

A large circular image on the right side of the page shows a young child with dark hair, wearing a blue sweater, sitting at a desk and writing with a pencil on a piece of paper. The image is tinted with a dark blue color.

isee online at-home Family Guide

ISEE is provided by E3n, the nonprofit organization formed through the merger of the Educational Records Bureau (ERB) and Enrollment Management Association (EMA).

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

 1 (800) 446-0320

 iseeoperations@e3n.org

Available 9:00 a.m. - 5:00 p.m. ET, Monday-Friday.

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Introduction

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 admission.org/assessments/isee/registration.

Exam Description

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. No student is expected to answer every question correctly, and their test performance is compared only to the performance of students at the same grade.

Throughout the test, Lower, Middle, and Upper Levels read instructions themselves. Primary Levels listen to recorded instructions. Students will see sample questions before each test section. This gives students a chance to see the question format before they begin each section of the exam.

The proctor does not read testing instructions aloud, nor do proctors prompt students to move through the instructions or sample question pages.

For Lower, Middle, and Upper Levels, students will type their essay. Spell check is an embedded feature for the essay section. There is no essay section for Primary Levels.

Proctor Communication

Cameras and microphones allow the proctor to monitor students 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 and your student cannot see or hear other students or the proctor. When necessary, proctors communicate with students via typed chat messages in the testing application.

Student Conduct and 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 prohibited behaviors during the test, a student's scores will be invalidated.

Refer to the Rules and Regulations section of this guide for a full explanation of our testing policies.

Exam Preparation

- Read this guide completely a few days before your test.
- Prepare all required devices and materials for the exam in advance.
- Conduct a practice check-in to ensure you can start the exam.
- Review the testing rules and regulations with your student.
- Gather the necessary student identification for check-in.
- Plan to have an adult present on the day of testing.
- Take a practice test or answer sample questions to familiarize yourself with test sections, number of questions, timing, and question formats.
- Practice any academic areas where you may want to feel more confident.
- Make sure students get a good night of sleep and eat a healthy meal prior to testing.

Find practice tests and other student preparation materials at admission.org/assessments/isee/isee-preparation.



Testing Device Setup

🕒 Complete device setup at least 3 days before the exam.

1 Check Testing Device

Students need a computer, laptop, or tablet that meets all requirements for testing. Your testing device must:

- Have a built-in camera and microphone.
- Meet the minimum system requirements below.
- Remain connected to a power source throughout the test.

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

Mac

- macOS 13.7 Ventura and higher⁵
- Screen resolution of at least 1024 x 768
- Google Chrome³, Microsoft Edge³, Mozilla Firefox³, or Apple Safari 16.6

³ Chrome, Edge, and Firefox support are limited to the current version plus one previous version due to forced automatic updates.

⁵ If your student is approved for the "Speech to Text for Essay" testing accommodation you'll need macOS 13.7 Ventura or higher with dictation or Siri enabled.

PC

- Windows 10¹ and higher
- Screen resolution of at least 1024 x 768
- Google Chrome³, Microsoft Edge³, or Mozilla Firefox³

¹ Minimum of Windows 10 April 2018 Update (version 1803, build 10.0.17134).

³ Chrome, Edge, and Firefox support are limited to the current version plus one previous version due to forced automatic updates.

iPad

- iPadOS 16.7 and higher
- iPad 5th generation or newer, iPad Air 3 or newer, iPad Pro
- Rotation Lock must be Off ⁴

⁴ 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.

Chromebook

- Chrome OS Long-term Support (LTS)²
- Android App support
- Android 9 Pie (on tablets)
- "Speech to Text for Essay" accommodation unavailable

² Chromebooks capable of running Android apps are required for secure testing (most manufactured after 2019). Existing Chrome Web Apps for secure testing on Managed Chromebook will be discontinued and replaced with Android apps.



Testing Device Setup

🕒 Complete device setup at least 3 days before the exam.

2 Check Internet Connection

Make sure your internet network meets the following requirements. To increase signal strength, students should position their device close to their wifi router or use an Ethernet cable to connect to it directly. Your network speed must be at least:

- 15+ mbps download speed
- 3+ mbps upload speed

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

Families should make sure other household members are not using the internet for things like streaming videos, music, or games during the test.

We recommend that only one student per family take the test at a time to ensure the strongest bandwidth.



3 Download the Testing App

Go to iseedownload.erblearn.org on the device you'll use for testing and download the app.

You will use this app to access the exam and complete the device setup process. This application preserves the validity of the test by prohibiting access to websites and other apps during testing.

⚠️ Why does my app icon look different?

The testing app icon will look different depending on your testing device.



Testing Device Setup

🕒 Complete device setup at least 3 days before the exam.

4 Testing Device and Second Camera

In addition to the testing device, families must have a second device with a camera, such as a smartphone or tablet, for the proctor to monitor areas of the testing environment not visible in the primary camera feed. To ensure a stable proctor view, the testing device and camera must be on a firm, flat surface such as a desk or table. Your second camera can be one of the following:

- An iPhone or iPad running iOS 16.7 or higher
- Android phone or tablet running Android 9 Pie

During the exam, the second camera must be placed near a power source at desk-level about an arm's length away from your student. Your student's keyboard, testing device screen, hands, and desk area must be visible.

We recommend using a small tripod, phone or tablet holder, or other non-prohibited, sturdy object to prop up your device.

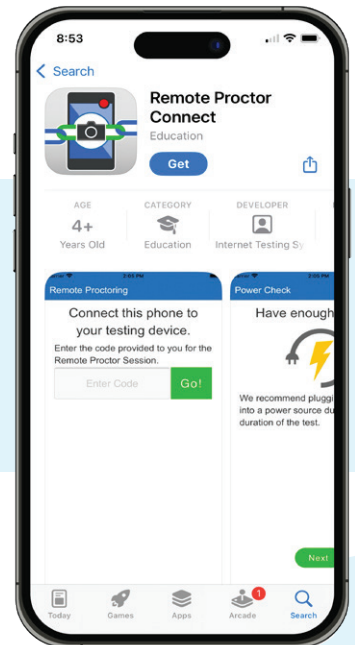
The device must be plugged into a power source and any inactivity screensavers disabled for the duration of the test.



5 Download the Second Camera App

To connect your second camera to the exam, download the **Remote Proctor Connect** app from the Apple App Store or Google Play Store.

