



**ISEB**

Independent Schools  
Examinations Board

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# ISEB ADMIN PORTALS

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To improve the administration of the ISEB Pre-Tests we introduced three admin portals in the previous academic year.

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## **GUARDIAN PORTAL**

For parents and guardians to register their child for the ISEB Pre-Tests. Parent registration means each child is only registered once and there is no charge from ISEB for parents to register.

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## **SENIOR SCHOOL PORTAL**

For senior schools to be able to view the pupil records and results of the ISEB Pre-Tests.

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## **INVIGILATION CENTRE PORTAL**

For invigilation centres (including prep schools, senior schools and non-school venues accredited through VICTVS) to be able to view the pupil records and schedule the tests.



# REGISTERING

Senior School

Logs in to portal account

Enters test deadline

Informs parents/guardians to register for the Pre-tests

Guardian

Creates portal account

Adds child information

Selects invigilation centre. Adds any SEND or EAL information

Invigilation Centre

Logs in to portal account

Views pupil record

- Senior schools
- SEND/EAL status

Approves pupil

# SHARING ISEB APPLICANT ID

Guardian

ISEB Applicant ID visible once all sections are complete

Copies ISEB Applicant ID

Sends to senior schools to which they have applied

Senior School

Receives ISEB Applicant ID

Uploads it into the portal (individually or bulk)

Views pupil record

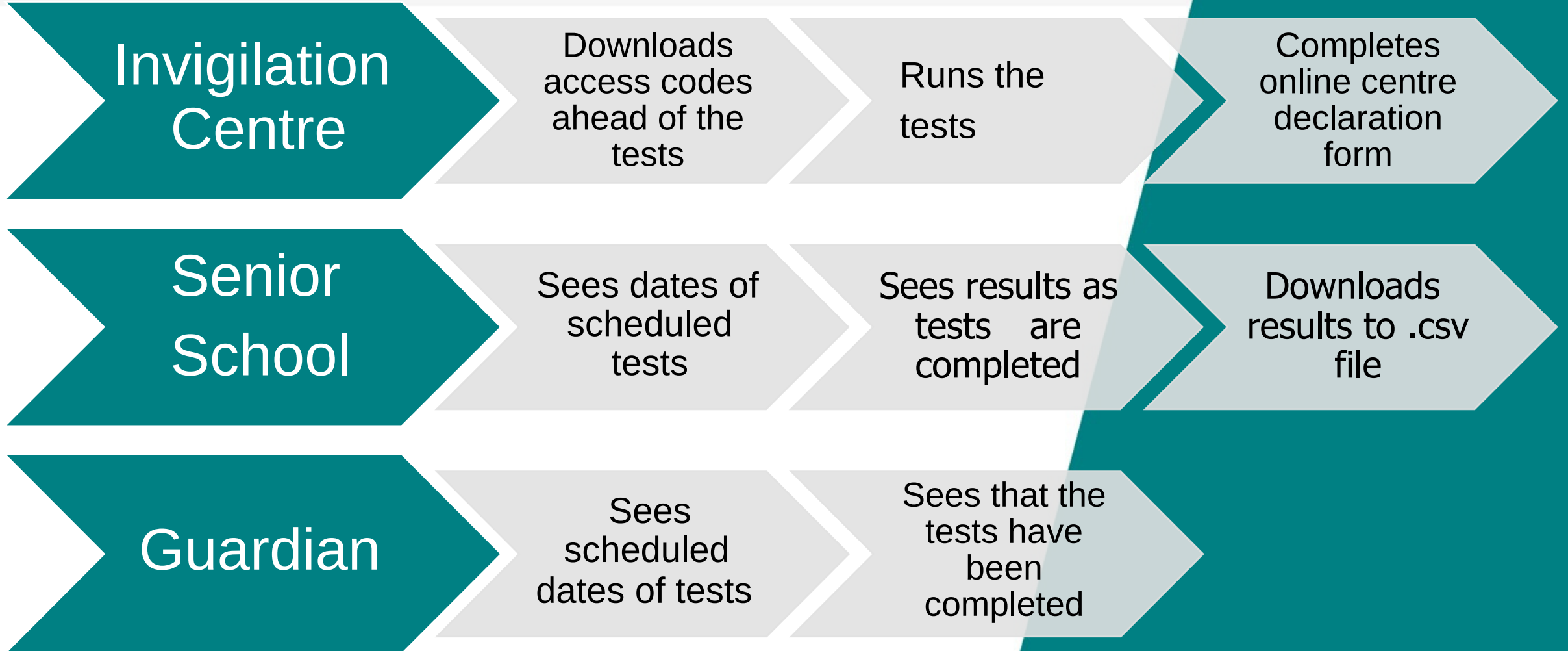
Invigilation Centre

Senior schools visible in pupil record

Senior schools' deadlines visible in portal

Schedule tests

# TEST ADMINISTRATION





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