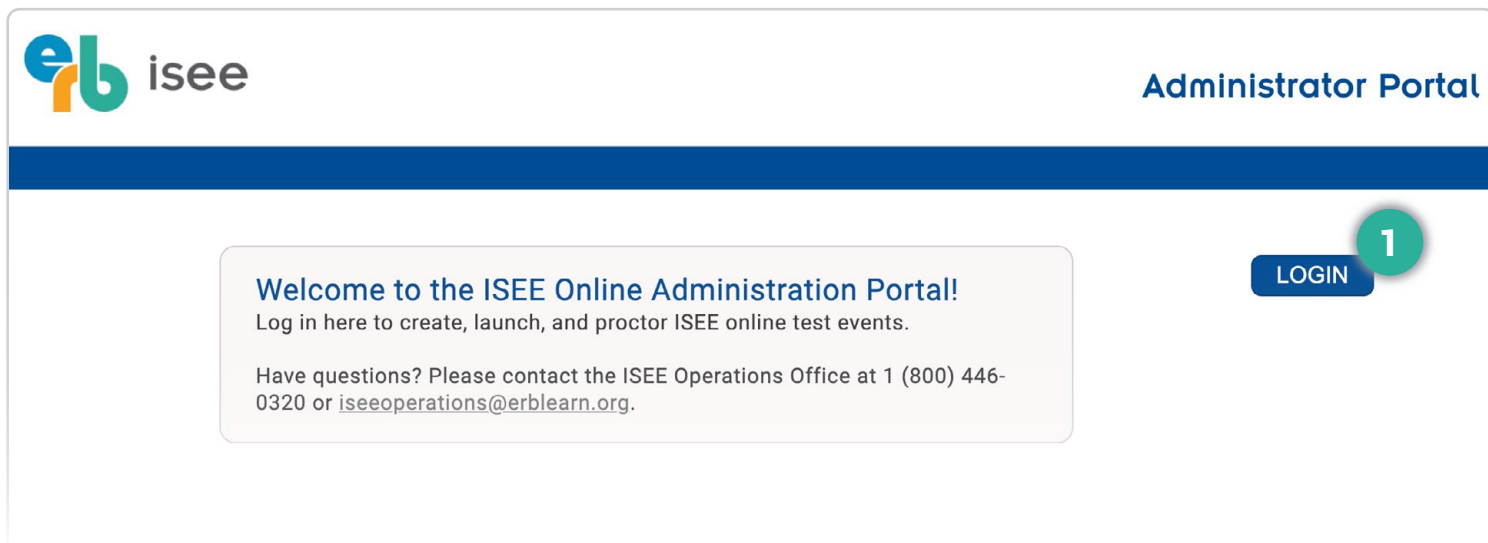
3 Test Rosters and Family Contact Information

The test roster displays each registered student's name, grade, ISEE ID, and any approved accommodations. You should review this student information prior to test day.

The test roster also includes contact information for each student's parent or guardian. If necessary, you will use these parent/guardian email addresses to email families their Session Numbers prior to testing. For more information about creating and distributing Session Numbers, refer to the **Proctor Steps on Test Day**

When administering a test, we recommend having the Test Roster open in a separate browser window so that you can quickly confirm student information.

10. Proctor Steps on Test Day



1 ACCESSING THE PORTAL

ISEE Online At-Home is delivered through a secure, online system developed for ERB by Internet Testing Systems (ITS), the company that also delivers and reports scores for ERB's Comprehensive Testing Program (CTP). Proctors use ERB's Administrator Portal to start and monitor testing.

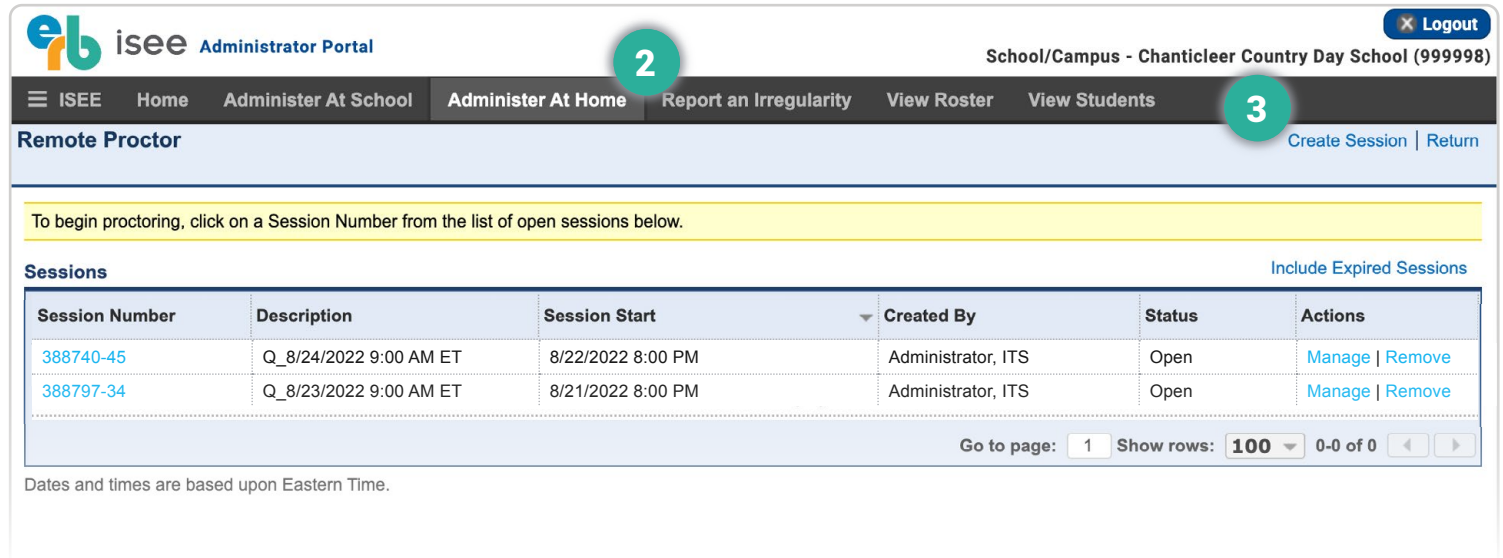
Log into this portal at iseeathome.erblearn.org using your ERB Single Sign-On (SSO) credentials. If you do not have an ERB username and password, please reach out to your school's ISEE Test Supervisor or contact ISEE Operations. Once logged in, proctors can:

- Monitor test sessions.
- View student accounts.
- Submit irregularity reports.

IMPORTANT Be sure to access the portal using one of the approved browsers listed in the **System Requirements** section of this guide.



10. Proctor Steps on Test Day



isee Administrator Portal Logout

School/Campus - Chanticleer Country Day School (999998)

ISEE Home Administer At School **Administer At Home** Report an Irregularity View Roster View Students

Remote Proctor [Create Session](#) | [Return](#)

To begin proctoring, click on a Session Number from the list of open sessions below.