Cameras and microphones allow the proctor to monitor students 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 and your student cannot see or hear other students or the proctor.



Test Materials

✓ Testing Device and Second Camera with Apps Downloaded



Make sure you've completed all setup instructions for your testing device and second camera device. Both devices must have the appropriate apps downloaded to start the exam.

? How do I set up my devices?

Refer to the **Testing Device Setup** section of this guide to prepare your devices for testing.

✓ Verification Letter with ISEE ID



You'll need a printed or digital copy (on a device other than your testing device) of your Verification Letter on hand during the test. Students will need to enter their **ISEE ID** and **Last Name** as it appears on their Verification Letter to check-in. Your student's ISEE ID can also be found at iseeonline.erblearn.org.

You may need to present your Verification Letter during check-in, especially if the first name that your student registered with does not match the first name on their ID.

? Where's my Verification Letter?

Letters are emailed to the parent or guardian who registered for the exam. They are also found in your parent account at iseeonline.erblearn.org. If you can't find your letter or there is incorrect information on your letter, contact ISEE Operations.

✓ Student Identification



All students must present one of the accepted forms of identification to check-in to their exam. **Student's taking the Upper Level exam must have an ID with a photo.**

For All Levels:

- School ID Card
- State-issued ID, Passport, or Green Card
- Driver's License or Learner's Permit
- Military Dependent ID
- Work Visa
- Global Entry Card
- National Identity Card
- Employment Authorization Card
- Tribal Card
- ISEE Student ID Form

For Primary, Lower, and Middle Levels:

- Birth Certificate
- School Report Card
- Health Insurance Card

Both the First and Last Name on the student's ID must match the spelling used when registering for the exam.

? What's the ISEE Student ID Form?

This form serves as an acceptable photo ID for ISEE test-taking purposes if the student does not have an acceptable form of ID. This form is valid only if signed and sealed by a school official or notary. Forms signed by school officials must be printed on school stationery. The ISEE Student ID Form can be accessed at admission.org/assessments/isee/instructions/home.



Test Materials

✓ Test Session Number for ISEE- or Office-Administered Exams

Students will need to enter the **Session Number** found on their Verification Letter to check-in to their exam.

| Your Verification Letter will confirm your test administration type.



? Where's my Session Number?

If your exam is ISEE- or office-administered, you can find your Session Number in your Verification Letter or in your account online at iseeonline.erblearn.org.

✓ Test Session Number for School-Administered Exams

Students will need to enter the **Session Number** found in their Verification Letter, email, or text message to check-in to their exam. If your Session Number isn't in your Verification Letter, it will be emailed or texted to you (depending on your communication preferences) by the school you're testing with within 24 hours of your exam. **If you can't find this email, be sure to check SPAM folders.**

| Your Verification Letter will confirm your test administration type.



? Where's my Session Number?

If your exam is school-administered, and your Session Number isn't in your Verification Letter, you will receive it via email or text message from the school you're testing with. The email or text with your Session Number may come from an unfamiliar contact—likely from someone at the school that is proctoring your test.

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

✓ Guardian Mobile Phone Number

Make sure that the parent or guardian who will be present on test day has their mobile phone listed in the iseeonline.erblearn.org parent account. This allows the proctor to quickly contact them by text or phone if needed during the exam. **This should not be the phone used for the second camera on test day. The guardian must remain present for the duration of the exam.**



? Where do I enter my number?

Go to iseeonline.erblearn.org and open your parent account profile in the upper right-hand corner. Enter the desired mobile number and save.



Test Materials



✓ Headphones for Primary Levels and Audio Accommodations

Wired headphones connected with a headphone jack or speakers are required for students taking Primary 2, 3, or 4 to hear exam instructions. Students approved for the "Reader (Audio)" or "Speech to Text for Essay" testing accommodations also need headphones. **Wireless headphones or speakers are not permitted.**



✓ Optional Materials

Students may use the following optional materials during the exam.

- Up to four (4) pieces of blank scratch paper.
- Two pens (erasable pens are permitted) and/or two pencils.
- Wired headphones connected with a headphone jack for Lower, Middle, and Upper Level students.
- A bluetooth keyboard and/or mouse are allowed **only if the testing device does not include a hardwire keyboard, mouse, or touchpad.**



✗ Prohibited Materials

Only the required and optional materials listed in this guide are allowed during the exam. Students may not access any other items during the exam. Prohibited items include but are not limited to:

- Books, dictionaries, or thesauruses.
- Calculators (unless approved in advance by E3n as a testing accommodation), compasses, protractors, or rulers.
- Cell phones or tablets (unless used as the second camera or approved to use due to a medical diagnosis), wireless headphones, smart devices (including wearables), a second keyboard or monitor, or any other electronic device.
- Any other materials that may provide assistance to students answering test questions. These must be removed or covered before testing.

? Why are headphones optional for Lower, Middle, and Upper Levels?

There are no audio recordings on the exam for students in these levels. However, students may use wired headphones for noise reduction.

⚠ What if my student uses these?

Use of prohibited materials or objects may result in invalidation of a student's scores. Students observed to have prohibited items will not be able to take or continue the test until a testing area scan confirms that such items are removed.



Test Timing

Standard Timing

The full standard timing allotted for each section must elapse before students can proceed to the next section. Students who finish early must stay in their seats and may use any extra time to review their answers.

Lower, Middle, and Upper Level test sections include directions and example question(s) that are also timed. Students do **not** need to wait for time to expire on these screens to move forward.

Students 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.

Breaks

During scheduled breaks, students are encouraged to relax, walk around the room, and eat a snack but they must get permission from the proctor to leave the room. When students are ready to resume testing after a break, they will initiate testing themselves.

If a student requires an unscheduled break, they must get permission from the proctor to take one. The students' test clock will continue to run while they take unscheduled breaks. Students do not receive extra testing time to make up for unscheduled breaks.

If a student leaves the testing room without permission, they will receive a warning. If this occurs a second time, their test may be canceled.

