



isee online at-home Family Guide

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



1 (800) 446-0320



iseeoperations@erblearn.org

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

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WE'RE HERE TO HELP!

If you have any questions about ISEE at Home before, during, or after testing, don't hesitate to visit our website or contact ISEE Operations for help.



www.erblearn.org/isee/getting-started



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01. Introduction and Checklist

Accepted by over 1,200 independent schools around the world, the ISEE is a trusted admissions assessment and an important part of well-rounded admissions processes. To help protect the health and wellbeing of school staff, families, and students, ERB is pleased to offer at-home testing options for ISEE. This guide includes all of the information families need to support a safe, secure, and fair exam for their student.

REGISTRATION

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

BEST PRACTICES

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

- A few days before your scheduled test date, make sure to carefully read this guide, the *ISEE At-Home Family Guide*, and conduct the readiness check on the device your student will be taking the ISEE At-Home exam. For more information, please visit www.erblearn.org/remote-testing/isee.
- We recommend that one student per household takes the ISEE At-Home during a testing session to ensure the strongest bandwidth.
- Keep your student's device plugged into a power source at all times during testing.
- If your student gets disconnected during the exam, please enter the appropriate command below to exit the secure browser testing application. Then, log back into the exam by reopening the testing application on your device.

Windows: Ctrl + Shift + Q

Mac: Option + Command + ESC

iPad: Home button

Chromebook: Shift + Search + ESC

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

Before Test Day

Register for the ISEE at least 1-2 weeks before your desired test date. **Page 3**

Review the ISEE At-Home best practices. **Page 3**

Review all testing guidelines and ensure that you have all required materials ready for test day. **Page 5**

Prepare testing device(s) and download all required testing applications. **Page 7**

Conduct a Practice Session. **Page 10**

Review testing procedures and ensure that you and your student are comfortable with these procedures prior to test day. **Page 11**

On Test Day

Help your student check-in to the test. **Page 11**

Once your student is checked in, leave the immediate testing area. **Page 15**

When the test is over, reenter the testing area to help your student with the post-test procedures. **Page 19**

After the Test

Families will receive an email (about three to five days after the test) when ISEE scores have posted to their online account at iseeonline.erblearn.org **Page 19**



02. Exam Description

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

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

TEST TIMING

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

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

BREAKS

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

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

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

ESSAY SECTION

For applicants to Grades 5-12, students will automatically type the essay. Standard spell check is an embedded feature **except** on Chromebooks and iPads at this time. There is no essay portion for applicants to Grades 2-4.

standard timing and breaks

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

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

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

*Primary Level student breaks are optional.



03. Guidelines for Testing

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 this is used as a second device for a video feed), testing irregularities, or disruptive behavior of any kind, a student's scores will be invalidated.

TESTING MATERIALS

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

Verification Letter

Students will need to enter their ISEE ID and Last Name as it appears in their Verification Letter to check-in to their exam (more on this in the **What to Do on Test Day** section). Verification Letters confirm each student's test date, time, and location, and

are emailed to the parent/guardian who registered their student for the exam once registration is complete. The Verification Letter is also available in your parent account at iseeonline.erblearn.org and may be printed out.

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

Headphones or Speakers

Headphones or speakers are **required** for students taking the ISEE Primary 2, 3, or 4 as audio recordings of instructions are automatically played as students navigate to each instruction page. For these students, bluetooth headphones are not permitted; standard, wired headphones connected to a headphone jack must be used. Headphones or speakers are **optional** for students taking the Lower, Middle, or Upper Level.



WHAT TO BRING

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

Required for All Students:

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

Required for ISEE Primary 2, 3, and 4 Only:

- 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.



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), iPods, bluetooth headphones, smart watches, electronic games, or any other similar electronic device (unless a second device is needed for a video feed).
- Other materials that may provide assistance to students answering test questions.



03. Guidelines for Testing

TESTING MATERIALS CONTINUED

Student Identification

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

PREFERRED forms of student identification (with photo) include:	OTHER approved forms of student identification include:
<ul style="list-style-type: none">School IDPassport or Green CardDriver's license or learner's permit	<ul style="list-style-type: none">Library cardBirth certificateSocial security cardSchool report card

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

Session Number

You will need your Session Number to check into your test. Depending on the communication preferences you selected, you will receive your Session Number via email or text at the address or phone number listed in your parent account. **Please be on the lookout for your Session Number.** The sender's email address or phone number may not be familiar. You may need to check SPAM folders to locate it.

