



USCG Institute ACGI-2800 Smart Form Job Aid

EOCT Online Answer Sheet

Training And Correspondence Course Testing System

List Issues | Add Issue | Search Issues (ESO) | Go To WorkBench | Logout

Please Log In:

User Name:	JCoastie
Password:	••••••
Login	

1 Go to **TACCTS** and enter your **User Name** and **Password**.

To get access to TACCTS, an ESO must submit a designation letter to the NRT Department. This can be faxed to (405) 954-3684 or emailed as an attachment to CGI-PF-NRT_ESO_Emails@uscg.mil.

Training And Correspondence Course Testing System

List Issues | Add Issue | Search Issues (ESO) | Go To WorkBench | Logout

Welcome Joe Coastie

Choose Department

- Non-Resident Training
- Voluntary Education
- Tuition Assistance

2 On the main TACCTS menu screen, click **Non-Resident Training** from the menu.

Training And Correspondence Course Testing System

List Issues | Add Issue | Search Issues (ESO) | Go To WorkBench | Logout

Non Resident Training Main Page

- Add Issue
- Library Inventory
- List Issues
- Administer EOCT
- TACCTS Home
- Go To WorkBench
- Change Password
- Order Course Material
- Logout

3 On the Non Resident Training Main Page, click **Administer EOCT**.

Member EMPLID:	1111111
ESO EMPLID:	2222222
Course:	EPME 4 (0462-1) ▼
SUBMIT	

To enter EOCT results for Auxiliary members:

- Auxiliary members are not automatically in the system. In order to score an EOCT for Auxiliary members, they **MUST** first be manually entered into the system.
- To enter Auxiliary members into the system, fill out and submit the [Email Request Form](#).
- The Institute will send a notification email when the member has been entered in the system.
- Once the email has been received, return to the 2800 Smart Form and submit the EOCT results as instructed in the notification email.

4 Enter **Member EMPLID** and **ESO EMPLID**.

Select a **Course** from the dropdown menu.

Click the **SUBMIT** button.

NOTE: If you are entering test results for an **Auxiliary member** or if an **error screen** is displayed when the form is submitted, go to **Step 6**.



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Please ensure the member's name, SSN, ATU/OPFAC, Course Code, and Edition are correct. If the Edition field is blank, you will be required to enter the course edition number in. You will need to select the Test Number being administered. If any of the information is incorrect, postpone administration of exam and immediately notify the Coast Guard Institute (NRT).

YN2 JOHN DOE

SSN: Course Code: Edition: Test Number:

ATU/OPFAC: Exam Date:

Member Email:
ESO Email:

- | | | | |
|---|---|---|---|
| 1. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 13. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 25. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 37. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 2. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 14. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 26. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 38. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 3. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 15. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 27. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 39. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 4. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 16. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 28. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 40. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 5. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 17. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 29. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 41. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 6. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 18. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 30. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 42. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 7. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 19. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 31. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 43. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 8. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 20. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 32. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 44. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 9. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 21. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 33. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 45. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O |
| 10. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 22. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 34. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | |
| 11. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 23. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 35. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | |
| 12. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 24. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | 36. <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/> O | |

5 Verify member's SSN, ATU/OPFAC, Course Code and Edition.

If any of this information is incorrect, postpone administration of exam and immediately contact NRT.

Select Test Number from dropdown menu.

Select Exam Date from dropdown menu.

Verify Member & ESO Email. If incorrect, ESO can edit on form and should inform member that they need to change the address in Direct Access.

Select one answer for each question. All questions must be answered.

When complete, click the SUBMIT button.

Return to 2800 Test page
YN1 JOHN DOE
SSN: 111-11-1111
ATU/OPFAC: 71-62100
Course: TCTSG (0652 / 2 / 54)
Date: 02/13/07

You answered 25 questions

1. A	16. B	31.	46.	61.	76.	91.	106.
2. B	17. C	32.	47.	62.	77.	92.	107.
3. B	18. B	33.	48.	63.	78.	93.	108.
4. A	19. C	34.	49.	64.	79.	94.	109.
5. B	20. C	35.	50.	65.	80.	95.	110.
6. C	21. B	36.	51.	66.	81.	96.	111.
7. C	22. A	37.	52.	67.	82.	97.	112.
8. C	23. B	38.	53.	68.	83.	98.	113.
9. B	24. C	39.	54.	69.	84.	99.	114.
10. C	25. D	40.	55.	70.	85.	100.	115.
11. B	26.	41.	56.	71.	86.	101.	116.
12. C	27.	42.	57.	72.	87.	102.	117.
13. B	28.	43.	58.	73.	88.	103.	118.
14. D	29.	44.	59.	74.	89.	104.	119.
15. A	30.	45.	60.	75.	90.	105.	120.