Primary 2 Level

Standard timing for applicants to Grade 2

Check-In	30 minutes
Auditory Comprehension	7 minutes
Reading	20 minutes
Break (Optional)	10 minutes
Mathematics	26 minutes
Total Test Time:	53 minutes

Primary 3 Level

Standard timing for applicants to Grade 3

Check-In	30 minutes
Reading	28 minutes
Break (Optional)	10 minutes
Mathematics	26 minutes
Total Test Time:	54 minutes

Primary 4 Level

Standard timing for applicants to Grade 4

Check-In	30 minutes
Reading	30 minutes
Break (Optional)	10 minutes
Mathematics	30 minutes
Total Test Time:	1 hour

Lower Level

Standard timing for applicants to Grades 5-6

Check-In	30 minutes
Verbal Reasoning	20 minutes
Quantitative Reasoning	35 minutes
Break	10 minutes
Reading Comprehension	25 minutes
Mathematics	30 minutes
Break	10 minutes
Essay	30 minutes
Total Test Time:	2 hours, 20 minutes

Middle Level

Standard timing for applicants to Grades 7-8

Check-In	30 minutes
Verbal Reasoning	20 minutes
Quantitative Reasoning	35 minutes
Break	10 minutes
Reading Comprehension	35 minutes
Mathematics	40 minutes
Break	10 minutes
Essay	30 minutes
Total Test Time:	2 hours, 40 minutes

Upper Level

Standard timing for applicants to Grades 9-12

Check-In	30 minutes
Verbal Reasoning	20 minutes
Quantitative Reasoning	35 minutes
Break	10 minutes
Reading Comprehension	35 minutes
Mathematics	40 minutes
Break	10 minutes
Essay	30 minutes
Total Test Time:	2 hours, 40 minutes



Practice Check-In

🕒 Complete practice check-in at least 3 days before the exam.

1 Open the Testing App

Open the ISEE by E3n testing app you downloaded and select “Practice Check-In.”

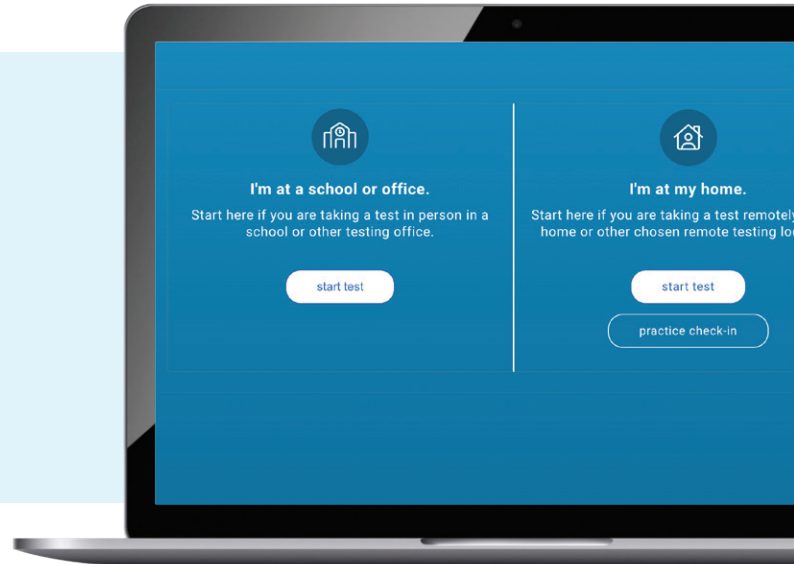
This confirms that devices are ready for testing and allows you and your student to practice checking into the test and using the application. Follow the prompts on-screen to proceed through the check-in.

We recommend doing the practice check-in with your student.

Make sure you have all the required materials ready for the practice check-in. These include:

- ISEE by E3n Testing App
- Verification Letter with ISEE ID
- Second Camera Device with Remote Proctor App

Refer to the Test Materials section of this guide for more details about check-in materials.



2 Connect Second Camera

Scan the QR code on your testing device or open the Remote Proctor App and enter the Mobile Code. Follow the on-screen instructions and select the “Front Camera” in the app. Then, scan the second QR code that appears.

Once you complete the Remote Proctor App connection process, click “Next” on your testing device screen and “Start” in the Remote Proctor App. **When prompted, allow the app to access your device's camera and microphone.**

During the exam, the second camera must be placed near a power source at desk-level about an arm's length away from your student. Your student's keyboard, testing device screen, hands, and desk area must be visible.

We recommend using a small tripod, phone or tablet holder, or other non-prohibited, sturdy object to prop up your device.

The device must be plugged into a power source and any inactivity screensavers disabled for the duration of the test.



Exam Check-In

🕒 Begin check-in 30-minutes before exam start time.



Be sure to have the following prepped and on-hand for the exam.

Testing Device

- ✓ The testing device must be on a firm, flat surface such as a desk or table.
- ✓ ISEE by E3n App downloaded
- ✓ Connected to a power source
- ✓ Wired headphones or speakers for Primary Levels and audio accommodations
- ✓ Clear cache/data history
- ✓ Close all background programs including firewalls, antivirus software, and parental controls

Second Camera Device

- ✓ Second camera device used should not be parent mobile number in Parent Profile.
- ✓ Remote Proctor App downloaded
- ✓ Connected to a power source

Check-In Documents

- ✓ ISEE Verification Letter with ISEE ID
- ✓ Test Session Number
- ✓ Student Identification for all levels (Upper Levels must have photo ID)

Parent or Guardian Supervision

- ✓ A parent must be available throughout testing
- ✓ Parent mobile number in parent profile

Testing Room Setup

- ✓ Remove all prohibited materials
- ✓ Place second camera an arm's length away from the student with view of keyboard, hands, and desk
- ✓ If possible, position your student so they are testing with blank walls around them

Refer to the **Testing Device Setup** and **Test Materials** section of this guide for details.



Improper conduct may result in exam termination and invalidation of scores.

- ✗ No books, dictionaries, or thesauruses.
- ✗ No calculators (unless approved in advance by E3n as a testing accommodation), compasses, protractors, or rulers.
- ✗ No cell phones or tablets (unless used as the second camera or approved to use due to a medical diagnosis), wireless headphones, smart devices (including wearables), a second keyboard or monitor, or any other electronic device.
- ✗ No other materials that may provide assistance to students answering test questions.
- ✗ Do not engage in prohibited behavior or activities during the exam.



Exam Check-In

🕒 Begin check-in 30-minutes before exam start time.

1 Open the App and Start the Test

Open the ISEE by E3n app and click “Start Test” under “I’m at my home.”