School-Administered Sessions

If you registered for a school-administered exam, the Session Number will likely come from someone at the school that is proctoring your test. If it is less than one hour before your exam is scheduled to begin, you have checked your SPAM folders, and you still do not see your Session Number please contact the school administering your exam for assistance.

ERB-Administered Sessions

If you registered for an ERB-administered exam, the person sending your Session Number will vary. If it is less than one hour before your exam is scheduled to begin, you have checked your SPAM folders, and you still have not received your Session Number please contact ISEE Operations at 1 (800) 446-0320 or iseeoperations@erblearn.org.

GETTING MENTALLY PREPARED

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

- Familiarizing oneself with test sections, number of questions, timing, and question formats.
- Taking a practice test or answering sample questions.
- Practicing academic areas that may be a particular weakness.
- Getting a good night of sleep and eating a healthy meal prior to testing.

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

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



04. Testing Device Setup

minimum system requirements for families

	Mac	PC	iPad	Chromebook
Operating System/ Hardware	<ul style="list-style-type: none"> Mac OS X 10.11 and higher Screen resolution of at least 1024 x 768 	<ul style="list-style-type: none"> Windows 8 and higher Screen resolution of at least 1024 x 768 	<ul style="list-style-type: none"> iOS 12 and higher 5th generation iPad or newer 	<ul style="list-style-type: none"> The latest stable Chrome OS release A device that supports Android Apps.*
Software	<ul style="list-style-type: none"> Google Chrome (the current version or one previous version), Safari, or Microsoft Edge/Chromium (the current version or one previous version). The most recent version of the testing application 	<ul style="list-style-type: none"> Google Chrome or Microsoft Edge/Chromium (the current version or one previous version). The most recent version of the testing application 	<ul style="list-style-type: none"> The most recent version of the ISEE by ERB App available in the App Store. 	<ul style="list-style-type: none"> The most recent version of the ISEE by ERB App available in the Google Play Store.
Internet	<ul style="list-style-type: none"> 0.5 mbps or greater 	<ul style="list-style-type: none"> 0.5 mbps or greater 	<ul style="list-style-type: none"> 0.5 mbps or greater 	<ul style="list-style-type: none"> 0.5 mbps or greater
Audio and Video	<ul style="list-style-type: none"> Built-in or separate camera and microphone Headphones or speakers for Primary 2, 3, or 4 Levels. 	<ul style="list-style-type: none"> Built-in or separate camera and microphone Headphones or speakers for Primary 2, 3, or 4 Levels. 	<ul style="list-style-type: none"> Built-in or separate camera and microphone Rotation Lock set to "Off" Headphones or speakers for Primary 2, 3, or 4 Levels. 	<ul style="list-style-type: none"> Built-in or separate camera and microphone Headphones or speakers for Primary 2, 3, or 4 Levels.
Power Source	<ul style="list-style-type: none"> A direct connection to a power source throughout testing 	<ul style="list-style-type: none"> A direct connection to a power source throughout testing 	<ul style="list-style-type: none"> A direct connection to a power source throughout testing 	<ul style="list-style-type: none"> A direct connection to a power source throughout testing

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



04. Testing Device Setup

SYSTEM REQUIREMENT DETAILS

Confirm that the device your student will use for testing meets the minimum system requirements below. Students may test on most Mac or PC computers, iPads, or Chromebooks. If possible, testing on a Mac or PC computer is recommended at this time.

Internet Connection Speed

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

Audio and Video

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

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

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

Internet Browsers for Computers

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

Browsers for Macs

- 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

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

iPad Rotation Lock

If testing on an iPad, the "Rotation Lock" setting must be "Off" in order to display the correct camera view to the Proctor. On an iPad with iOS 12 or later, or iPadOS, swipe down from the top-right corner of your screen to open Control Center. Then tap the Rotation Lock button to make sure it's off.



