

ISEE QUICK FACTS GUIDE



ISEE[®] INDEPENDENT SCHOOL
ENTRANCE EXAM

2017-2018

www.iseetest.org

How to use this guide:

All information included in this guide is further explained on our website:

www.iseetest.org

Testing dates, testing locations, ERB school code numbers, and sample questions are found online at www.iseetest.org. You may register for the test online or, if you choose, use the enclosed mail-in registration form.

Students may register to take the ISEE up to three times in a 12-month admission cycle, once in any or all of three testing seasons. The seasons are Fall (August–November), Winter (December–March), and Spring/Summer (April–July).

ISEE TESTING SEASONS



Getting Ready

We are pleased to offer the ISEE in both a paper-pencil and online format.

The ISEE is an admission test that has four levels: A Primary Level, Lower Level, Middle Level, and Upper Level. The Primary Level is for students currently in grades 1, 2, and 3 who are candidates for grades 2, 3, and 4. This hour-long test, made up of a reading and math section and a short writing sample, is available at select schools, but only online. For more information on this test, please go to www.iseetest.org. The Lower Level is for students currently in grades 4 and 5 who are candidates for admission to grades 5 and 6. The Middle Level is for students in grades 6 and 7 who are candidates for admission to grades 7 and 8. The Upper Level is for students in grades 8 through 11 who are candidates for admission to grades 9 through 12. The ISEE has different forms at each level for security purposes.

In the Lower, Middle, and Upper levels, the ISEE consists of three parts: (1) carefully constructed and standardized verbal and quantitative reasoning tests that measure your capability for learning; (2) reading comprehension and mathematics achievement tests that provide specific information about your strengths and weaknesses in those areas; and (3) an essay section. The ISEE evaluates not only your level of reading, but also your ability to comprehend material drawn from the sciences and humanities.

The ISEE essay is timed and written in response to a prompt. This essay is not scored; it is photocopied and sent only to the schools you requested.

Score Reports

The ISEE Score Report has two main sections devoted to test results. The Test Profile provides an overview of a student's performance on each of the subtests compared to that of his or her peers. The Analysis delineates a student's performance on each test broken down by subsection categories.

Paper-Pencil/Online: Lower, Middle, and Upper Levels

The Lower, Middle, and Upper Level ISEE is offered in both a paper-pencil and online format. Both modalities have the same number of questions, the same timing, and the same opportunity for students to change their answers during the test section. Please note that the online option requires a student to type his or her essay. The paper-pencil format requires a student to handwrite his or her essay.

Paper-pencil testing: Registration may take place online at www.iseetest.org, by mail, or by phone (1-800-446-0320). There is an additional fee for phone registration.

Online testing: Registration may take place online at www.iseetest.org only.

Making Arrangements to Take the ISEE

Some individual independent schools have made arrangements with ERB to administer the ISEE at their schools on one or several dates during the school year. Many of these schools will open their ISEE test administrations to all students wishing to take the test. Such Open Test Sites, with test dates, are listed on our website. Other schools will limit their ISEE test administrations to only those students applying to, or currently enrolled in, their schools. Please contact the school directly for test dates.

Appointments may be made for taking the ISEE at one of our offices. Small group testing, seldom exceeding eight to ten students, is scheduled by individual offices for specific days of the week. Please view the “ISEE Testing Offices” page at www.iseetest.org.

Prometric Offices

The ISEE is offered at numerous domestic and international Prometric offices for a fee of \$190. Testing at a Prometric office is online only. As it is an online ISEE, the multiple choice section will be answered online and the essay will be typed on the computer. Families should be aware that Prometric testing centers are not reserved for ISEE testing only. There may be students or adults taking other types of online testing at these centers. **A parent or guardian is required to stay on site with the child at the Prometric office for the duration of the test.** There are no exceptions to this rule. **For Prometric testing, original documents are required for all identification – copies are not accepted.** Bring no other materials to the test. To select the Prometric testing option, please go to www.iseetest.org. Phone registration is not available for Prometric testing; the registration must be completed online.

To view the video about the ISEE administration at Prometric, please go to <https://www.erblearn.org/parents/isee-registration>. Registration by phone is not available through a Prometric office. The only way to register for the ISEE at Prometric is online at www.iseetest.org.

Testing with Accommodations

Educational Records Bureau will make every effort to arrange administrations to accommodate students who are unable to take the ISEE under standard conditions because they have a documented learning difference or physical challenge and utilize accommodations in their current school. Students must request accommodations first and go through the formal review/approval process before registering online for a test date at iseetest.org, under “Accommodations.” Please email iseeaccommodations@erblearn.org with any questions.

