ISE Exam Process Checklist

1. **CREATE NEW ASSESSMENT**
   Open The Toolbox Application.
   Click Play button under New Assessment Tab.
   Enter CU Name or charter #.
   Enter asset size as of effective date of exam.

   Proposed exam level is automatically populated. SCUEP (Assets $50 million and less); Core (Assets > $50 million)

   SSAs Only – Check the state-led examination box if only completing portions of the ISE.
   Click the Next button located on bottom right.

2. **COMPLETE EXAM PROFILE**
   Answer all 9 questions.

   Answers do not change the scope of the exam. These questions are intended to help the user tailor the exam to the CU's unique needs or concerns.

   Click the Next button located on bottom right.

3. **COMPLETE STATEMENTS**
   Answer all sub-statements by selecting "yes" or "no" boxes.
   User may include review comments by clicking the notes button on the right of each sub-statement.
   User may document a summary in the text box located at the bottom of each statement.

4. **DOCUMENT ISSUES (FINDING, DOR, SUPP. FACT, NON-REPORTABLE)**
   For all "no" answers to sub-statements, an issue will automatically populate.
   Create a new issue by clicking "Add and Issue" button.
   Edit issue by clicking the pencil button located on the right side of the issue.
   Select Finding, DOR, Supp. Fact or non-reportable under the Issue Type drop down.

   Issue descriptions and actions are auto generated. User may tailor this wording to fit the CU's unique needs or concerns.

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5. **UPDATING MERIT SCOPE TASK**
   From the top menu selections, click the Results Tab
   Generate the ISE MERIT Scope Report.
   Copy and paste the work performed, results and issues from the MERIT Scope Report to the ISE Scope Task in MERIT.
   Generate ISE Exam Report and save as PDF.
   Attach ISE Exam Report to the documents section of the ISE Scope Task in MERIT.

6. **SUBMIT ASSESSMENT IN THE TOOLBOX**
   From the top menu selections, click the Results Tab
   Click Submit button.

   If an examination has not been fully completed, the Submit button and Reports may not be available.

   If the "state-led examination" box is checked, the submit button will be disabled.