04. Testing Device Setup



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

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

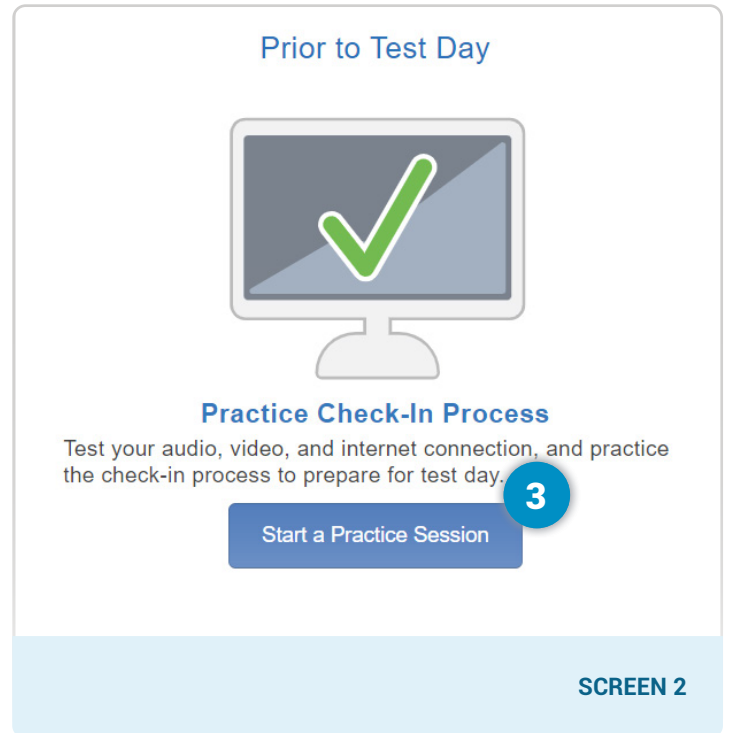
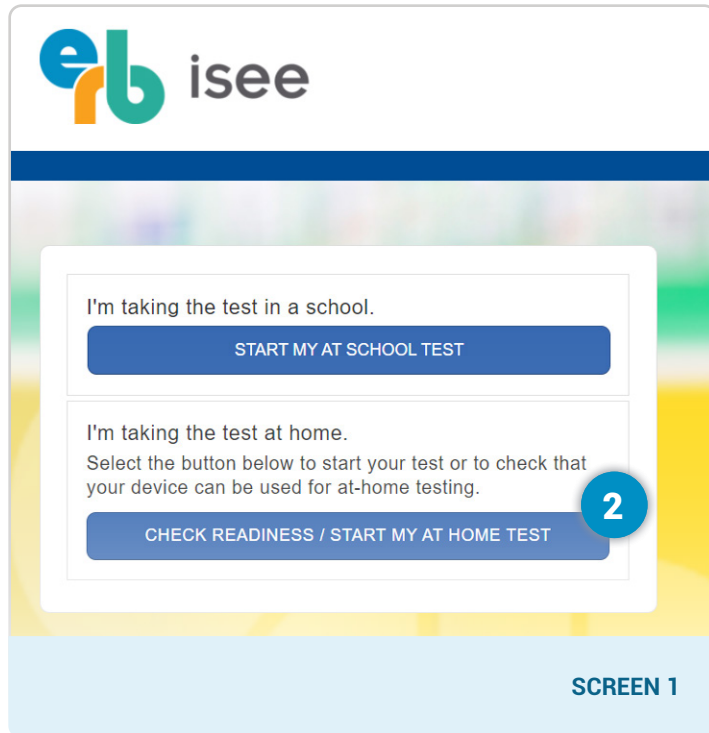
**DOWNLOAD**

1 DOWNLOAD THE TESTING APPLICATION

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



04. Testing Device Setup



CONDUCT A PRACTICE SESSION

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

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

2 Open the Test Application

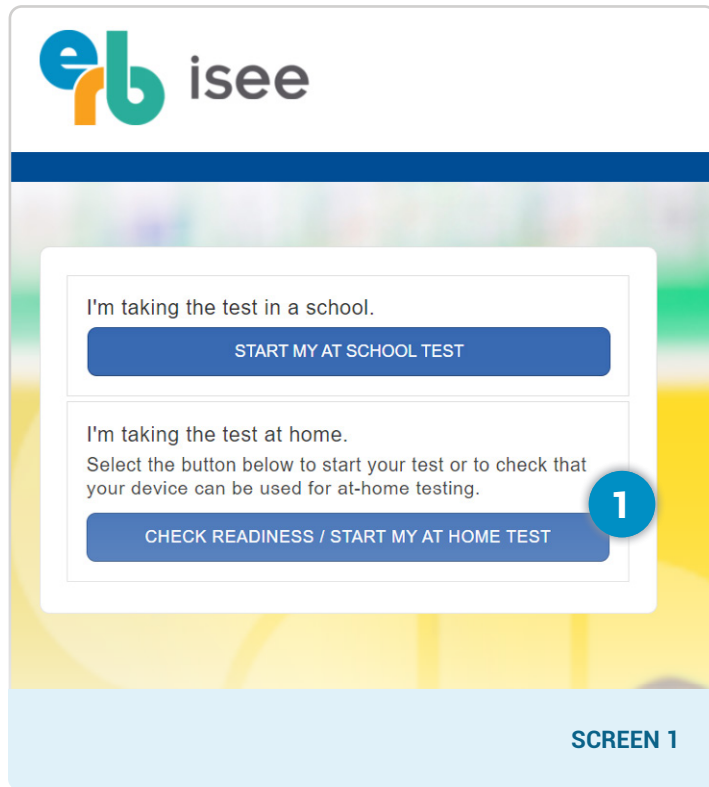
To start a practice session, open the testing app you downloaded and click **Check Readiness/Start My At Home Test**.