A parent or guardian must be present while their student is testing to assist with this check-in process as well as during the completion of the test.

Families should make sure other household members are not using the internet for things like streaming videos, music, or games during the test. We recommend that only one student at a time take the ISEE to ensure the strongest bandwidth.

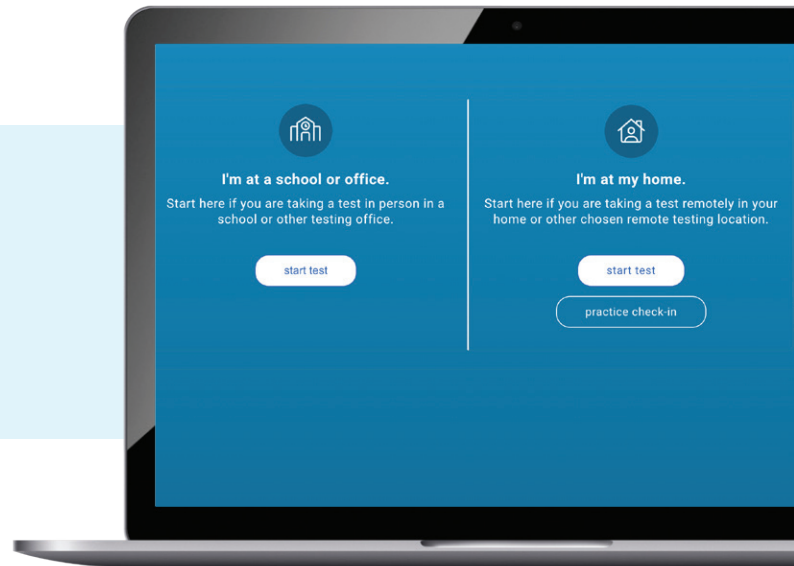
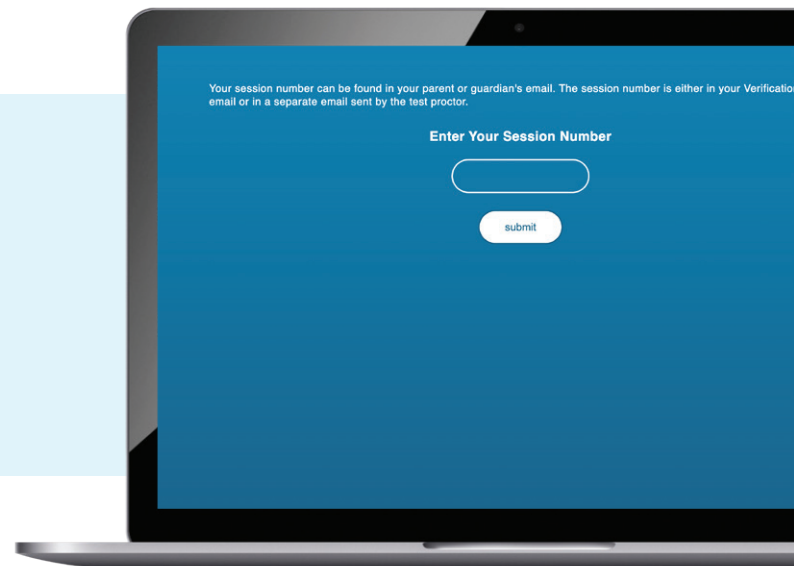
If you have not yet downloaded the ISEE by E3n app go to iseedownload.erblearn.org to download it now.

2 Enter Your Session Number

Enter your Session Number and click “Submit.”

The Session Number can only be used on the day your student is registered to test. A parent or guardian must assist with this.

Refer to the **Test Materials** section of this guide for help finding your Session Number.



Exam Check-In

🕒 Begin check-in 30-minutes before exam start time.

3 Enter Student Information

Enter your student's ISEE ID and Last Name and click "Submit."

Enter your student's information as it appears on the Verification Letter. A parent or guardian must assist with this.

Refer to the **Test Materials** section of this guide for help finding your Verification Letter.

4 Agree to the Student Consent Form

Read the student consent form, check the box to agree, and click "Next."

The parent or guardian and student must both read the consent form and agree to the terms to proceed.

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. Your student will be on camera and visible to the proctor at all times while testing, except when your student steps away during breaks. E3n and its service provider generally will only retain video recordings for the period for which they are needed for test security and test administration verification, which is usually 7 days. Video recordings will be retained longer in the event of a test related investigation, legal action, or valid government request.

Refer to the **Rules and Regulations** section of this guide for the full student consent form.



Exam Check-In

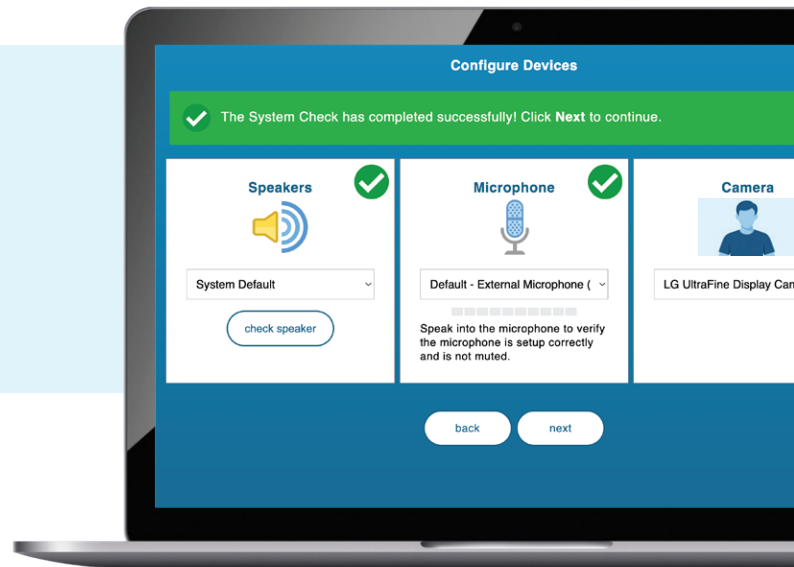
🕒 Begin check-in 30-minutes before exam start time.

5 Complete Device Configuration

Check your speakers, microphone, and camera and click "Submit."

The app will check your speaker, microphone, and camera. You may need to initiate the check of each component and follow all instructions on-screen to proceed. A parent or guardian must assist with this.