Remote Location Administration

The Educational Records Bureau will make every effort to arrange remote administrations for students who reside in an

area in the United States or abroad where regularly scheduled test administrations are not available. This service is only available to a student applying to an ERB member school which administers the ISEE at its site. Please email iseeremote@erblearn.org regarding remote registration information. Please schedule at least three weeks in advance, as additional time must be allowed for shipment of test materials.

Summary of Basic Services Fee

Large group testing at a school (including testing with accommodations):	\$110
Small group testing at an office:	\$180
Individual testing:	\$210
Testing with accommodations at an office (small group):	\$180
Testing with accommodations at an office (individual):	\$210
Remote location testing (domestic):	\$225
Remote location testing (international):	\$250
Testing at a Prometric Office:	\$190

Registering for the ISEE

You may register for the paper-pencil ISEE in one of three ways: online, by mail, or by phone. Registration is on a first-come, first-served basis. Upon receipt of a completed registration online, the Verification Letter will be emailed confirming test registration details. The Verification Letter will list the check-in and start time for the test. If you do not receive a Verification Letter, please call the ISEE Operations Office at 1-800-446-0320 or 1-919-956-8524 to confirm receipt of your registration. Without a Verification Letter, the selected testing date and site are not confirmed.

The Verification Letter is the confirmation for the testing date, testing site, the grade you are entering in the fall of 2018, and the schools/consultants (if either are selected) to whom copies of the test report are to be sent. Upon receipt of the Verification Letter, please check that all student information is correct. If you find any information in error, please call the ISEE Operations Office at 1-800-446-0320 or 1-919-956-8524.

If a test site is filled to capacity before the three-week preregistration deadline, any registration received thereafter will be assigned to an alternate site and/or date which will be specified on the Verification Letter. If the alternate site and/or date is not convenient for you, call the ISEE Operations Office at 1-800-446-0320 or 1-919-956-8524 to reschedule the testing at an available site.

Student Directory Information: Your student's information (name, address, parent's email, phone number, and grade to which he or she is applying) may be shared by ERB with the schools you select to receive ISEE score reports after registration and before the student tests. If you do not want this information shared before the student tests, you may do so by checking the appropriate box at the time of registration.

Ben D. Wood Fee Waiver Program

Dr. Ben D. Wood was actively involved in the activities of the Educational Records Bureau and remained engaged in the activities of the organization throughout his life. A grant to defray the costs for testing was established in his honor in 1985. Students in financial need may apply for an ISEE fee waiver. Fee waivers cover only the large group testing fee at a school (\$110) or the Prometric testing fee (\$190). The fee waiver covers the testing fee only. *Fee waiver inquiries should be addressed to the school(s) to which the candidate is applying, not to the ISEE Operations Office or ERB. Please contact a school to which you are applying for information on receiving a waiver. Only schools that are ISEE test sites may issue a waiver.*

Phone

You may register by phone by calling 1-800-446-0320 or 919-956-8524 (EST). There is a \$25 additional charge for a telephone registration. Therefore, the phone registration fee is \$135. The fee for a phone registration is payable by Visa, MasterCard, or American Express only.

Telephone Support

You may request support services by phone for an additional \$25 by calling the ISEE Operations Office at 1-800-446-0320 or 1-919-956-8524 (EST). Please note that you may request services online at no additional fee.

Late Registration

For one week after the official registration date closes (up to two weeks before the test date), you may register late by phone or online at www.iseetest.org. The fee for late registration is \$135. Do not use the Registration Form included in this guide for late registration. Please call the ISEE Operations Office at 1-800-446-0320 or 1-919-956-8524.

Walk-in Registration

Walk-in registration is available at a limited number of test sites and dates. Walk-in registration is on a first-come, first-served basis and cannot be assured due to limitations on test materials and staff. You should call the walk-in test site before their weekend test to ensure that the school can accommodate your child. There is an additional \$40 fee for this service.

To repeat, if you are a candidate for walk-in registration, you must call the test site directly to see if you may be accommodated. If so, you must bring the following to the test site:

- A completed bubble-in Registration Form (may be found in the self-enclosed envelope of this ISEE Quick Facts guide). If you are reading this online, please contact a school to which you are applying for a paper registration form or email iseeguides@erblearn.org.

- The test fee plus the additional \$40 (check, Visa, MasterCard, or American Express). Note: Test sites will not accept cash and your child's scores will be delayed if the registration is not properly completed
- Identification for the tester.