3 Start a Practice Session

On the next screen, click **Start a Practice Session**. Follow the on screen prompts to complete the practice login process by testing your audio, video, and internet connection. You will also need to enter your student's ISEE ID and Last Name found in your Verification Letter as well as take a picture of your student's ID.



05. Test Day



erblearn | isee

I'm taking the test in a school.

START MY AT SCHOOL TEST

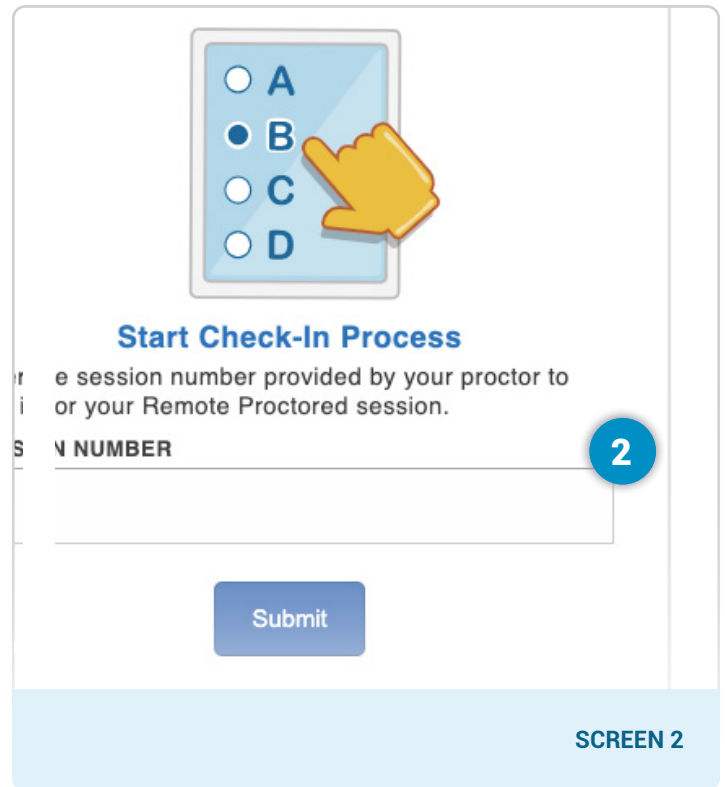
I'm taking the test at home.

Select the button below to start your test or to check that your device can be used for at-home testing.

CHECK READINESS / START MY AT HOME TEST

1

SCREEN 1



Start Check-In Process

Enter the session number provided by your proctor to start your Remote Proctored session.

SESSION NUMBER

2

Submit

SCREEN 2

CHECK-IN PROCESS ON TEST DAY

Parents and guardians are encouraged to help students log-in to the ISEE At Home testing platform and check in. We recommend that you begin the check-in process no earlier than 15 minutes prior to your scheduled test start time.

1 Open the Testing Application

Open the testing application and click **Check Readiness/Start My At Home Test**.