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



6 Connect Second Camera

Scan the QR code on your testing device or open the Remote Proctor App and enter the Mobile Code. Follow the on-screen instructions and select the "Front Camera" in the app. Then, scan the second QR code that appears.

Once you complete the Remote Proctor App connection process, click "Next" on your testing device screen and "Start" in the Remote Proctor App. **When prompted, allow the app to access your device's camera and microphone.** A parent or guardian must assist with this.

Be sure to keep your secondary camera device plugged into a power source for the duration of the test.

Once connected, your mobile device will remain active as a second camera for the duration of the exam. The Remote Proctor app will lock down your device so other apps cannot be used during the test. When the camera is fully connected, a notification will display to inform you that you are now being monitored and the student's video stream will be visible.

If you have not yet downloaded the Remote Proctor App, go to your device's app store to download it now.



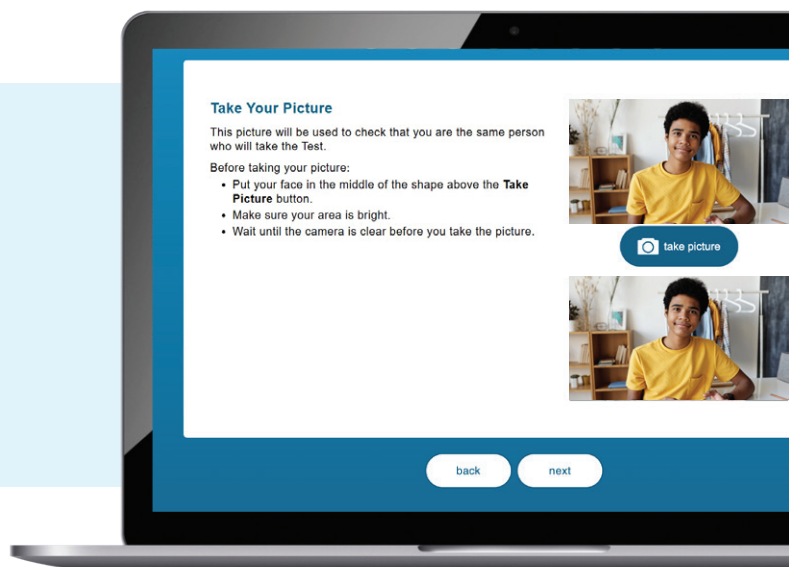
Exam Check-In

🕒 Begin check-in 30-minutes before exam start time.

7 Take Student Photo

Have your student align themselves with the guides on the screen and click "Take Picture."

Before clicking "Next," make sure the photo 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 return to check-in to retake their photo. A parent or guardian must assist with this.

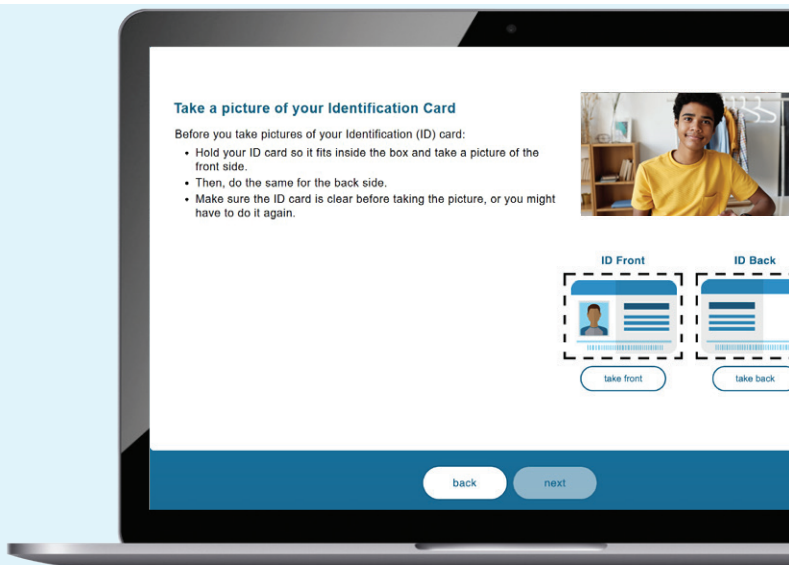


8 Take Photo of Student Identification

Following the guides on-screen, hold your identification close to the camera so your name is clearly visible. If you cannot read your name and date of birth in the photo, the proctor won't be able to either. Click the "Take front" and "Take back" buttons to take photos of both sides.

Before clicking "Next," make sure you can clearly see both photos. A parent or guardian must assist with this. If you wish to retake the photo, you can do so. **Upper Levels must use a photo ID.**

Refer to the Test Materials section of this guide for a full list of accepted student IDs.



If the proctor deems the photos unacceptable, the student must return to check-in to retake the photos. You may be asked to present your **ISEE Verification Letter** to verify date of birth or 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.



Exam Check-In

🕒 Begin check-in 30-minutes before exam start time.

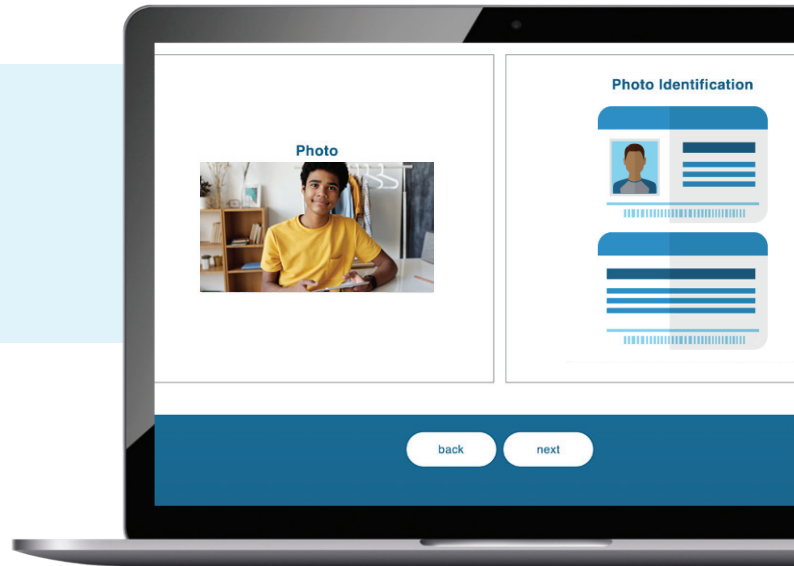
9 Verify Student Information

Make sure all your photos look good then click "Next" to proceed.