Allow two extra working days for score reports.

Testing Policy

Students may register to take the ISEE up to three times in a 12-month admission cycle, once in any or all of three testing seasons. The seasons are Fall (August–November), Winter (December–March), and Spring/Summer (April–July).

ISEE does not encourage multiple testing, but we do offer students and families that option.

Identification for the tester is required at check-in on the day of testing. 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 scores were to be sent and to all appropriate government regulators.

Score Reports

After paper testing, answers and essays are sent to the ISEE Operations Office for scoring of the four multiple choice sections and production of the Individual Student Report (ISR). Copies of the ISR may be emailed to the parent, ERB member schools/consultants, or both for the \$110 fee. The ISR is posted to the parent online account after scoring, which is approximately 10-14 days after testing. The essay, which is not scored and not released to the parent, is released online (with the ISR) to ERB members. School score reports do not list any recipients other than the individual school receiving the report.

Families are not required to select a school score recipient at the time of registration. Families may receive and view a score report before releasing it to a school*. If a student tests more than once in a 12-month admission cycle, score reports will not reflect how many times the student tested. Only a complete score report can be released to a school—families may not select only portions of a report for release.

*Parents should verify any specific score reporting requirements/deadlines with the schools to which their student is applying.

Expedited Score Reporting

For paper testing, optional expedited receipt of scores online is available to you for an additional \$40. This enables the parent to receive the scores on the day the test is scored. An email will be sent to notify you when scores have posted to your online account, usually the Monday, Wednesday, or Friday after the test.

Mailed Copy of Score Report

Parents may request to have a copy of the ISR mailed to the home address for an additional \$25 fee. Reports will automatically be mailed to the home address at no cost for students who do not have online accounts.

Additional Score Reports

You may request that test scores be sent to ERB schools/consultants in addition to those first requested by logging into your online account for no fee or by calling the ISEE Operations Office at 1-800-446-0320 or 919-956-8524 (EST) for an additional \$25.

Hand Scoring

After the test is taken and scored, parents may request that an answer sheet be hand scored to verify the earlier machine scoring. A fee of \$40 is charged for this service by calling 1-800-446-0320 or 1-919-956-8524.

Rescoring, *Different Grade*

Parents may request that their student's answer sheet be rescored at one grade below his or her actual placement. This is appropriate when the possibility of repeating a grade is being considered. The fee for this service is \$30. Since there are no norms for candidates entering grade 4, this service is not available for candidates for grade 5 who wish to be rescored for repeating grade 4. Also, because different test levels are involved, this service is not available for candidates for grade 7 who wish to be rescored for repeating grade 6, or candidates for grade 9 who wish to be rescored for repeating grade 8. This service is available after the test is scored by calling the ISEE Operations Office at 1-800-446-0320 or 1-919-956-8524 (EST).

Before the Test

Sample questions similar to those you will find on the ISEE are available online at www.iseetest.org. Click on "*Preparation.*"

In general, ISEE scores show what you have gradually learned over a period of time. Frantic, last minute cramming for the test is not helpful.

Plan to arrive at the test center at the check-in time listed on the ISEE Verification Letter and present this letter (except for testing offices) and **identification** (library card, birth certificate, Social Security card, school report card, school I.D., passport, or green card). A photocopy of a birth certificate or Social Security card is permitted but originals must be presented at a Prometric Office. No one will be permitted to enter the testing room after testing begins. For paper-pencil testing, in addition to your Verification Letter (except for testing offices), bring four sharpened #2 or HB pencils with good erasers, two black or blue ballpoint pens (erasable pens are permitted) and **NO OTHER MATERIALS**. No books, papers, rulers, calculators, beepers, or cell phones of any kind may be

brought into the examination room by candidates. If a student does not comply, he or she will be excused from testing and the test will be invalidated.

For online testing, please bring your identification and **NO OTHER MATERIALS**. No books, papers, rulers, calculators, beepers, or cell phones of any kind may be brought into the examination room by candidates. If a student does not comply, he or she will be excused from testing and the test will be invalidated.

For Prometric testing, requirements are different. Please see page 2 under “Prometric Offices” for detailed information.