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

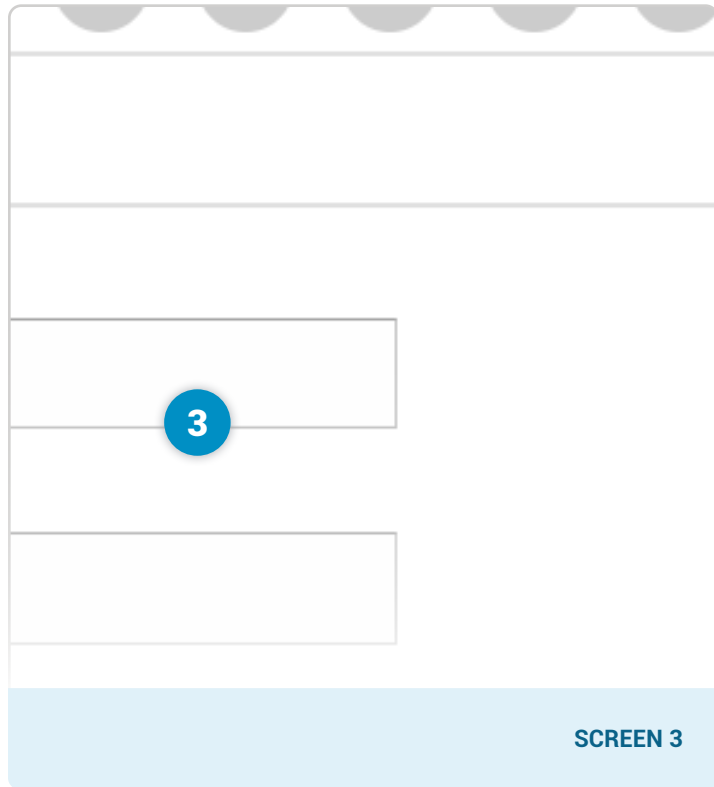
2 Enter Your Session Number

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

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



05. Test Day



SCREEN 3

3 Enter Your Student's ISEE ID and Last Name

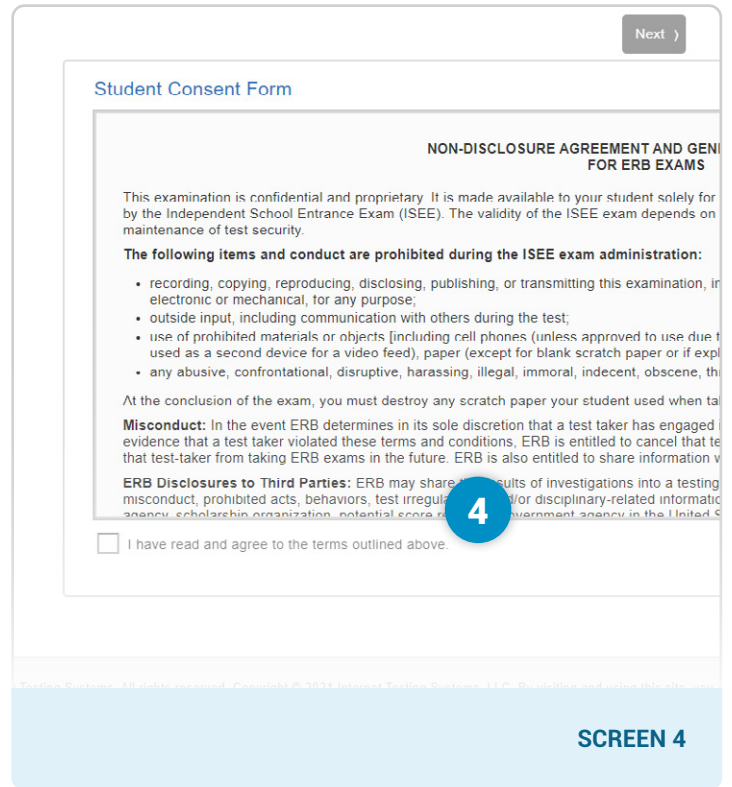
On the following screen, enter your student's ISEE ID and Last Name as it appears on the Verification Letter you received after registration. If needed, you can obtain a copy of your Verification Letter by logging in to your parent account at iseeonline.erblearn.org.

4 Agree to the Consent Form

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

Testing Policies

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



SCREEN 4

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.

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. The test-taker's exam session will be terminated, the test will either not be scored or those scores will be cancelled, and 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.




05. Test Day

5

Next >

System Check


Speakers



speaker 1
>

Click Here!
Check Speaker

Microphone




microphone 1
>

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

Camera

camera 1
>

Bandwidth Check



Download Speed: 153 Mbps (18622 KB/s)
Upload Speed: 10 Mbps (1165 KB/s)

✓

SCREEN 5

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.

