

TEST SITE APPLICATION

Form 1 of 3 ALL TEST SITES

Test Site Information (School)

Site Name: _____ ERB Member Number: _____

Street Address: _____

City: _____ State: _____ ZIP: _____

Phone: (_____) _____ Fax: (_____) _____

Test Supervisor's Name: _____

Position/Title: _____

Direct Phone: (_____) _____ Email: _____

The Test Supervisor receives a confirmation email for every test date (event). Review these emails carefully and contact the ISEE Operations Office to make any changes to the test event.

Test Date(s)

For **paper tests**, parents must register at least three weeks before the test date to avoid paying the late registration fee. Registration closes completely 14 days before the test date. If the test site chooses to allow walk-ins, families may register online only with the walk-in code provided by the test site. If there are no students registered two weeks before the test date, no paper test materials are shipped to the school. For **online tests**, parents can register up to three days before the test date.

If you have worked with an ERB Representative, please indicate their name here: _____

| Test Date (MM/DD/YYYY) | Open or Closed Test? (Check one) | Lower, Middle, & Upper Tests Offered (Select from Grades 5 to 12) | Lower, Middle, & Upper Test Format (Check all that apply) | Primary Tests Offered* (Select from Grades 2 to 4) | Student Check-In Time | Test Start Time | Accommodations Offered?*** (Check one) | Walk-Ins Offered?† (Check one) |
|---------------------------|--|---|--|---|--------------------------|--------------------|---|---|
| Sample: 1/04/2019 | <input checked="" type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades <u>5</u> to <u>8</u> | <input checked="" type="checkbox"/> Online <input checked="" type="checkbox"/> Paper | Applying to Grades <u>2</u> to <u>4</u> | 8:30AM | 9:00AM | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| 1. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. | <input type="checkbox"/> Open <input type="checkbox"/> Closed | Applying to Grades _____ to _____ | <input type="checkbox"/> Online <input type="checkbox"/> Paper | Applying to Grades _____ to _____ | | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |

*Grades 2 - 4 are only available in the online test format.

**Please complete Form 3 if you're offering accommodations.

†Walk-ins are only available in the paper test format.

FOR ISEE OFFICE USE ONLY:

**Return
Instructions**

Return by email to submit@erblearn.org or by fax to **(212) 370-4095**.
Questions? Contact ISEE Operations at 1(800) 446-0320 or ISEEOperations@erblearn.org.

TEST SITE APPLICATION

Form 2 of 3 **PAPER TEST SITES ONLY**

Paper Test Materials

Please complete **one** of the following sections to indicate what paper test materials you need and how you would like them sorted. If you are applying for multiple testing dates, be sure to indicate your testing capacity for **all** of your testing dates combined—not just a single testing date. You must offer a minimum capacity of 20 students total.

Test Supervisor's Signature: _____ Date: _____

Sort by Level

If you choose to "Sort by Level," your paper test materials will arrive grouped by level. Please indicate the maximum number of students that your school can accommodate for all testing dates combined.

| | Max Capacity (All test dates) |
|-------------------------------|----------------------------------|
| Without Accommodations | |
| Lower Level: | |
| Middle and Upper Levels: | |
| With Accommodations* | |
| Lower Level: | |
| Middle and Upper Levels: | |
| Total: | |

OR Sort by Room

If you choose to "Sort by Room," your paper test materials will arrive grouped by room. Please indicate the maximum number of students that your school can accommodate for all testing dates combined. If needed, please write additional rooms on another sheet of paper.

| | Room (Name or number) | Max Capacity (All test dates) | Level (Lower, Middle, or Upper) | Accommodations?* |
|-----|--------------------------|----------------------------------|------------------------------------|--|
| 1. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 2. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 3. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 4. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 5. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 6. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 8. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 9. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 10. | | | | <input type="checkbox"/> Yes <input type="checkbox"/> No |

*Please complete Form 3 if you're offering accommodations.

What Levels Do I Need?

ISEE testing levels are based on the grade to which the student is **applying**. Use the chart below to check the appropriate level for each application grade.

| Application Grade | Level |
|-------------------|--------|
| Grades 5 - 6 | Lower |
| Grades 7 - 8 | Middle |
| Grades 9 - 12 | Upper |

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TEST SITE APPLICATION

Form 3 of 3 ACCOMMODATIONS ONLY

Accommodations Offered

If your test site is offering testing with accommodations, please complete the following sections to indicate the specific levels and accommodations offered. If needed, please write additional rooms on another sheet of paper.

Test Supervisor's Signature: _____ **Date:** _____

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) | | | |

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