Sessions [Include Expired Sessions](#)

Session Number	Description	Session Start	Created By	Status	Actions
388740-45	Q_8/24/2022 9:00 AM ET	8/22/2022 8:00 PM	Administrator, ITS	Open	Manage Remove
388797-34	Q_8/23/2022 9:00 AM ET	8/21/2022 8:00 PM	Administrator, ITS	Open	Manage Remove

Go to page: Show rows: 0-0 of 0

Dates and times are based upon Eastern Time.

2 CONFIRMING TEST SESSIONS

About one to two days before a test event, you'll need to confirm whether or not a test session has been created and Session Numbers have been distributed to families. Once logged in to the Administrator Portal, click **Administer At Home** from the top navigation bar. This will display your open test sessions. It is the proctor's responsibility to confirm that a session has been created for each test they are monitoring.

If you are a staff member at an ERB Member School that utilizes other ERB assessments you may have access to these other assessments within the portal. Click the "hamburger" menu in the upper left-hand corner and select ISEE to access the ISEE Administrator Portal.

Review your list of session dates and times to see if the desired session has already been created. If your test session is already created, you can proceed to the directions for **Opening Test Sessions**. Families should already have their Session Number in their ISEE Verification Letter or in their online account.

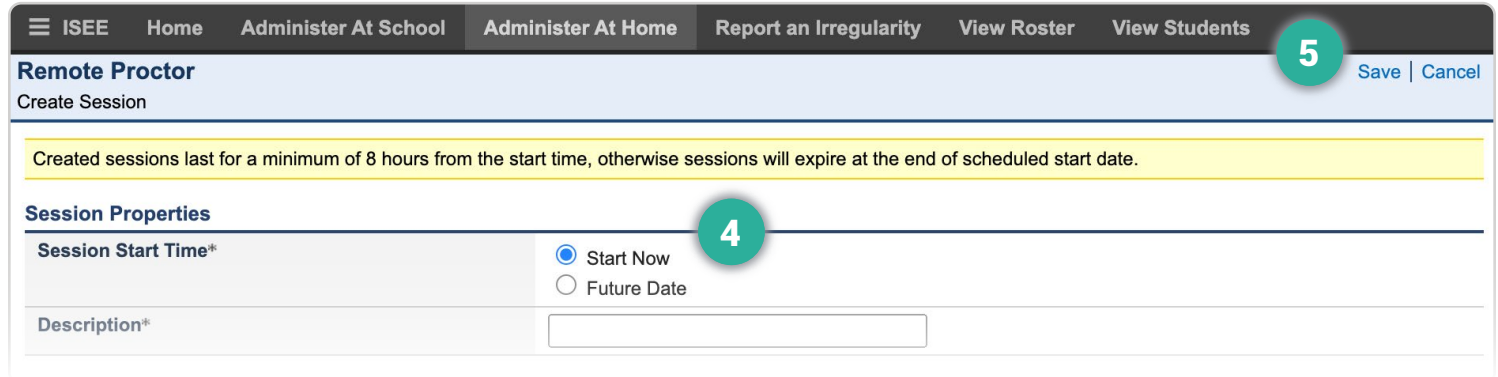
3 CREATING TEST SESSIONS

If you do not see your test session listed, you must create one. Sessions should be created 12 - 24 hours before a test is scheduled to begin to allow time for distributing the session number to families. To confirm your test dates and start times, please refer to the **Testing Rosters** section of this guide.

To create a new session, click the **Create Session** link in the upper right-hand corner of the Administer at Home screen.



10. Proctor Steps on Test Day



4 Start Time and Description

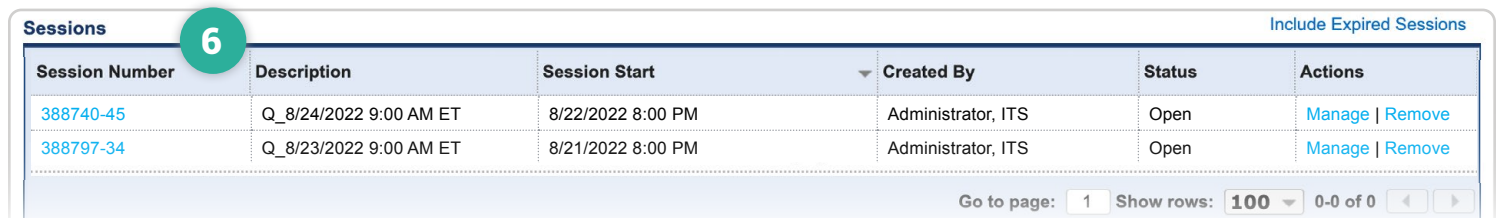
On the Create Session screen, select the session start time. Select either **"Start Now"** to create a session that families can immediately check in to or select **"Future Date"** to choose a future date and time at which families may begin to check in.

When scheduling for a future date, make sure to set the session start time to at least 30 minutes earlier than the scheduled exam time. This will allow families time for check in as they are instructed to begin checking in 15 minutes early.

Enter your start time carefully, it cannot be changed once a session is created. If you make a mistake, simply create a new session with the correct start time. Next, enter a brief description for your session.

5 Save Session

Click **"Save"** to create the session.



Session Number	Description	Session Start	Created By	Status	Actions
388740-45	Q_8/24/2022 9:00 AM ET	8/22/2022 8:00 PM	Administrator, ITS	Open	Manage Remove
388797-34	Q_8/23/2022 9:00 AM ET	8/21/2022 8:00 PM	Administrator, ITS	Open	Manage Remove

6 Distribute Session Numbers

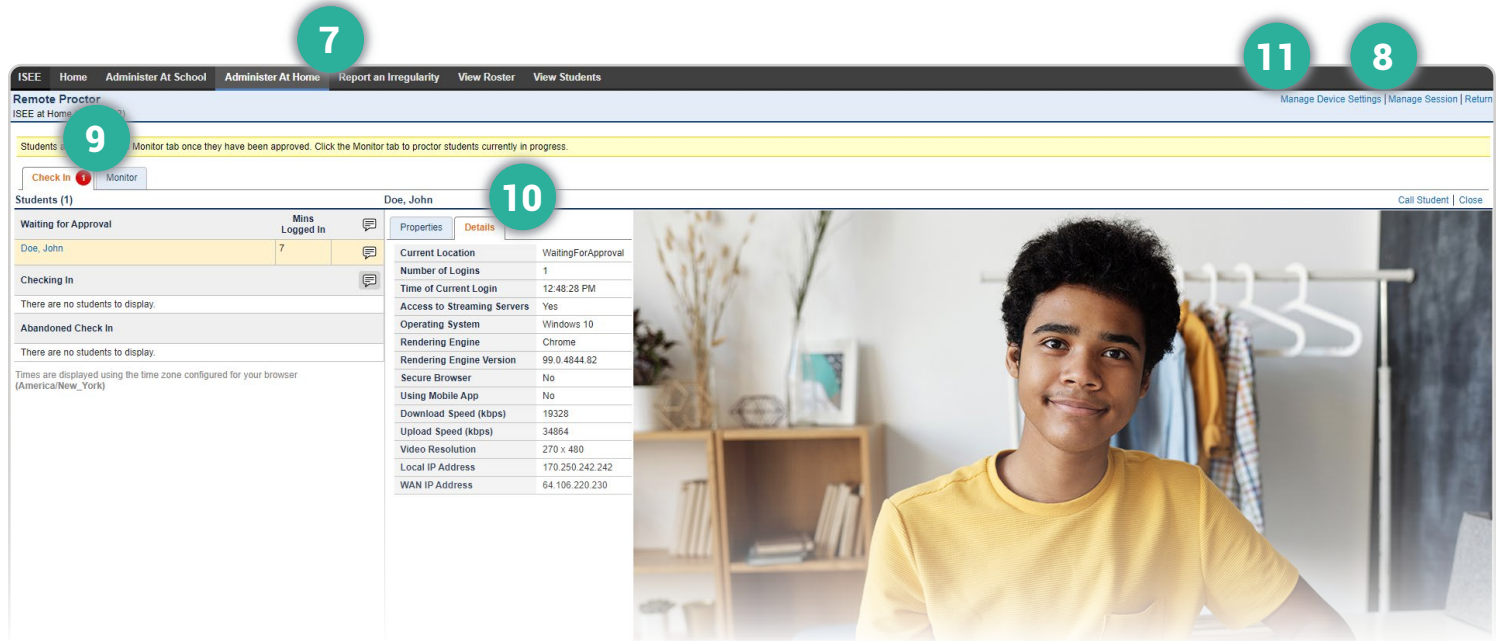
Once a session is created, the Session Number is listed on the left-hand side of the **Administer at Home** screen. You must email **or text** these Session Numbers to families in order for them to access the test for which they registered. Session Numbers must be sent to families no more than **two days before and no less than two hours before the scheduled exam time**. Proctors must be careful to only distribute the Session Number to families that registered for the test for which the session was created.