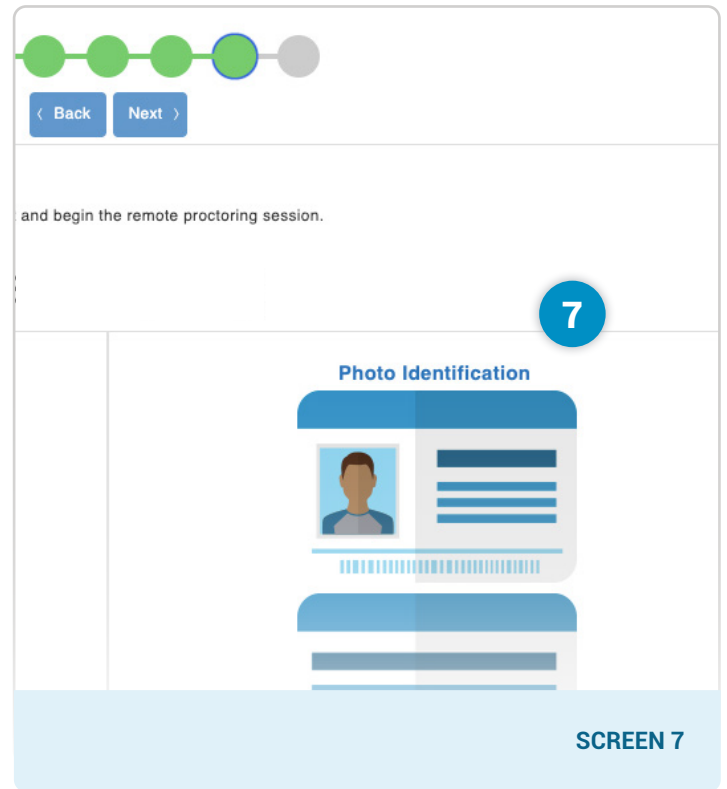
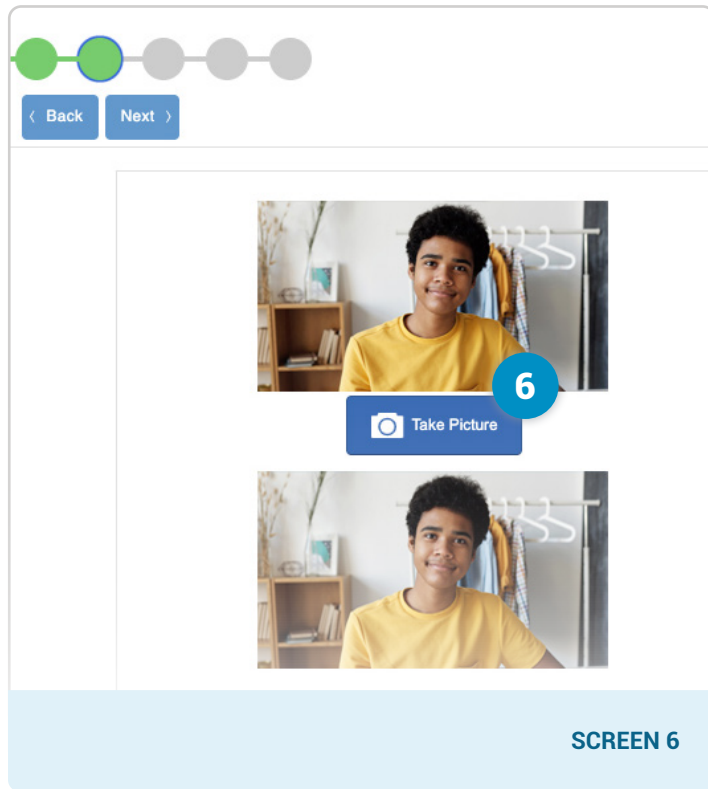
5 Complete the System Check

The system check will test your device's audio, video, and internet connections. To proceed through the system check, you may need to initiate the check of each component. Please follow all instructions on-screen and click **Next** when you're ready to proceed.

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



05. Test Day



6 Take a Photo of the Student

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


7 Take a Photo of the Student's Identification

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

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



05. Test Day



< Back Next >

Candidate Verification

Confirm the below information is correct. Click **NEXT** to submit your request and begin the remote proctoring session.
You will not be able to return to this page.

Sample Student

Photo





Photo Identification



SCREEN 8

8 Verify Your Information

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

9 Wait for Protocol Approval

The proctor will now review and validate your student's information and photos. Once the proctor approves your student, they will enter the testing environment and start their ISEE Online At-Home test.

At this time, parents and guardians should leave the testing area.