If you'd like to retake any of your photos, use the "Back" button. A parent or guardian must assist with this.

If your student is wearing eyeglasses...

The proctor will ask your student to remove their eyeglasses and hold them up to the camera for the proctor to inspect for embedded camera devices. If the proctor determines the eyeglasses do not pass inspection, your student will be asked to wear a different pair of eyeglasses or reschedule their exam to a later test date when different eyeglasses are available.



10 Complete the Room Scan

You will use your connected second camera device to complete the room scan.

During this step, you will slowly turn your second camera device in a full circle to the left to capture your testing environment.

Follow the instructions on your second camera device:

- Take a few steps back from your testing device while holding your secondary camera device.
- Use your secondary camera device to scan the QR code on the screen of your testing device.
- Slowly turn in a full circle to your left holding your secondary camera device steady.
- End the scan when you have turned in a full circle and reach the QR code on your testing device's screen again.
- If the scan fails, follow the prompts on your testing device to "Try Again."

Before you begin:

To perform the room scan, you will need to turn in a full circle while holding your secondary camera. If your chair doesn't allow you to rotate completely, please stand up now before continuing. This will make the room scan easier to complete.

Continue



Exam Check-In

🕒 Begin check-in 30-minutes before exam start time.

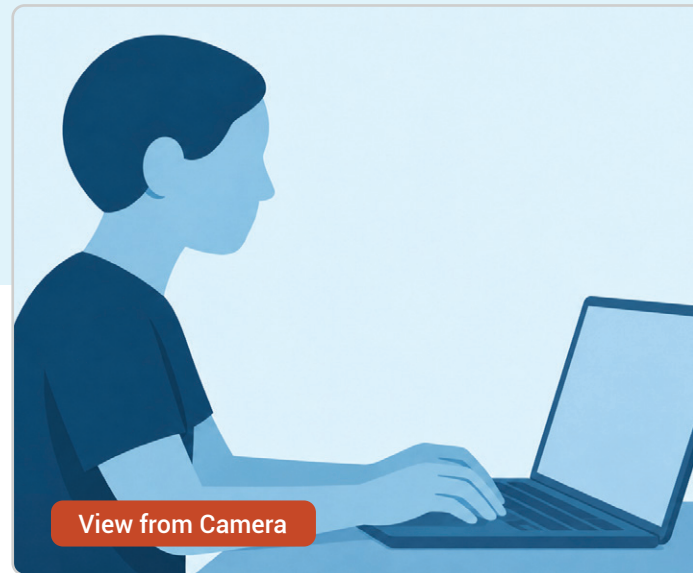
11 Positioning your Second Camera

Your mobile device will remain connected as a second camera. Place your device to the left or right side of your workspace so it clearly shows your testing setup. Your camera view must include:

- ✓ Your monitor or screen
- ✓ Your keyboard, mouse, and hands

We recommend using a small tripod, phone or tablet holder, or other non-prohibited sturdy object to prop up your device. Use a location that is close to a power source to keep the device plugged in during testing. A parent or guardian must assist with this.

Placing the device slightly farther than arm's length away usually provides the best view of your full workspace.



Exam Check-In

🕒 Begin check-in 30-minutes before exam start time.

12 Validate Setup Check

This step confirms that your cameras are positioned correctly and that your workspace is clearly visible and meets testing requirements.

If any adjustments are needed or prohibited items are visible, you will be prompted to correct them and try again. Once your setup is validated, you will be placed into the greeter queue and admitted to begin your exam.



13 Wait for Approval

The greeter will take a few moments to review and validate your student's information.

At this time you may receive testing instructions from the greeter as well.

Once the greeter approves your student, your student will enter the testing environment and start their exam.

After your student is approved to start testing, guardians should leave the testing area until the exam is finished.

If there are any issues with your student's check-in information, the proctor may ask you to redo portions of the check-in process.



You may 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.



Exam Instructions

1 Using the Testing App

Once students are checked in, they will see instructions on how to use the testing app.

During the test, students can click different icons to zoom in or out, type notes, cross out answer choices, or flag an item to come back to it later.

For Primary Level testers, these instructions are broken out over multiple screens.

Lower, Middle, and Upper Levels read instructions themselves. Primary Levels listen to recorded instructions. Students will also see sample questions before each test section.

The proctor does not read testing instructions aloud, nor do proctors prompt students to move through the instructions or sample question pages.

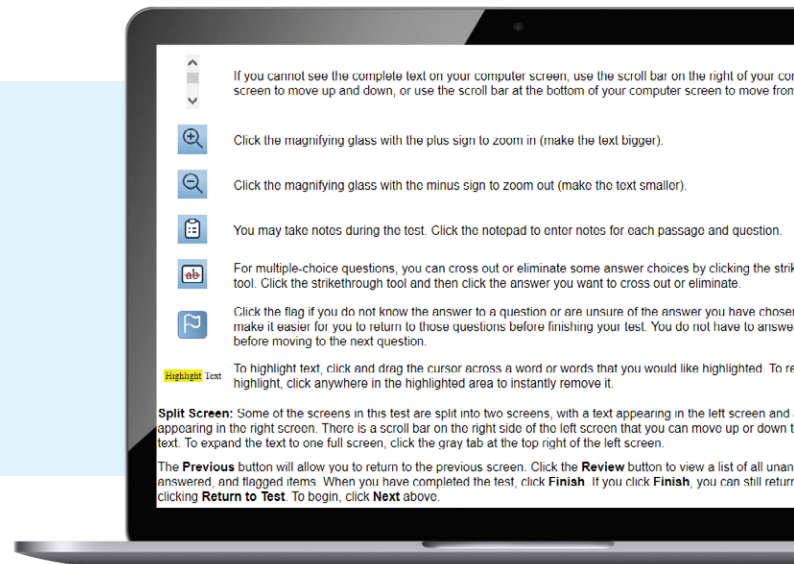
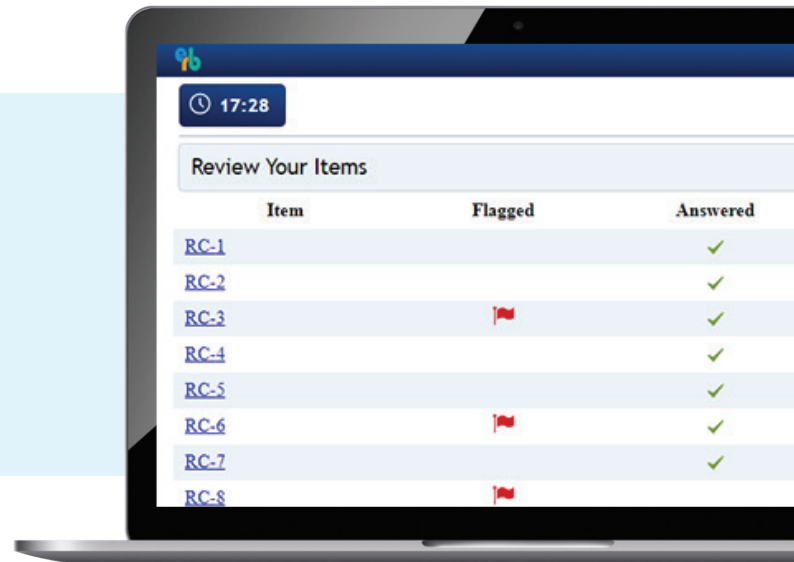
2 Test Timer

