



2018 – 2019 ISEE: TEST SITE APPLICATION (FORM 1 of 3)

SCHOOL INFORMATION

School: _____ **ERB Code:** _____

Street Address: _____

City: _____ **State:** _____ **ZIP:** _____

Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

ISEE Supervisor Name: _____

(You will receive an email summary after each test date (event) is created. Please review the email carefully and contact the ISEE Operations Office at 1(800) 446-0320 if you need to make any changes.)

Position: _____ **Direct Phone or Extension:** (_____) _____ - _____

Email: _____

TESTING DATES (To offer an ISEE paper test, a school must offer no fewer than 20 seats to schedule the test.)

Date	Open or Closed	ISEE Online* or ISEE Paper	Testing Applicants to Grades	Check-In Time	Start Time	Testing with Accommodations (Yes** or No)	Walk-In Date (Yes or No)
Example: Dec. 3, 2017	Open	<input type="checkbox"/> Online <input type="checkbox"/> Paper	2-12	8:30 AM	9:00 AM	Yes	Yes
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

For **paper tests**, parents must register at least three weeks before the test date to avoid paying the late registration fee. Registration closes completely two weeks before the test date. If there are no students registered two weeks before the test date, no materials will be shipped to the school. For **online tests**, parents can register up to three days before the test date.

* Grades 2-4 are available ONLINE ONLY ** Please complete page 3 if offering accommodations

If you have worked with an ERB Representative, please indicate his/her name here: _____

FOR ISEE OFFICE USE ONLY:



2018 – 2019 ISEE: ROOM REQUEST FORM (FORM 2 of 3)

(This form must be completed in order to process your test dates.)

Please choose how you would like your materials sorted.

SORT BY LEVEL

Level Capacity (option only for paper testing, applicants to Grades 5–12)

of Students Paper Testing

- _____ Lower Level Capacity (Applicants to Grades 5 & 6)
- _____ Testing with Accommodations Lower Level Capacity (Applicants to Grades 5 & 6)
- _____ Middle/Upper Level Capacity (Applicants to Grades 7–12)
- _____ Testing with Accommodations Middle/Upper Level Capacity (Applicants to Grades 7-12)
- _____ Total Capacity

— OR —

SORT BY ROOMS

Room Name/Number	# of Students in Room	Room Level (Primary, Lower, Middle, Upper)	Is this an Accommodations Room?	Is this an Online Testing Room?
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

(Please continue on another sheet of paper, if needed.)

School: _____

ISEE Test Supervisor Signature: _____ Date: _____



2018 – 2019 ISEE: TESTING WITH ACCOMMODATIONS (FORM 3 of 3)

Complete only if offering accommodations.

SCHOOL INFORMATION

School: _____

Supervisor's Name: _____

Supervisor's Email: _____

AVAILABLE ACCOMMODATIONS AT TEST SITE

Primary Level ISEE (Applicants to Grades 2 through 4— Online Only)

Room Setting	Accommodations	Place an asterisk (*) next to the accommodations you can administer	Total number of students in each accommodations room	Room #/Name of Room
Group Testing (These three types of accommodations can be administered in one room)	Extended Time (50% extra time)			
	Calculator—provided by family			
	Computer with Spell Check for Essay			
One-on-One Setting	Reader (Individual)			

Lower Level ISEE (Applicants to Grades 5 and 6)

Room Setting	Accommodations	Place an asterisk (*) next to the accommodations you can administer	Total number of students in each accommodations room	Room #/Name of Room
Group Testing (These four types of accommodations can be administered in one room)	Extended Time (50% extra time)			
	Large Print Test and Circle Answers in Test Booklet			
	Mark Answers in Test Booklet			
	Calculator—provided by family			
Group Testing	Computer for Essay			
Group Testing	Computer with Spell Check for Essay			
One or More	Reader			
One-on-One Setting	Scribe (Individual)			

Middle and Upper Level ISEE (Applicants to Grades 7 through 12)

Room Setting	Accommodations	Place an asterisk (*) next to the accommodations you can administer	Total number of students in each accommodations room	Room #/Name of Room
Group Testing (These four types of accommodations can be administered in one room)	Extended Time (50% extra time)			
	Large Print Test and Circle Answers in Test Booklet			
	Mark Answers in Test Booklet			
	Calculator—provided by family			
Group Testing	Computer for Essay			
Group Testing	Computer with Spell Check for Essay			
One or More	Reader			
One-on-One Setting	Scribe (Individual)			

RETURN INSTRUCTIONS Email to: submit@erblearn.org or Fax to: (212) 370-4095