05. Test Day

10



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



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



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



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



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



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

Highlight Text

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

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

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

TAKING THE TEST

10 Navigating the ISEE Online At-Home Testing Application

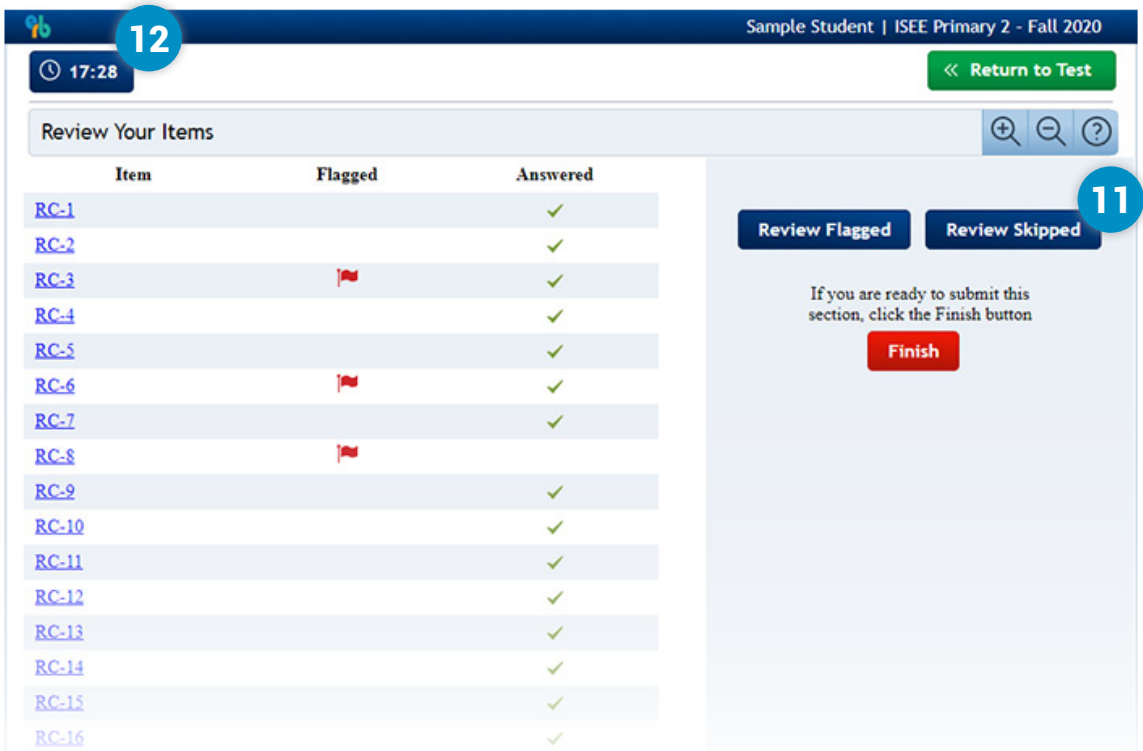
Once students are checked in, they are given instructions on how to navigate through the test and use the tools available to them. A screenshot of these instructions is provided above. For Primary Level testers, these instructions are broken out over multiple screens.

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

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



05. Test Day



Sample Student | ISEE Primary 2 - Fall 2020

17:28

Return to Test

Review Your Items

Item	Flagged	Answered
RC-1		✓
RC-2		✓
RC-3	🚩	✓
RC-4		✓
RC-5		✓
RC-6	🚩	✓
RC-7		✓
RC-8	🚩	✓
RC-9		✓
RC-10		✓
RC-11		✓
RC-12		✓
RC-13		✓
RC-14		✓
RC-15		✓
RC-16		✓

Review Flagged Review Skipped

If you are ready to submit this section, click the Finish button

Finish

11 Using Review Screens

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

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

12 Timing

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

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

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



05. Test Day

PREPARING FOR WHAT CAN GO WRONG

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

Loss of Student's Internet Connection

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

Should your student lose their Internet connection during testing and be disconnected from the test, they should wait a moment and log back in once their connection is restored. If able to do so, their test will resume from the point of disruption. **Students will not need to begin their test again, but they will need to repeat the check-in steps.** A family member may assist with regaining the Internet connection and logging back into the test, however, they will once again need to leave the testing area once the student is successfully checked-in.

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

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

Windows: Ctrl + Shift + Q

Mac: Option + Command + ESC

iPad: Home button

Chromebook: Shift + Search + ESC

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

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

Requesting Help or a Break

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

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

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

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

If Your Student Becomes Ill During Testing

If your student becomes ill during the test, they can ask their proctor to pause their test while they recover. If the student is able to return to the test, they should ask their proctor to unpause their test so they can resume testing. If they must discontinue testing, they should end their test and the family should contact the ISEE Operations Office at 1 (800) 446-0320 to reschedule their test for a later date.