Family Contact Information

Family contact information is listed on your testing rosters. When looking up contact information, be sure you are viewing the testing roster that corresponds to the correct test session you created. Please refer to the **Testing Rosters** section of this guide for more information about accessing testing rosters.



10. Proctor Steps on Test Day



The screenshot shows the ISEE Remote Proctor interface. At the top, there are navigation links: Home, Administer At School, Administer At Home, Report an Irregularity, View Roster, and View Students. Below these, there are tabs for 'Remote Proctor' and 'Manage Device Settings | Manage Session | Return'. The main area is divided into sections. On the left, there are tabs for 'Check In' (with a red icon) and 'Monitor'. Below these, there are sections for 'Waiting for Approval', 'Checking In', and 'Abandoned Check In'. The 'Waiting for Approval' section shows a student named 'Doe, John' with a 'Mins Logged In' of 7. The 'Checking In' section shows 'There are no students to display.' The 'Abandoned Check In' section also shows 'There are no students to display.' On the right, there is a 'Details' tab for the student 'Doe, John'. This tab displays various properties and details, including 'Current Location' (WaitingForApproval), 'Number of Logins' (1), 'Time of Current Login' (12:48:28 PM), 'Access to Streaming Servers' (Yes), 'Operating System' (Windows 10), 'Rendering Engine' (Chrome), 'Rendering Engine Version' (99.0.4844.82), 'Secure Browser' (No), 'Using Mobile App' (No), 'Download Speed (kbps)' (19328), 'Upload Speed (kbps)' (34864), 'Video Resolution' (270 x 480), 'Local IP Address' (170.250.242.242), and 'WAN IP Address' (64.106.220.230). To the right of the details tab, there is a large video feed showing a student in a yellow shirt sitting at a desk.

7 OPENING TEST SESSIONS

About 20 minutes prior to the scheduled start time, go to the **Administer at Home** screen and click the Session Number link to open the desired session. Families will begin checking in to the test session about 15 minutes prior to the scheduled start time. They will enter the Session Number, then the testing app will guide them through a variety of system checks—including taking a picture of the student and their identification—to complete the check-in process.

8 UPDATING SESSION NAMES

To change the name of a session, select “Manage Session.” Proctors cannot change the test date or time of a session.

9 USING THE CHECK IN TAB

As students complete the check in process, a red icon will appear on the **Check In Tab** to indicate that a student is ready for review. Students that are ready for review will appear under the Waiting for Approval section. Students that are still in the process of checking in will appear in the Checking In section. Students who started the check in process but left before ever being approved will appear in the Abandoned Check In section.

10 USING STUDENT DETAILS TAB

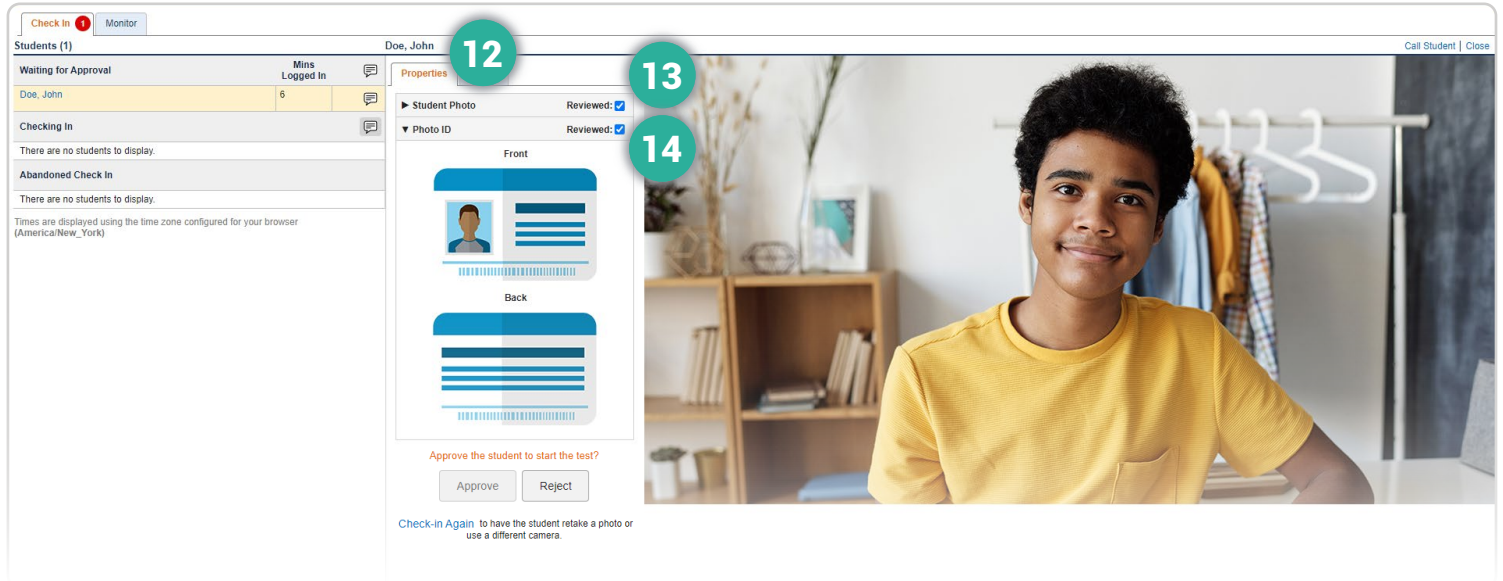
Throughout the check in process, proctors can click on a student's name under the Check In Tab to review details about that student. These student details update in real time so that the proctor can see the student's location in the check in process, if they had any previous log-in attempts, how long they have been waiting, what platform they are using, and other metrics.