What to Expect on the ISEE

Educational Records Bureau is pleased to offer a preparation book for each level of the ISEE. These books are available online in an interactive format or in a downloadable format **free of charge**. The four book titles are:

What to Expect on the ISEE – Primary Level – available only online at www.iseetest.org (For applicants to Grades 2, 3, and 4)

What to Expect on the ISEE – Lower Level (For applicants to Grades 5 and 6)

What to Expect on the ISEE – Middle Level (For applicants to Grades 7 and 8)

What to Expect on the ISEE – Upper Level (For applicants to Grades 9-12)

The Lower, Middle, and Upper Level *What to Expect on the ISEE* books are approximately 140 pages and include level-specific background information about the ISEE, sample questions, a full-length practice test, an actual answer sheet, scoring information, and a section on Understanding the Individual Student Report (ISR) that will be received after testing.

These are the only books sanctioned by ERB. Please note that these materials were written before the online test was available. Please modify the directions according to the student’s test modality (paper or online).

The cost of the Lower, Middle, and Upper Level *What to Expect on the ISEE* books, if you wish to purchase a hardcopy version, is \$20 each. This includes shipping and handling in the United States. The book is sent through the U.S. Post Office using Priority Mail Service. Please allow 5-7 business days for delivery upon receipt of your order. If you live outside the United States, please call 1-800-446-0320 or 1-919-956-8524 for the international shipping cost and delivery time. You may order the book online at www.iseetest.org or by calling 1-800-446-0320 or 1-919-956-8524.

Directions for a Student Taking the ISEE

- Listen very carefully to instructions that are given to you by the test administrator.
- For paper-pencil testing, answers are to be recorded on the ISEE answer sheet and not in the test booklet.
- Unprinted space in the test booklet may be used as scratch paper.
- You will not be penalized on the test for wrong answers; your score is based only on the number of correct answers.
- You should attempt every question that you think you can answer correctly, but do not spend too much time on any one question; it is better to go on to the next question.
- You may return to omitted questions within a section if time permits.
- No student is expected to answer every question correctly, and students in a lower grade are expected to obtain fewer correct answers than students in a higher grade taking the same level test.
- Remember that each student's test performance is compared only to the performance of students at his or her grade level.

ISEE Test Formats

ISEE PRIMARY 2* (Candidates for grade 2)		
Section	Number of Questions	Time (Min)
Auditory Comprehension	6	7
Reading	18	20
Mathematics	24	26
Writing Sample	1 Picture Prompt	Untimed
Total Time	53 plus the student's response time to the Writing Sample	

ISEE PRIMARY 3* (Candidates for grade 3)		
Section	Number of Questions	Time (Min)
Reading	24	28
Mathematics	24	26
Writing Sample	1 Picture Prompt	untimed
Total Time	54 plus the student's response time to the Writing Sample	

i ISEE Test Lengths

*Registration available online only

ISEE PRIMARY 4*
(Candidates for grade 4)

Section	Number of Questions	Time (Min)
Reading	28	30
Mathematics	28	30
Writing Sample	1 Prompt	untimed
Total Time	60 plus the student's response time to the Writing Sample	

Lower Level
(Candidates for grades 5 and 6)

Test	Number of Items	Time (Min)
Verbal Reasoning	34	20
Quantitative Reasoning	38	35
Reading Comprehension	25	25
Mathematics Achievement	30	30
Essay		30
Total Time		2 hours 20 minutes

Middle Level
(Candidates for grades 7 and 8)

Test	Number of Items	Time (Min)
Verbal Reasoning	40	20
Quantitative Reasoning	37	35
Reading Comprehension	36	35
Mathematics Achievement	47	40
Essay		30
Total Time		2 hours 40 minutes

Upper Level
(Candidates for grades 9-12)

Test	Number of Items	Time (Min)
Verbal Reasoning	40	20
Quantitative Reasoning	37	35
Reading Comprehension	36	35
Mathematics Achievement	47	40
Essay		30
Total Time		2 hours 40 minutes

i ISEE Test Lengths

*Registration available online only

IF YOU NEED ASSISTANCE IN:

- Locating ISEE testing sites in your area
- Registering for the ISEE at a school
- Correcting registration information

PLEASE CALL OR WRITE TO...

ISEE Operations Office
423 Morris Street
Durham, NC 27701
Phone: 1-800-446-0320 (EST) or
1-919-956-8524
Fax: 1-919-682-5775

IF YOU NEED ASSISTANCE IN:

- Arranging testing with accommodations on the ISEE
1-800-989-3721 (ext. 2613) or iseeaccommodations@erblearn.org
- Interpreting the ISEE Individual Student Report
1-800-989-3721 (ext. 2620)
- Arranging domestic/international remote site testing
1-800-989-3721 (ext. 2612) or iseeremote@erblearn.org



For more information, visit us at
www.iseetest.org

Tel: 1 (800) 989-3721
Email: ISEE@erblearn.org