ISEE Test Day Checklist by Test Format

This free printable PDF is an ISEE test day checklist for parents to work through in the week before the test. It starts with the rules that apply in every format: accepted identification, prohibited items, late arrival and no rescheduling on the day. It then gives a separate checklist with boxes to tick for in-person computer testing, in-person paper testing, Prometric test centers and at-home testing, followed by how long the day lasts at each level and what happens after the test.

This test (fill in from the confirmation materials)

Test format (in-person computer / in-person paper / Prometric / at-home) and level

Test date and start time

Test site address, or the room used for at-home testing

Check-in time (from the Verification Letter or confirmation email) and planned departure time

The questions on the ISEE do not change with the format, but the rules on test day do. After registration, the Verification Letter states the format, the date and the check-in time, so that document decides which checklist below applies.

Format	Where it takes place	Applying to grades
In-person (school or office)	A school test site or a testing office, on paper or on a computer, in a group or individually	2–12
Prometric test center	A third-party test center, on a computer	5–12
At-home	The family's own device, with remote proctoring	2–12

Rules that apply in every format

- Identification: every student presents an accepted ID, and the name on it should match the name used at registration.

- Prohibited items: personal items other than those listed in the instructions stay out of the testing room. The list names cell phones, smartwatches, calculators, books, cameras, weapons and paper other than blank scratch paper.
- Late arrival: a student who arrives after the check-in time cannot test, and the family is responsible for any applicable rescheduling or cancellation fees.
- No changes on the day: the test cannot be rescheduled on the day of the test or after it.

Level	Accepted identification
Upper Level	Photo ID, such as a school ID, state ID, passport, driver's license or the ISEE Student ID Form
Primary, Lower and Middle Level	The photo IDs above, or a birth certificate, school report card or health insurance card

> A family with an applicant to grade 9 or above who has no photo ID should resolve it well before the test, for example by asking the student's school about a school ID or by completing the ISEE Student ID Form described in the test day instructions. Prometric requires an original document; copies and images are not accepted.

Checklist: in-person computer testing (school or office)

The check-in time is printed on the Verification Letter and is typically 15–30 minutes before the start.

- [ ] Verification Letter, which is required at check-in
- [ ] Accepted student ID with the name matching the registration
- [ ] A snack and a drink for the scheduled breaks only
- [ ] Any approved accommodation supplies, such as an approved calculator or graphic organizer, because test sites do not provide them
- [ ] Route, parking and travel time confirmed, with a margin for delays
- [ ] Phone, smartwatch and calculator left outside the testing room

Checklist: in-person paper testing

The family brings the writing supplies. The essay at the Lower Level and above is handwritten, which is why pens appear on the list.

- [ ] Verification Letter and accepted student ID
- [ ] Four sharpened No. 2 or HB pencils
- [ ] Four good erasers, unless the pencils have erasers
- [ ] Two black or blue ballpoint pens (erasable pens are permitted)
- [ ] A snack and a drink for breaks only
- [ ] Approved accommodation supplies, if any

- [ ] Supplies, letter and ID packed together the evening before

Checklist: Prometric test center

Prometric centers accept applicants to grades 5–12 only. A parent stays on site, and documents must be originals.

- [ ] Appointment Confirmation email (check-in is typically 30 minutes before the start)
- [ ] Original student ID, not a copy or an image
- [ ] The accompanying parent's own photo ID bearing a signature, because the parent remains at the center for the entire test
- [ ] Water in a clear container with a lid, with all labels removed
- [ ] Other snacks and drinks, consumed during breaks only
- [ ] Phone, smartwatch and calculator not carried into the room

> A violation of the personal items rule can lead to the student being excused from testing and the scores not being processed, with any rescheduling or cancellation fees borne by the family.

Checklist: at-home testing

The ISEE At-Home Family Guide holds the technical specifications, which E3n (formerly ERB) may update. This list covers the preparation a family completes; the exact device, internet and room requirements are in the Family Guide linked from the at-home instructions on admission.org.

- [ ] A computer or tablet with a built-in camera and microphone
- [ ] A second device (a phone or tablet) with a camera to show the keyboard, desk and hands
- [ ] The ISEE by E3n testing application and the Remote Proctor Connect application downloaded in advance
- [ ] A parent or guardian available to help scan the testing area and set up the second camera
- [ ] Only the materials that the Family Guide permits on the desk
- [ ] Books, dictionaries, thesauruses, calculators (unless approved in advance), Bluetooth headphones and other smart devices removed from the room
- [ ] A full run-through of devices and network several days ahead
- [ ] Check-in started about 30 minutes before the scheduled start time

How long the day lasts

Level	Scored sections	Essay
Lower Level	110 minutes	30 minutes, unscored
Middle Level	130 minutes	30 minutes, unscored

Level	Scored sections	Essay
Upper Level	130 minutes	30 minutes, unscored
Primary 2	53 minutes, including Auditory Comprehension	None
Primary 3	54 minutes	None
Primary 4	60 minutes	None

The paper test instructions describe two 10-minute breaks for the Lower, Middle and Upper Levels. At the Primary levels, admission.org lists one break between Reading and Mathematics: 5–10 minutes at Primary 2 and 10 minutes at Primary 3 and 4. Check-in time and the time between sections come on top of these figures, so plan for a morning considerably longer than the test itself. The exact start time appears in the confirmation materials.

When this checklist and the confirmation differ

The instructions on admission.org are the final authority on the exact list of permitted items, such as scratch paper arrangements and the details of each room. Whenever the confirmation email or the Verification Letter differs from a general checklist, including this one, the confirmation and the latest instructions on admission.org apply. Requirements can change between testing seasons. Students with approved accommodations should treat the supplies as part of the checklist, because the family brings them.

After test day

- Scores are generated after the test, and the timing differs between computer-based and paper tests.
- For a retake or sending scores to schools, see the retakes and score sending guide on iseeprep.net.

Notes after the test (which section felt short on time, anything unexpected)

Compiled by ISEEPrep's teaching team. Free for family use; not for resale. For test rules, the sources and review dates on the matching pages at www.iseeprep.net apply; for registration, identification and arrival times, the confirmation email received after registering applies. Version date 2026-11-10.