11 MANAGING DEVICE SETTINGS

Your device settings can be adjusted at any time using the **Manage Device Settings** link at the top of the page.



10. Proctor Steps on Test Day



12 REVIEW STUDENTS' IDENTITIES

Once a student has completed the check in process and is "Waiting for Approval," you must confirm the student's identity by reviewing their photo and identification before you allow them to start their test. To review a student, open the **Properties Tab** after clicking on a student's name in the Waiting for Approval section. You will repeat the approval process for each student.

13 Review Photo

In the **Properties Tab**, review the student's photo to see if it matches their image in the video feed. Check off the photo as "Reviewed."

14 Review Identification

In the **Properties Tab**, review the student's identification. Be sure that they have provided one of the accepted forms of ID listed here. Check off the ID as "Reviewed."

ACCEPTED FORMS OF STUDENT ID

Preferred Forms of Identification

Photo IDs are preferred but not required.

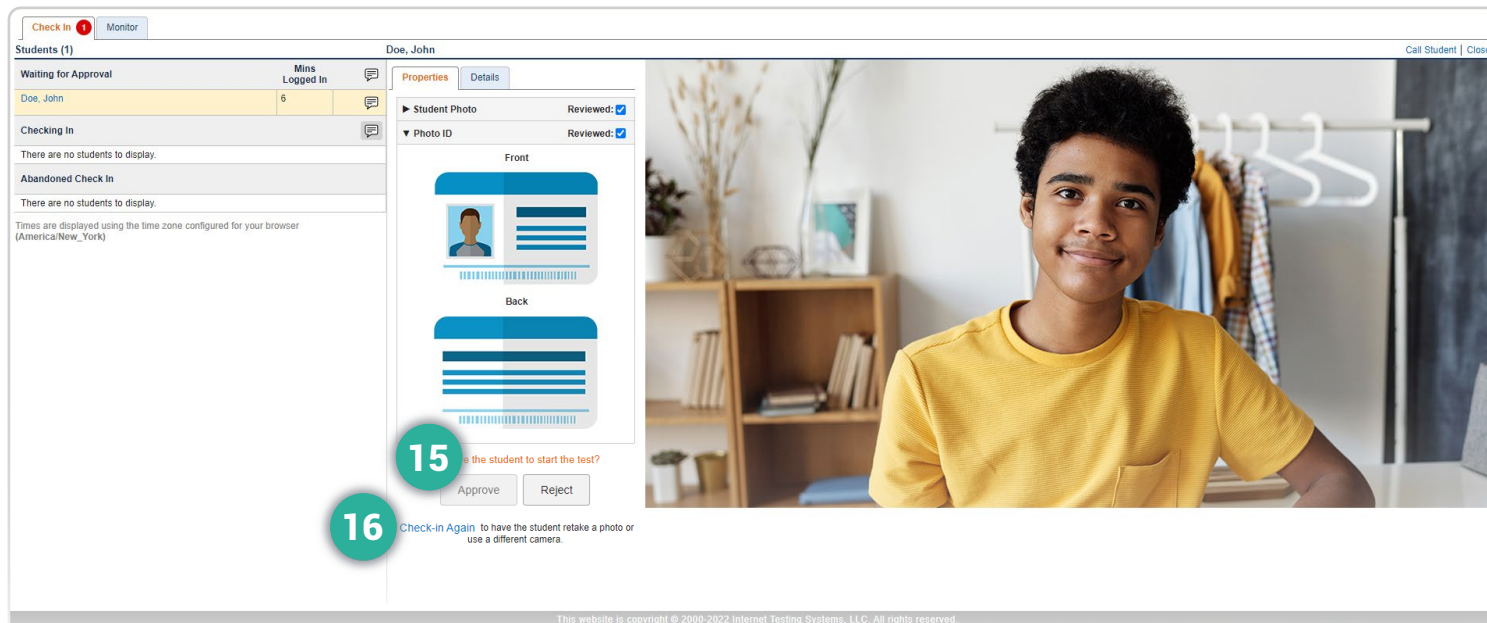
- School ID
- Passport or Green Card
- Driver's license or learner's permit
- State-issued ID

Other Acceptable Forms of Identification

- Library card
- Birth certificate
- Social security card
- School report card
- Department of Defense Dependent ID
- Student Public Transit Bus Pass



10. Proctor Steps on Test Day



15 Approve the student to start the test?

16 Check In Again to have the student retake a photo or use a different camera.

APPROVING OR REJECTING STUDENTS

We recommend having your testing roster open in a separate browser window to confirm student information. For more information about using rosters, please refer to the **Testing Rosters** section of this guide.

15 When to "Approve" a student...

Click **Approve** if the student's information meets the following criteria.

- Their photo matches their image in the video feed.
- They provided an accepted form of ID.
- The *last* name on their ID matches your testing roster.
- The *first* name on their ID matches your testing roster **or** their *first* name matches their *ISEE Verification Letter* plus the date of birth on their ID matches the date of birth on their *ISEE Verification letter*.

Some students' first names on your testing roster may differ from their first name on their ID. In these situations, request that the family hold up a copy of their *ISEE Verification Letter* to the camera. These students can still be approved for testing if they meet the above criteria.

16 When to have a student "Check In Again"...

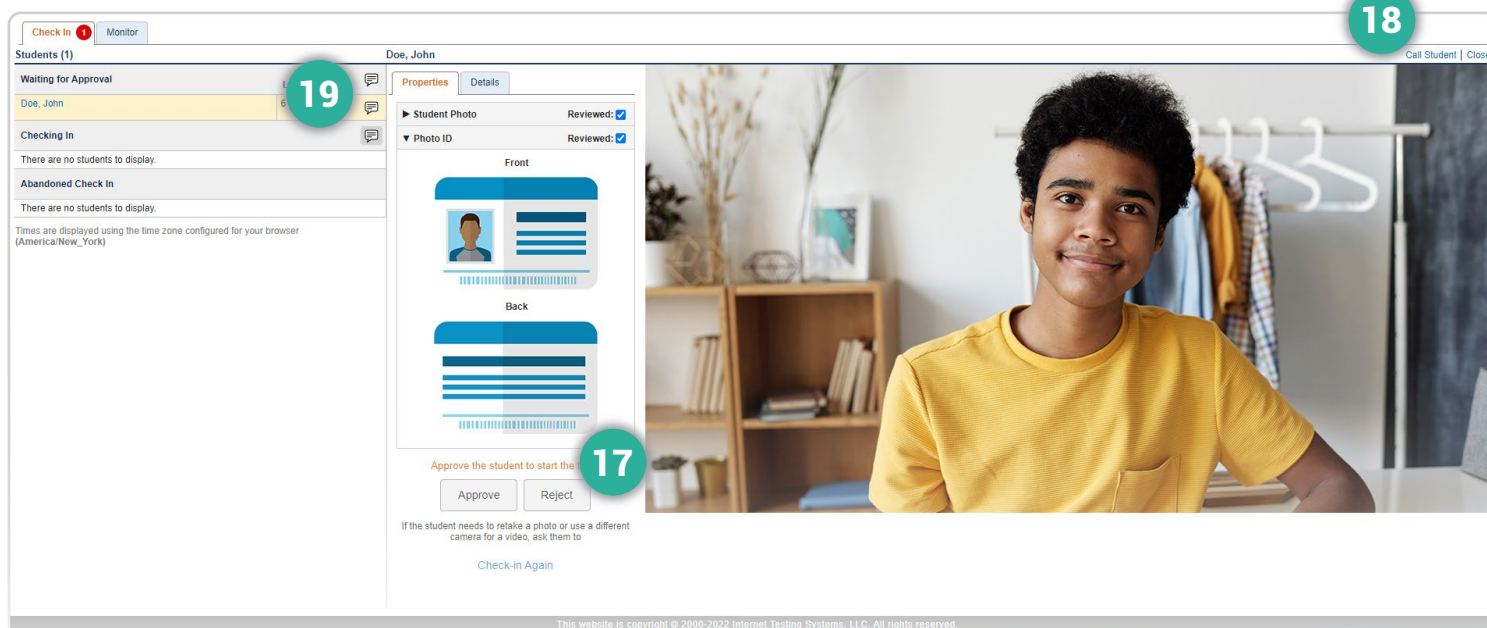
Click **Check In Again** if you cannot validate the student's identity for any reason. Explain to the family via chat or call how to correct the validation issues. Common reasons to have a family check-in again are:

- The photo isn't clear or their face isn't visible. Instruct the family to retake the photo.
- You cannot read the ID. Instruct the family to retake the photo or provide an alternative form of ID.
- The ID provided is not an accepted form. Instruct the family to provide an alternative form of ID.
- The *last* name on their ID doesn't match the *last* name on your testing roster. Instruct the family to provide an alternative form of ID on which the last name matches your roster.
- The *first* name on their ID doesn't match the *first* name on their *ISEE Verification Letter* **or** the date of birth on their *Verification Letter* doesn't match their ID.

If the family cannot correct the validation issue(s), inform them that their student will not be able to test and they will need to contact ISEE Customer Support to reschedule. See the **Communicating with Families** section for further instructions.



10. Proctor Steps on Test Day



APPROVING OR REJECTING STUDENTS

CONTINUED

17 When to "Reject" a student...

Click **Reject** if you cannot validate the student's identity and the family cannot correct the validation issues. This will remove the individual from the session. You should reject a student for any of the following reasons:

- The person in the photo is obviously a different person than the individual in the video feed.
- The family cannot provide an accepted form of ID.
- The student's *last* name on their ID does not match their *last* name on your testing roster.
- The student's date of birth on their *ISEE Verification Letter* doesn't match their date of birth on their ID.

Inform the family that their student will not be able to test and they will need to contact ISEE Customer Support to reschedule. See the **Communicating with Families** section for further instructions.

COMMUNICATING WITH FAMILIES

You can communicate with families throughout the check in process. The most common reason for contacting families is to explain why a student could not be approved to start testing and how to correct any issues with the student's photo or ID.

18 Call Student

Calls between the proctor and student are available when the student is Waiting for Approval only. To call a student, click on the student's name in the Check In Tab then click "Call Student" in the upper right-hand corner.

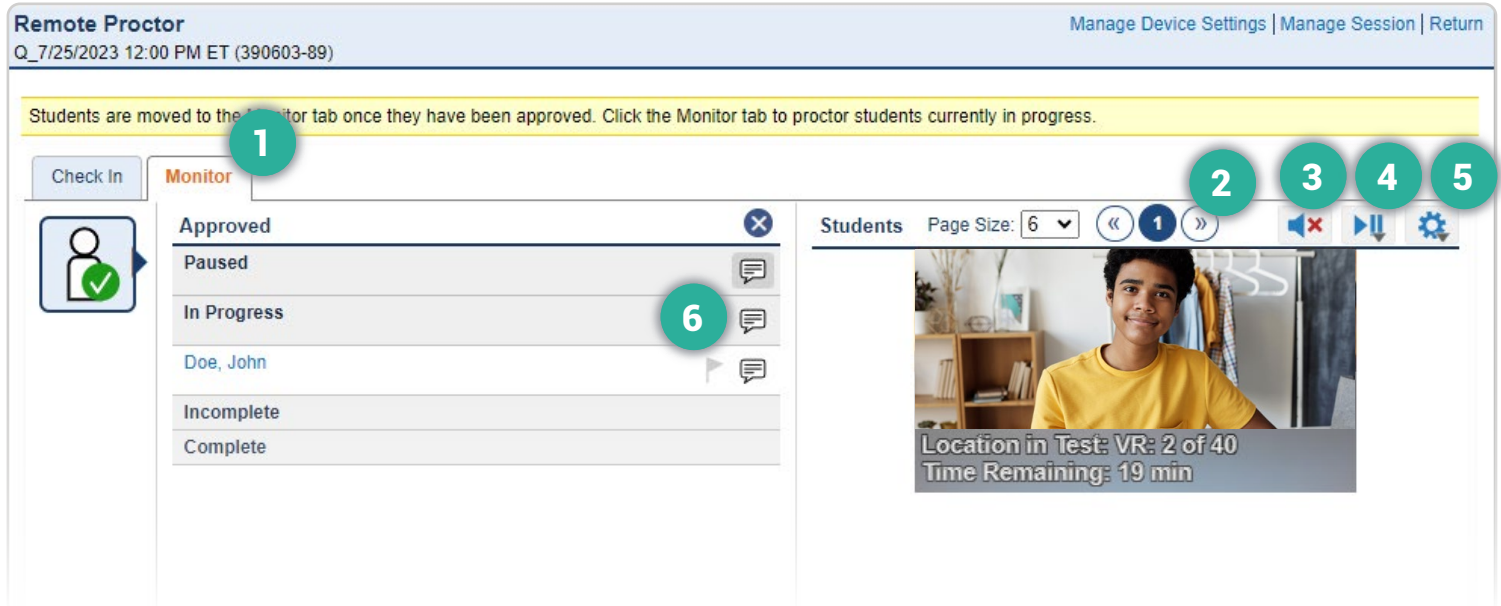
A pop-up will appear allowing you to select a video or audio-only call. Select "None" if you would like to make an audio-only call. When a call is initiated, the proctor's video feed will show in a smaller video tile, overlaid on top of the candidate video. Chat functionality is still available during the call.

19 Chat with Student(s)

Click the **Chat** icon next to a student's name to chat directly with an individual student. Click the chat icon next to a section heading to open a group chat with all the students in that section. You can chat with students at any time during the check in process or during testing.



11. Monitoring Students During Testing



The screenshot shows the Remote Proctor interface. At the top, there's a header with 'Remote Proctor' and a session ID 'Q_7/25/2023 12:00 PM ET (390603-89)'. On the right, there are links for 'Manage Device Settings', 'Manage Session', and 'Return'. A yellow banner states: 'Students are moved to the Monitor tab once they have been approved. Click the Monitor tab to proctor students currently in progress.' Below this, there's a 'Check In' button and a 'Monitor' tab. The Monitor tab shows a list of students with status filters: 'Approved', 'Paused', 'In Progress', 'Doe, John', 'Incomplete', and 'Complete'. A 'Chat' icon is next to the 'In Progress' section. On the right, there's a 'Students' section with a 'Page Size' dropdown set to '6'. Below this, there's a video feed of a student. At the bottom of the video feed, it says 'Location in Test: VR: 2 of 40' and 'Time Remaining: 19 min'. Numbered callouts 1 through 6 highlight various features: 1 points to the Monitor tab, 2 points to the Page Size dropdown, 3 points to the Mute/Unmute button, 4 points to the Pause/Resume button, 5 points to the Test Management button, and 6 points to the Chat icon.