In the left-hand corner, students can see how much time is left in the section. There is a warning when 10 minutes is left in each section.

The full standard time must elapse in each section before students can proceed to the next section or take a scheduled break. **Students who finish early must remain in their seat and can check their work until time expires.**

Each section includes directions and example question(s) that are timed. Students do **not** need to wait for the time to expire on these screens to move forward.

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.

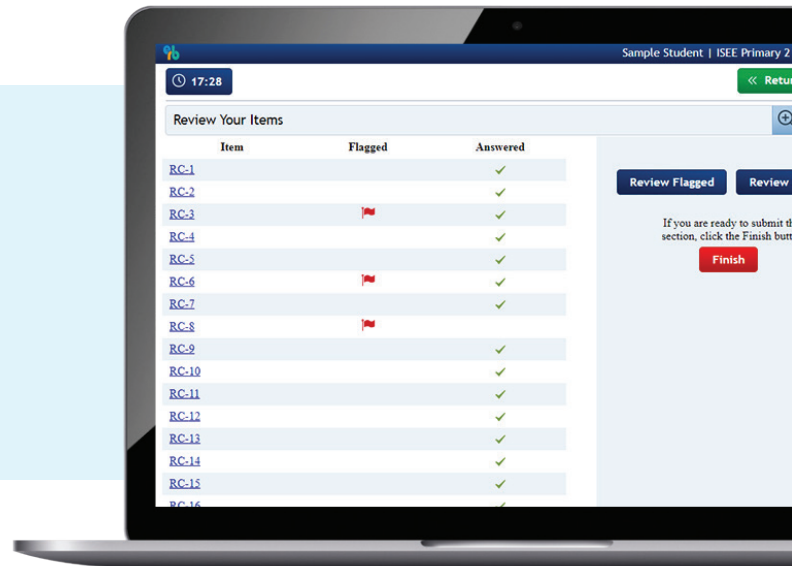


Exam Instructions

3 Using Review Screens

At the end of each section, students see a screen where they can review questions they flagged or skipped. Click "Finish" when time has elapsed to proceed.

If they have time remaining, students can use the review screen links to navigate back to questions and review their responses. **Students who finish early must remain in their seat and can check their work until time expires.**



4 Requesting Breaks or Help

To request an unscheduled break, leave the testing area, or get help from the proctor, click the "Support" button and use the chat feature to contact the proctor.

The proctor will respond via the chat feature. Students can also speak out loud or physically raise their hand to get the proctor's attention. **Students must wait for the proctor's permission before leaving the testing area.**

Refer to the **Test Timing** section of this guide for a list of scheduled breaks. Students will not get extra testing time to make up for unscheduled breaks.



Remember, the proctor can hear the student but the student cannot hear the proctor. 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.



Exam Instructions

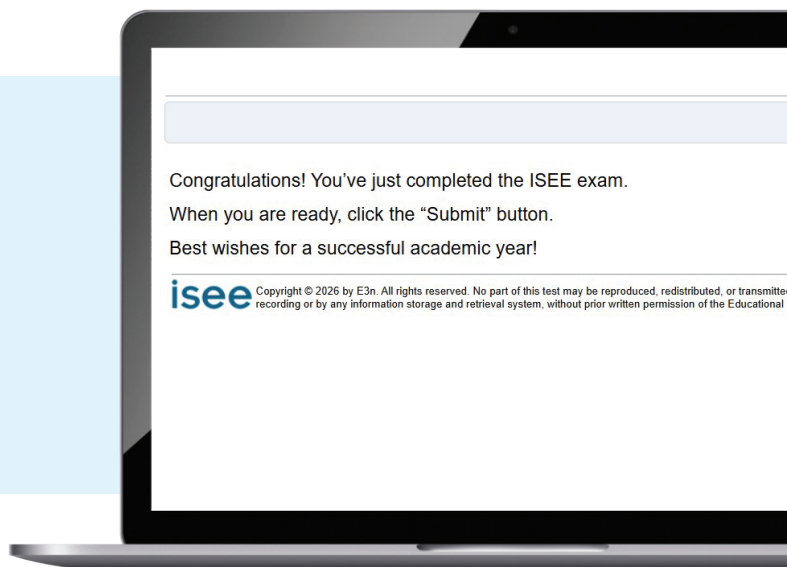
5 Completing the Test

At the end of test, students will ask their parent or guardian to help submit the test and destroy any scratch paper.

When test time has elapsed, students will click “Submit” to complete their exam. A parent or guardian must assist with this. You will receive an email in about 3-5 days when your scores are posted in your iseeonline.erblearn.org account.

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 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.



Resolving Issues

Frozen Screens

1 If the testing application is frozen and you can't close it, enter the appropriate command below to exit the app. Then, log back into the exam.

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

Loss of Internet Connection

1 If you lose your Internet connection and get disconnected from the test, wait a moment and log back in once your connection is restored. A family member may assist with regaining the Internet connection and logging back into the test. If you are able to log back in, the test will resume from the point of disruption. Once the student is checked back in, the family member must leave the testing area.

