IMPORTANT Save this form to your computer before completing the fields below. Information entered while viewing this form in an internet browser will not be saved. Right click on the form and select "Save as" to save it to your computer, then open the saved file on your computer to complete the form.

ERB | **ISEE** INDEPENDENT SCHOOL ENTRANCE EXAM

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? (Select one)	Lower, Middle, & Upper Tests Offered (Select from Grades 5 to 12)	Lower, Middle, & Upper Test Format (Select all that apply)	Primary Tests Offered* (Select from Grades 2 to 4)	Student Check-In Time	Test Start Time	Accommodations Offered?** (Select one)	Walk-Ins Offered?† (Select one)
Sample: 1/04/2019	☑ Open ☐ Closed	Applying to Grades 5 to 8	☑ Online ☑ Paper	Applying to Grades 2 to 4	8:30AM	9:00AM	☑ Yes ☐ No	☑ Yes ☐ No
1.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
2.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
3.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
4.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
5.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
6.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
7.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
8.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
9.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes No
10.	Open Closed	Applying to Grades ___ to ___	Online Paper	Applying to Grades ___ to ___			Yes No	Yes 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.

REV03

ERB | **ISEE** INDEPENDENT SCHOOL ENTRANCE EXAM

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.

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

Sort by Level   OR   ## Sort by Room

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.

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.

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

Room (Name or number)	Max Capacity (All test dates)	Level (Lower, Middle, or Upper)	Accommodations?* (Select one)	
1.			Yes	No
2.			Yes	No
3.			Yes	No
4.			Yes	No
5.			Yes	No
6.			Yes	No
7.			Yes	No
8.			Yes	No
9.			Yes	No
10.			Yes	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

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.

REV03

IMPORTANT Save this form to your computer before completing the fields below. Information entered while viewing this form in an internet browser will not be saved. Right click on the form and select "Save as" to save it to your computer, then open the saved file on your computer to complete the form.

ERB | ISEE INDEPENDENT SCHOOL ENTRANCE EXAM

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.

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

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

Room Setting	Accommodations (Select all accommodations that you can administer)	Total Number of Students (In each accommodations room)	Room Number(s) or Room Name(s)
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 (Select all accommodations that you can administer)	Total Number of Students (In each accommodations room)	Room Number(s) or Room Name(s)
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 (Select all accommodations that you can administer)	Total Number of Students (In each accommodations room)	Room Number(s) or Room Name(s)
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

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.

REV03