1 MONITORING THE GROUP

Once a student is approved to start testing they will move from the Check In Tab to the **Monitor Tab**. You will use this tab to monitor all students throughout the test. The Monitor Tab will list all students that are currently taking the test organized by their testing status and will display all student video feeds.

2 Page Size and Pagination

Use these fields to configure the number of students displayed per page. If all students do not fit on one page, proctors should click through all pages to consistently monitor each student.

3 Mute/Unmute All Students

Use this button to **Mute** or **Unmute** all student audio. Remember, proctors can see and hear students while their video feeds are active, but students cannot see or hear the proctor or other students

4 Pause/Resume All Tests

If at any time you need to pause the test for all students, use the pause/resume button. Click the pause/resume button again to resume the test for all students.

5 Test Management

The Test Management button allows you to view test information including Test Description, Test Progress, and Test Time Remaining for students.

6 Chat with All Students

Click the **Chat** icon next to a section heading to open a group chat with all the students in that section. Once all students are approved for testing, we recommend that proctors use the group chat to welcome students to the test and remind them that even though they cannot see or hear you, that you are available to help them at any time during testing. A sample group chat welcome message could be:

"Hi! My name is [insert your name] and I will be your proctor today. You can click the "raise hand" button or chat with me at any time if you have questions or need help. These features are in the top right corner of your test. I can hear you and see you but please use the chat feature to talk to me."



11. Monitoring Students During Testing


Remote Proctor Manage Device Settings | Manage Session | Return






Q_7/25/2023 12:00 PM ET (390603-89)







Students are moved to the Monitor tab once they have been approved. Click the Monitor tab to proctor students currently in progress. **7**

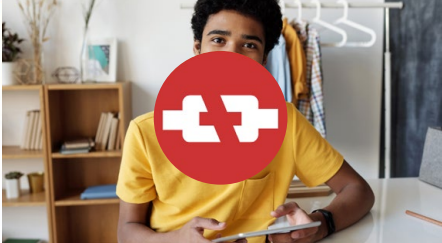
Check In

Monitor



Approved	
Paused	
In Progress	
Incomplete	
Doe, John	 
Complete	

Students Page Size: 6  **1**     



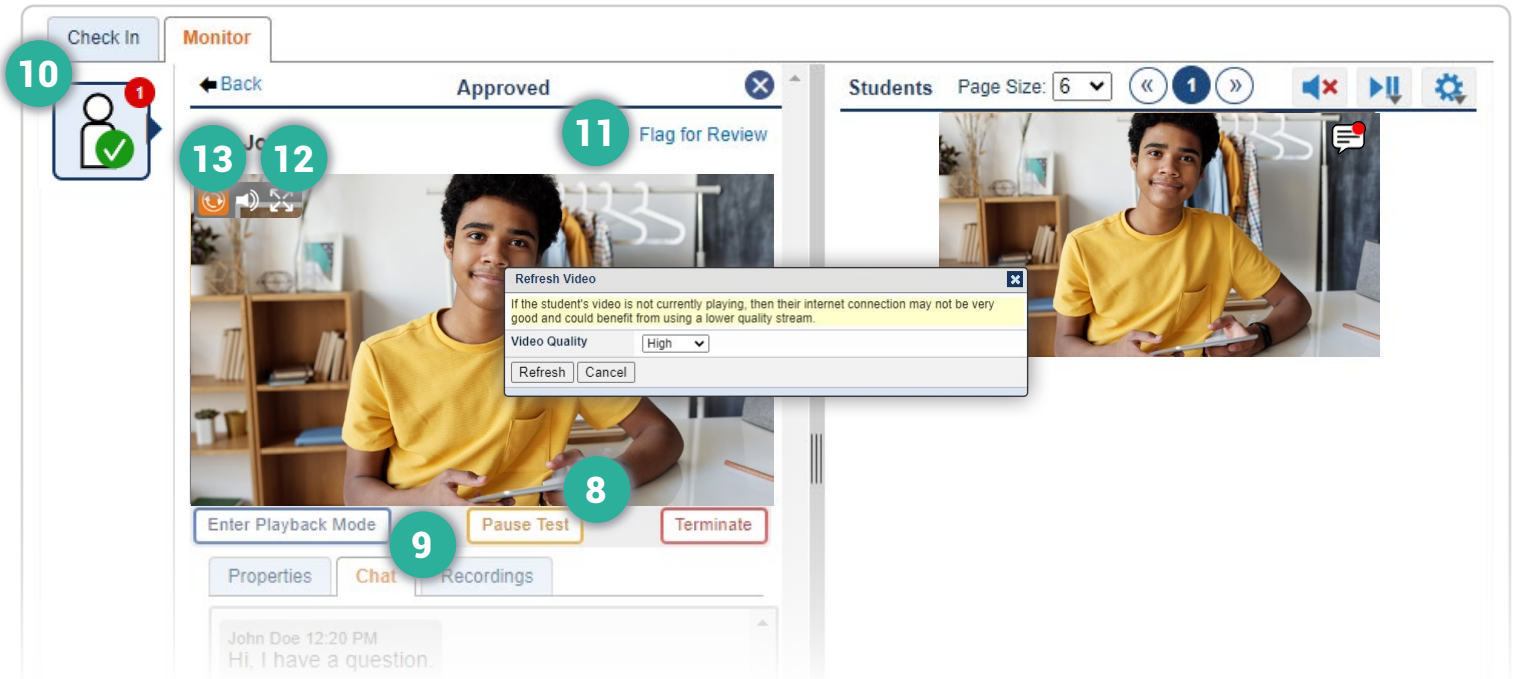
7 STUDENT IS DISCONNECTED (Streamlined Check-in to Reconnect)

If a student is disconnected from the test and has already acknowledged the Candidate Consent Page and has already taken their photos, they will not be prompted again for either. Additionally, if a student has previously logged into their session successfully, and is using the same device, they will no longer be prompted to perform the System Check again.

The Proctor does have the ability to request the candidate retake their photos if needed via the "Check-in Again" link.



11. Monitoring Students During Testing



MONITORING INDIVIDUAL STUDENTS

In the **Monitor Tab**, click an individual student's name to view just that student's feed and information.

8 Pause and Resume Tests

Use the **Pause Test** button to pause an individual student's test. In most situations, a student's test should be paused before the proctor attempts to communicate with the student via chat. This will ensure that the student does not lose any testing time while they are reading and responding to chat messages. Click the **Resume Test** button in the same location to resume a student's test that has been paused.