2 If your Internet connection does not come back, the following may help restore it:

- Turn your device's WiFi off for a moment, and then back on.
- Turn both devices all the way off and back on.
- Reset 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. Contact ISEE Customer Support to reschedule.

E3n is not responsible if your home internet connection is interrupted during testing.

Other Technical Issues

1 If you're having other issues using or connecting to the testing application, exit the testing app and try the following below. Then, log back into the exam.

- Clear cache/data history
- Close all background programs including firewalls, antivirus software, and parental controls

Student Illness

1 If your student becomes ill during the test, they can ask the proctor to pause their test while they recover. If the student is able to return to the test, they should ask the proctor to unpause their test so they can resume testing.

2 If the student needs to discontinue testing, they should end their test and the family can contact ISEE Customer Support to reschedule.



ISEE Customer Support

Available Monday - Friday, 9:00 a.m. - 5:00 p.m. ET
Except US holidays

1 (800) 446-0320 or 1 (646) 503-2691

iseeoperations@e3n.org



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.

Basic 4-Function Calculator (Provided by Family)

Graphing and scientific calculators are not allowed. They should have only the basic functions which can include %, √, +/-, M-, M+, and MRC. See sample calculator below.



Extended Time Primary 2, 3, and 4		
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
Break (Optional)	10	10
Mathematics		
Primary 2	39	52
Primary 3	39	52
Primary 4	45	60
Total Test 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, 20 mins	2 hrs

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
Break	10	10
Reading Comprehension		
Lower	37.5	50
Middle/Upper	52.5	70
Mathematics Achievement		
Lower	45	60
Middle/Upper	60	80
Break	10	10
Essay		
All Levels	45	60
Total Test Time	Extended Time	Double Time
Lower	3 hrs, 30 mins	4 hrs, 40 mins
Middle /Upper	4 hrs	5 hrs, 20 mins

Untimed testing is not available.

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.

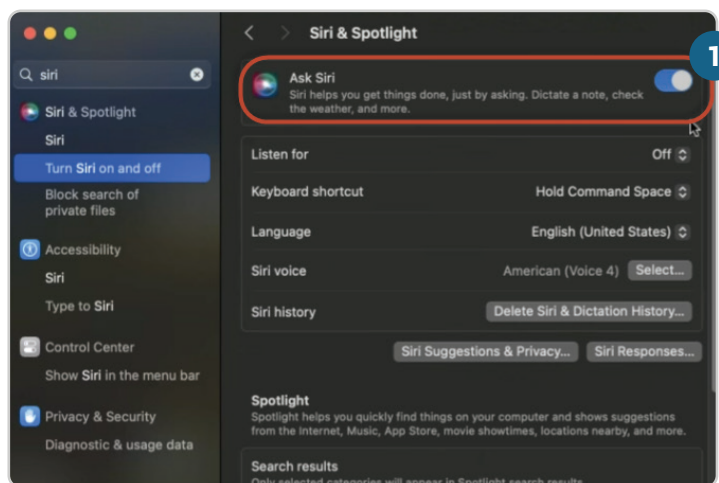
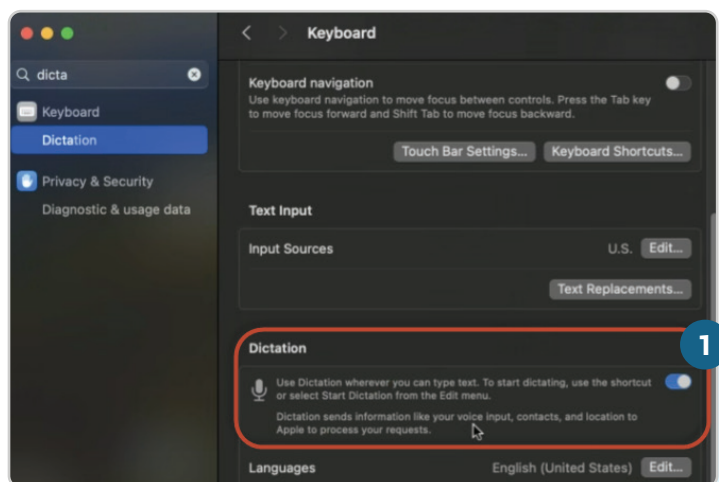
Speech to Text for Essay (for Applicants to Grades 5-12)

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 13.7 or higher and you must enable dictation or Siri on your device.



Rules and Regulations

Student Conduct

The following is prohibited during the exam: 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 used as the second camera or approved to use due to a medical diagnosis) and other technological devices (unless used as the second camera), paper (except for blank scratch paper or if explicitly approved by E3n), cameras (except for second camera device), weapons, etc.]; any abusive, confrontational, disruptive, harassing, illegal, immoral, indecent, obscene, threatening, and/or unruly behaviors or acts.

Student Identity

If a student's identity is in question before, during, or after the exam, E3n will not release test scores and reserves the right to investigate the matter at the expense of the family. In addition, E3n 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.

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 used as the second camera or approved to use due to a medical diagnosis), testing irregularities, or disruptive behavior of any kind, a student's scores will be invalidated.

For Lower, Middle, and Upper Levels, your student's ISEE ID number, which is unique to their test session, will appear in faint text as a watermark behind each question on the test. This number is not part of the test question. If the ISEE Program recovers photos of test questions with your student's ISEE ID, their test scores will be canceled and the school(s) receiving the score report will be notified of cheating.

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 E3n's terms, policies, guides, and procedures.



Rules and Regulations

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 used as the second camera or approved to use due to a medical diagnosis) and other technological devices (unless used as the second camera), paper (except for blank scratch paper or if explicitly approved by E3n), cameras (except for second camera device), 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 E3n 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, E3n 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 E3n exams in the future. E3n is also entitled to share information with other parties related to a testing incident, as indicated below.

E3n Disclosures to Third Parties: E3n 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. E3n may also share such information with third parties that have a legitimate reason for knowing the information, who may be able to assist E3n in its investigation or who may be conducting their own investigation. E3n 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 E3n, E3n 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. E3n and its service provider generally will only retain video recordings for the period for which they are needed for test security and test administration verification, which is usually 7 days. 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.