06. After the Test

1


Submit 

Congratulations! You've just completed the ISEE exam.

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

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

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

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

Test results are usually available within 48 hours. Your parent or guardian can log-in to view them at iseeonline.erblearn.org with the same account they used to register for the ISEE.

Best wishes for a successful academic year!



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AT THE END OF THE TEST

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

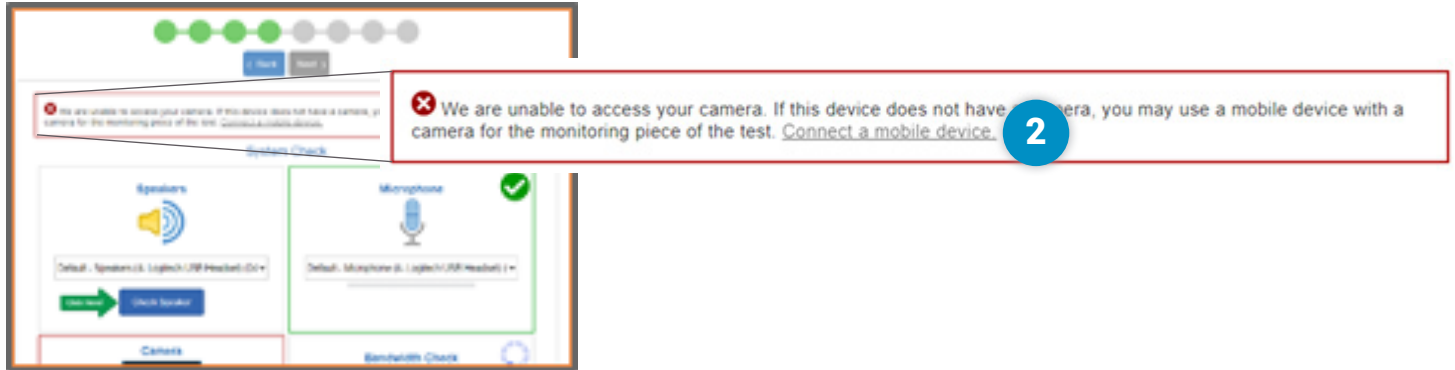
We also remind you and your student that you agreed to follow the test security procedures explained at the start of the exam, that you would not use any prohibited materials to assist with taking the exam, and that you would not share any of the exam questions or answers.

1 Submitting Your Test

The final step is to click **Submit**. Test results are usually available within 48 hours in your parent account online at iseeonline.erblearn.org.



07. Special Instructions for Devices Without Webcams



USING REMOTE PROCTOR CONNECT

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

1 Download the Remote Proctor Connect App

If you receive the warning message displayed above, download the **Remote Proctor Connect app** from the Apple App Store or Google Play Store onto your secondary mobile device.

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

2 Connect a Mobile Device

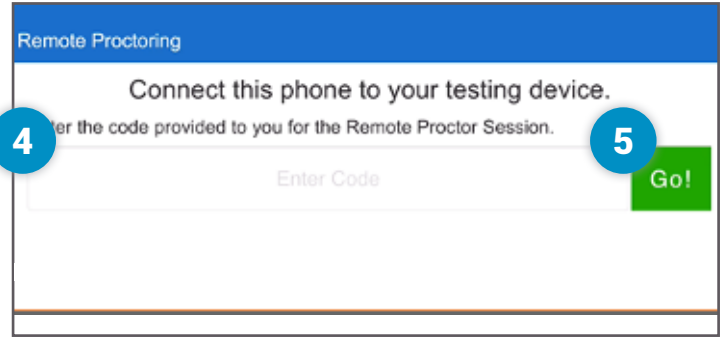
Once you've downloaded the app, click the "Connect a mobile device" link in the error message at the top of your primary testing device's screen.

3 Launch the App

Open the Remote Proctor Connect app on your mobile device.



07. Special Instructions for Devices Without Webcams



USING REMOTE PROCTOR CONNECT

CONTINUED

4 Enter Mobile Session Number

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

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

5 Click 'Go!'

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

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

HELPFUL HINT

Make sure your secondary mobile device is plugged into a power source and is fully charged. If your student is unable to successfully connect their secondary device to their test session, they should contact ISEE Operations to reschedule at **1 (800) 446-0320** or **1 (919) 956-8524**, or email iseeoperations@erblearn.org if the office is closed.