9 Chat with an Individual Student

Use the **Chat** tab while viewing an individual student's details or click the **Chat** icon to chat directly with an individual student. The student's video tile will display an icon when a chat message is received. The student's video tile will also be outlined in yellow to make the notification more pronounced for the proctor. The chat icon can also be clicked, which will take the proctor directly to the chat box.

10 Helping Students that "Raise Their Hand"

Students can request assistance from the proctor by using a "raise hand" feature in their test. When a student "raises their hand," a red icon will appear next to their name. You should chat with the student as quickly as possible to offer assistance.

11 Flag a Student's Test

If suspicious or prohibited behaviors occur, you should flag the student's video and file an irregularity report. ERB staff will then review the tester's video; nothing else is needed from the proctor.

12 Mute/Unmute Student

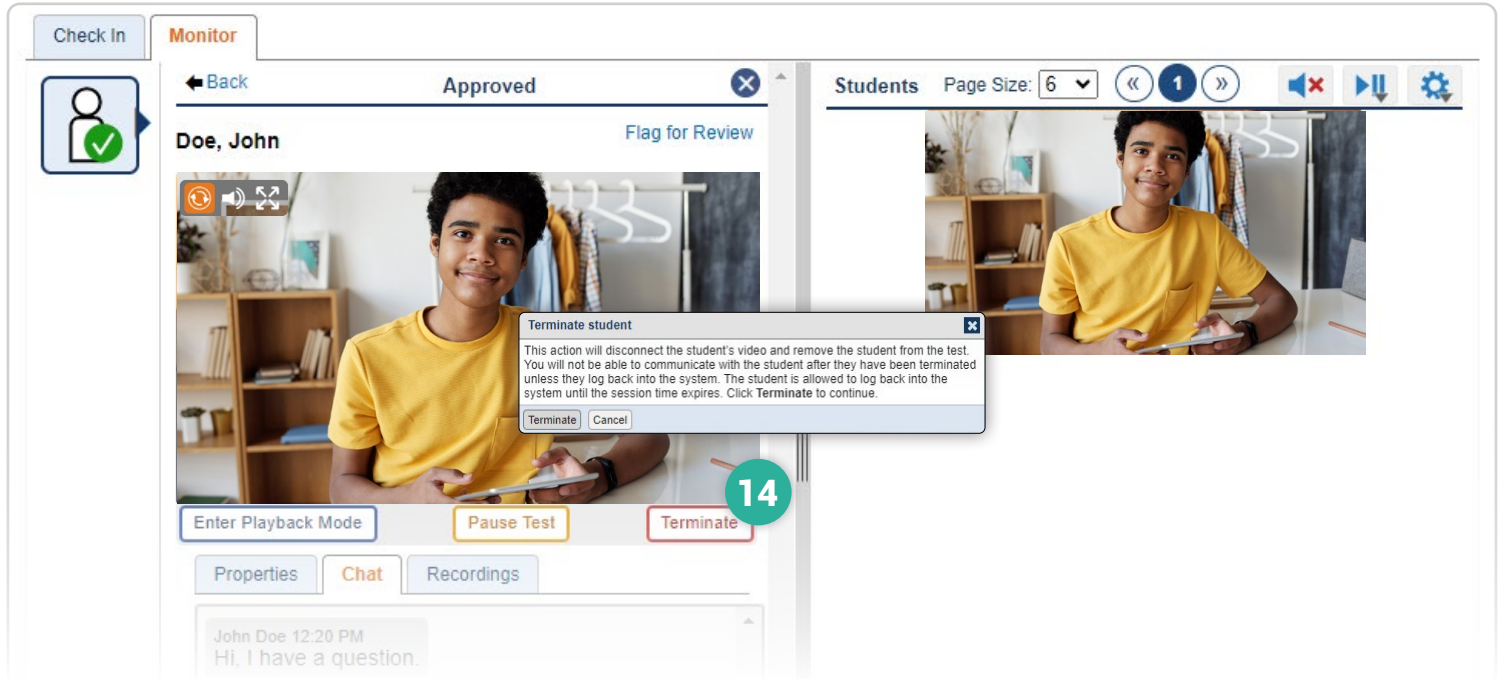
Hover your cursor over a student's video feed to reveal the **Audio Icon**. Use this icon to mute or unmute individual students. This can be useful in order to listen to just one student's audio whose behavior may seem erratic or outside of testing protocol.

13 Refresh Video

If a student's video feed is frozen or not appearing, hover over a student's video feed to reveal the orange Refresh Video Icon. Use this to lower the video quality and refresh the feed.



11. Monitoring Students During Testing



The screenshot displays the ISEE Online At-Home Administration interface. On the left, there's a 'Check In' button and a 'Monitor' tab. Below the 'Monitor' tab, a student named 'Doe, John' is listed with a 'Flag for Review' link. A video feed of the student is shown. A 'Terminate student' dialog box is overlaid on the video, with the following text: 'This action will disconnect the student's video and remove the student from the test. You will not be able to communicate with the student after they have been terminated unless they log back into the system. The student is allowed to log back into the system until the session time expires. Click **Terminate** to continue.' The dialog box has 'Terminate' and 'Cancel' buttons. A red circle with the number 14 is next to the 'Terminate' button. Below the video feed, there are buttons for 'Enter Playback Mode', 'Pause Test', and 'Terminate'. At the bottom, there's a 'Chat' window showing a message from 'John Doe' at 12:20 PM: 'Hi, I have a question.' On the right, there's a 'Students' list with a 'Page Size' dropdown set to 6 and navigation buttons.

MONITORING INDIVIDUAL STUDENTS CONTINUED

14 Terminating Tests

Click "Terminate" to remove a student from a test session. Once confirmed, the candidate's stream will be terminated, and the candidate will be completely removed from the session. The candidate can still log in again if needed.

For more information about when to terminate an exam, refer to the [Addressing Unusual Situations](#) section of this guide.



12. Addressing Unusual Situations

Proctors may encounter unusual situations during testing. Proctors can detect these situations and respond to them by paying careful attention to the video feeds for each student, flagging videos for problematic situations, monitoring the pending student notification, and monitoring the chat function.

To preserve consistency in the application of ERB policy, it is important that proctors follow the same procedures in response to these situations. Undoubtedly, there will be circumstances not listed here that will also arise. In general, when a proctor encounters an unusual situation or prohibited behavior they should:

- Pause the student's test and flag their video for review.
- Chat with the student about how to correct the issue, then resume their test.
- If the issue continues, give the student a second warning by repeating the steps above.
- If the issue repeats a third time, pause the student's test and inform them that they cannot continue testing today.
- Terminate the student's test.
- File an Irregularity Report for each instance of the issue.

For more information about pausing tests, flagging videos, or terminating tests refer to the **Monitoring Students During Testing** section of this guide.

For more information about irregularity reports, refer to the **Irregularity Reports** section of this guide.

STUDENT LOSS OF INTERNET CONNECTION

If a student loses their internet connection more than once during their test, the proctor should fill out an irregularity report. After a student loses their connection twice, proctors should reach out to the family using their contact information in the session's testing roster and let them know to reschedule. Students that lose connection more than twice are likely to become distracted and frustrated, which can impact their performance on the test.

