

ECAA

Candidates for:

PreK, Kindergarten, and Grades 1 - 4

ERB Office



ECAA EARLY CHILDHOOD
ADMISSION ASSESSMENT

470 Park Ave South
Second Floor South Tower
New York, NY 10016
Between 31st and 32nd Street
Tel: (646) 503-2600

www.ecaatest.org

THE PROGRAM

Many parents find it advisable to have their sons or daughters apply to more than one independent school. Schools participating in the ECAA (Early Childhood Admission Assessment) program consider testing only one aspect of the admission process; considerable weight is also given to school records and personal interviews.

Testing is solely for admission to participating schools. Students may not test for practice or for parent information only, nor may students test more than once during a given admission season.

For answers to frequently asked questions about ECAA, please visit www.erblearn.org/ecaa.

DESCRIPTION OF THE TESTS

The tests, which are administered individually or in small groups, depending on the age of the candidate, measure general knowledge and special skills. The tests do not predict long-range school success, but they do yield useful information about a student's current level of academic development.

- For applicants for **Grades Pre-Kindergarten through Grade 2**, the assessment is individually administered. Each child is compared with children his or her age in the national population.
- For applicants to **Grades 3 through 4**, in addition to the individually administered assessment, these students will also take a Reading Comprehension assessment administered in a small group setting. There will be a scheduled break between these assessments.

There is absolutely no advantage to waiting until your child is older inasmuch as the comparison is always with children of the same age. Remember, the older you are, the more that is expected.

PREPARATION

ERB wants young children to have a quality evaluation and are concerned about undue stress on children that the pressures of the application procedures can bring.

Prior exposure to test materials may invalidate results. Parents must confirm that their child has not been coached or tutored (either through direct exposure or third party intervention) for this assessment, and understand that any suspicion of coaching or tutoring may result in language indicating such on their child's score report. ERB reserves the right to make such a determination in its sole professional discretion.

Inconsistencies between the child's standardized test scores, the school report and the interview may be looked at as confusing. This inconsistency may work against your child. The best approach is to treat the testing process in a relaxed manner. ERB makes a concerted effort to provide a friendly and comfortable testing environment.

REGISTRATION

The best way to register and schedule an appointment is online. Parents who choose to register and schedule an appointment by phone must complete a registration form and create an ECAA online account in order to receive their child's report.

WHEN TO REGISTER

Appointments in the fall book rapidly! Please register well in advance to schedule your preferred date. For Pre-Kindergarten through Grade 1 applicants, the spring and summer months offer a relaxed, unhurried atmosphere.

Be sure to schedule your child's appointment well in advance of the holiday season, flu season, and late fall and winter emergencies, including snow storms.

Candidates attending schools that do not offer on-site ERB testing services may test at either ERB's office, located at 470 Park Ave South, Second Floor South Tower, New York, NY 10016, or at an alternate location (if available).

HOW TO REGISTER

- **Online registration** is fast and convenient. Please visit www.ecaatest.org to register online and schedule an appointment.
- **Registration by phone** is also available. Please call (646) 503-2600 to provide payment and select an appointment time. **At this point your appointment is only on hold.** To confirm your appointment, complete, sign, and submit an ERB provided registration application within 24 hours of placing your appointment on hold.

Once ERB receives your registration application, you are sent an email confirming your appointment along with instructions to create your ECAA online account. Your child's ECAA report is available from this account.

REPORTING

Each ECAA report is individually written and carefully reviewed. On average, reports are available approximately **3 to 4 weeks** from the date of the test. Parents provide ERB with a list of ERB member schools to which they want their child's report sent. ERB sends an official test report to all schools on this list. A copy of the report is also provided to parents via their ECAA online account.

- Reports must originate from ERB and are part of the application process.
- Parents are responsible for providing ERB with the list of schools to which they want their child's report sent.
- Parents may **add** schools to this list at any time. Please consult www.erblearn.org/parents/faq for instructions on how to send your child's report to additional schools.
- **Please refer to www.ecaatetest.org for ERB's policy on removing schools from the list to which reports are sent.**
- ERB cannot send reports to a child's current school alone. Reports must be sent to at least one school to which the child is applying.
- Parents cannot pick up their copy of the report at our office nor can ERB fax the report directly to the parent.
- All reports for children tested by **January 15, 2017** are sent to schools before school deadlines.

FEES

The fee includes up to six official school reports (if registered by phone) or seven official school reports (if registered online).

Candidates for Pre-Kindergarten, Kindergarten, Grade 1	\$595.00
Candidates for Grades 2, 3, and 4	\$660.00

ADDITIONAL REPORTS

If more than six official school reports (if registered by phone) or seven official school reports (if registered online) are required, parents may request additional school reports at any time. Parents may add as many schools as desired for a fee of **\$15.00 per school**. Please consult our website at www.erblearn.org for instructions on how to add schools.

PAYMENT

All fees must be paid in advance of testing. Visa, MasterCard, and American Express are accepted as well as money orders or checks. **No cash payments, please.**

RESCHEDULING

If a student is unable to appear for a scheduled test, parents must request an alternate test date as soon as possible. ERB strives for optimal testing conditions; use your judgment if your child is sick.

- If you need to reschedule for any reason **at least 14 business days prior** to your appointment, there is a **rescheduling fee of \$25**. You may reschedule online or by phone.
- If you need to reschedule **fewer than 14 business days prior** to your appointment, you must call ERB at (646) 503-2600 to do so. There is a **late rescheduling fee of \$50**.

WITHDRAWAL

Parents can always decide to withdraw a candidate from the testing process. If you decide to withdraw your child and cancel your appointment you may do so online or by phone.

- Cancellation/withdrawal **at least 14 business days prior** to your appointment will result in a **withdrawal/cancellation fee of \$25**.
- Cancellation/withdrawal between **2 and 14 business days prior** to your appointment will result in a **late withdrawal/cancellation fee of \$50**.
- Cancellation/withdrawal **fewer than 2 business days prior** to your appointment will result in a **withdrawal/cancellation fee of \$150**.

CONSULTATIONS

ERB welcomes questions concerning the interpretation of test results. Often, these types of questions are addressed in a free phone conversation. Please first check with your current school for answers to initial questions. An in-person test interpretation by one of ERB's Directors is also available for a consultation fee of \$300.00. Please call to schedule an appointment for an individual consultation.

ALTERNATE LOCATIONS FOR TESTING (Fall/Winter)

All appointments for alternate locations are made online at www.ecaatetest.org or by phone at (646) 503-2600. Please consult ERB's website for a complete list of alternate locations. Testing at alternate locations is only available for candidates applying to Pre-Kindergarten, Kindergarten, and Grade 1. Please do **not** call the alternate location itself to schedule an appointment.



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