PROCTOR LOSS OF INTERNET CONNECTION

Once the proctor has regained their internet connection and is able to log back in to the portal, they should flag each student's video feed (if students are still testing) and file an irregularity report indicating the approximate time and duration of the lost connection. ERB will then review the test and determine whether to cancel scores.

STUDENT ILLNESS

If a student becomes ill during the test, pause their test and fill out an irregularity report. If the student is able to return to the test, unpause the exam and allow them to resume testing. If the student must discontinue testing, remind the student that it is possible to reschedule for another test administration.

FROZEN VIDEO STREAMS

Although unlikely, proctors may notice that a student's video feed is frozen. If this occurs and is due to a strain on the proctor's bandwidth, it can typically be remedied by reducing the number of video feeds that appear per screen.

If the frozen video is coming from the student, pause their test and tell them to ask their parent or guardian to reduce the number of devices in the home using the internet. If the video cannot be unfrozen, the proctor should pause the student's exam and inform them that they cannot continue testing today due to the frozen feed. The family will need to reschedule.

DEFECTIVE TEST QUESTIONS

If a student reports that a test question has no correct answer or more than one correct answer, the proctor should instruct the student to select the answer that seems most nearly correct. Then, the proctor should complete an irregularity report for that student noting the level, section, and question number.



12. Addressing Unusual Situations

EGREGIOUS PROHIBITED BEHAVIOR

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. The proctor should submit an irregularity report for each violation that occurs during testing.

Once a test is terminated due to egregious prohibited behavior, 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](#).

GENERAL PROHIBITED BEHAVIOR

ERB adheres to a "three-strikes" policy for general violations of rules and procedures during testing. The proctor will give students two warnings to discontinue the prohibited behavior. On the third warning, the student's test will be terminated.

Each time the student receives one of these warnings, the proctor should immediately pause the student's test, flag their video, and send a chat message to remind the student that their behavior is prohibited and grounds for dismissal if it continues. The proctor should submit an irregularity report for each violation that occurs during testing.

Once a test is terminated due to prohibited behavior, 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](#).

Disruptive or Uncooperative Students

Proctors should adhere to the three-strikes policy when addressing students who are generally disruptive or are otherwise uncooperative during testing. The student should receive two warnings—after the student's third time engaging in the prohibited behavior, the proctor should inform the student that they won't be allowed to continue testing today. The proctor should be sure to fill out an irregularity report for each instance of the prohibited behavior.

Use of Cell Phones, Electronic Devices, or Other Prohibited Materials

In most cases, proctors should adhere to the three-strikes policy when addressing students who are seen with prohibited materials, including cell phones or other electronic devices. The student should receive two warnings—after the student's third time using the prohibited material, the proctor should inform the student that they won't be allowed to continue testing today. The proctor should be sure to fill out an irregularity report for each instance of using a prohibited material.

However, there are cases where a student is approved for a testing accommodation that allows them to use a prohibited material during testing due to a medical diagnosis. There are also instances where a student may use a second device, like a cell phone, to transmit video of their test administration. In these instances it is permissible for the student to continue using the prohibited material.

For more information about testing accommodations, refer to the [Testing with Accommodations](#) section of this guide.



13. Irregularity Reports

1

ISEE Home Administer At School Administer At Home Report an Irregularity View Roster View Students

2

Irregularity Reporting New Irregularity | Return

Recent Irregularities *(All open irregularities plus irregularities closed within the past 30 days)*

ID	Date Reported	Irregularity Date	Type	Status	Students Affected
9	10/14/2020 1:21 PM	10/1/2020	Connectivity / delivery problems	Open	1
8	10/9/2020 1:36 PM	9/18/2020	Candidate misconduct	Open	1
7	9/22/2020 9:48 AM	9/21/2020	Administrator error	Closed 10/2/2020	0
6	9/18/2020 10:38 AM	9/18/2020	Problem with candidate identification (turned away due to ID issue)	Open	1
5	9/18/2020 10:36 AM	9/18/2020	Connectivity / delivery problems	Closed 10/2/2020	1
4	9/18/2020 10:05 AM	9/18/2020	Problem with testing environment	Open	1
3	9/1/2020 1:57 PM	9/1/2020	Problem with accommodations	Open	1
2	9/1/2020 1:00 PM	9/1/2020	Problem with accommodations	Closed 10/2/2020	1

Any unusual situations encountered during testing should be logged as an Irregularity Report. Irregularity Reports must be submitted on the same date as the exam but they may be submitted after the test session is over.

For more information about responding to unusual situations, refer to the **Addressing Unusual Situations** section of this guide.

In the event that a proctor is not sure whether a student's behavior requires an irregularity report, air on the side of caution and log the irregularity. ERB staff will review the student's video and make any necessary determinations.

For more information about monitoring students and flagging videos, refer to the **Monitoring Students During Testing** section of this guide.

1 OPEN IRREGULARITY REPORTING

To begin an Irregularity Report, click **Report an Irregularity** in the main menu at the top of the screen.

2 CLICK NEW IRREGULARITY

Click **New Irregularity** in the upper right-hand corner of the Irregularity Reporting screen.



13. Irregularity Reports

ISEE
Home
Administer At School
Administer At Home
Report an Irregularity
View Roster
View Students

New Irregularity Report

Save Cancel

ITS Single School

3
Once entered, irregularities cannot be modified or removed, but comments may be added at any time.

General Information

Irregularity Date*
10/15/2020

Time*
Between 06:00 AM and 06:00 PM

The list of Student Test Results Affected is based on the date and times selected above. The list below will only capture students who started their test within this range. Tip: make the range wider than needed to ensure that the correct students can be included.

Type*
Select One

Contact
CTP SSPC

Contact Phone
(555) 555-1212

Contact Email
ctpsspc@testsys.com

Irregularity Detail


Student Test Results Affected (0)

	First Name	Last Name	Test	Test Started	Test Completed
<input type="checkbox"/>	Allan	Abrams	ISEEL	9/9/2020 9:06:16 AM	9/9/2020 9:34:47 AM
<input type="checkbox"/>	Bert	Bottoms	ISEEM	9/9/2020 9:50:23 AM	9/9/2020 10:13:25 AM
<input type="checkbox"/>	Cindy	Canty	ISEEL	9/9/2020 10:15:26 AM	
<input type="checkbox"/>	Courtney	Cowell	ISEEU	9/9/2020 1:23:09 PM	9/9/2020 1:51:48 PM

3 FILL OUT THE REQUIRED FIELDS, AND CLICK SAVE

On the following screen, fill out the required fields and click **Save**. Please be sure to assign the irregularity to specific student(s).

It is important to note that once a report is created, it cannot be deleted. Proctors may only edit the comment section and add or remove students from the report. Proctors can create Irregularity Reports both during or after testing, but **the irregularity report must be submitted on the same date of the exam.**



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iseeoperations@erblearn.org

section 13

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14. Honoraria Payments

Proctors who administer the ISEE are entitled to an honoraria payment for their services. To receive this payment, proctors will need to create a Bill.com account, and are responsible for submitting a payment voucher. Instructions for completing these steps can be found at www.erblearn.org/educators/erb-admissions/payments.



15. Appendix A

STUDENT CONSENT FORM

The text below is identical to the consent form students 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.