WARNING:

The ESO must ensure the answers above are reviewed for accuracy. If any of the information above is incorrect, the ESO will print off this page, and immediately notify the Coast Guard Institute (NRT) at (405) 954-2437. If the information above is correct, the ESO will print off this page and sign it. This will show the electronic test results were verified by the ESO.

The paper answer sheet and a print out of this page must be retained by the ESO for 2 calendar months from date of electronic submission. This page must be safeguarded the same way EOCT materials are safeguarded. Once the 2 months has elapsed, the page shall be destroyed. The 2 months rule has been put in place to allow the CG Institute to randomly review/audit the electronic answer sheet submissions on a periodic basis to ensure accuracy of the form. **Students must not have access to this page or be given a printout of this page.**

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TEST INPUT VERIFIED BY:

GS-11 JOE SMITH

(SIGNATURE)

6 The test result verification page will display.

Check to ensure that the appropriate number of questions has been answered.

Review answers and ensure they match the answers entered by the member. If any of the information is incorrect, contact NRT.

Carefully read the WARNING section. It provides information on ESO responsibility and document retention.

Print the page and sign under TEST INPUT VERIFIED BY.

Retain paper copy for 2 months from electronic submission of test results in a locked secure location.



USCG Institute ACGI-2800 Smart Form Job Aid EOCT Online Answer Sheet

Member EMPLID: 1111111
ESO EMPLID: 2222222
Course: EPME 4 (0462-1) ▾
SUBMIT

To enter EOCT results for Auxiliary members:

1. Auxiliary members are not automatically in the system. In order to score an EOCT for Auxiliary members, they MUST first be manually entered into the system.
2. To enter Auxiliary members into the system, fill out and submit the [Email Request Form](#).
3. The Institute will send a notification email when the member has been entered in the system.
4. Once the email has been received, return to the 2800 Smart Form and submit the EOCT results as instructed in the notification email.

Member's information is not present in the system. In order to score an EOCT, the member MUST first be manually entered into the system.

1. To enter member into the system, fill out and submit the [Email Request Form](#).
2. The Institute will send a notification email when the member has been entered in the system.
3. Once the email has been received, return to the 2100 Smart Form order page and submit the order as instructed in the notification email.

7

Entering test results for an **Auxiliary member** or if an **error screen** is displayed when the **Member EMPLID** is submitted.

Test results can only be submitted for member's who are entered in the CG Institute's system. Ordinarily all members except Auxiliary members are in the system.

If you enter an Auxiliary member's **EMPLID** in the **Member EMPLID** field and click the **SUBMIT** button, the **error screen** will display.

8

Both the **Member EMPLID** screen and the **error screen** display step-by-step instructions on how to get an Auxiliary member manually entered into the CG Institute's system.

First **click** the link to the **Email Request Form**.



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EOCT Online Answer Sheet

E-mail Request form

Please enter all the fields below and then press the **send mail** button.

Member's Information

To:

Subject:

Member Name

Member Rank

Member EMPLID

Member SSN

Member OPFAC

Member Phone

Member Address

Member City

Member State

Member Zip

ESO's Information

ESO Name

ESO Email

ESO Phone

ESO EMPLID

9 Fill out all information requested in the form. **Members cannot be added to the system with incomplete information.**

Click the **Send mail** button to email the form to NRT.

The Institute will send a **notification email** when the member has been entered in the system. The email will have instructions on how to enter test results for the Auxiliary member.

Member EMPLID:

ESO EMPLID:

Course:

10 The **notification email** will provide a **Manual Override code** to use instead of the member's EMPLID.

Enter the **Manual Override code**, the **ESO EMPLID** and select the **Course** from the drop-down menu.

Click the **SUBMIT** button.



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Please ensure the member's name, SSN, ATU/OPFAC, Course Code, and Edition are correct. If the Edition field is blank, you will be required to enter the course edition number in. You will need to select the Test Number being administered. If any of the information is incorrect, postpone administration of exam and immediately notify the Coast Guard Institute (NRT).

Blank User

SSN:

ATU/OPFAC:

Exam Date:

Course Code: Edition: Test Number:

Member Email:

ESO Email:

1. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	13. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	25. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	37. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
2. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	14. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	26. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	38. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
3. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	15. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	27. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	39. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
4. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	16. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	28. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	40. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
5. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	17. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	29. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	41. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
6. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	18. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	30. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	42. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
7. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	19. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	31. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	43. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
8. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	20. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	32. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	44. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
9. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	21. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	33. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	45. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>
10. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	22. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	34. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	
11. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	23. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	35. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	
12. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	24. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	36. A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D <input type="radio"/>	



Enter member's **SSN** and **ATU/OPFAC**.

Verify **Course Code** and **Edition**.

Select **Test Number** from dropdown menu.

Select **Exam Date** from dropdown menu.

Enter **Member Email** and verify **ESO Email**. If incorrect, ESO can edit on form.

Select one answer for each question. **All** questions must be answered.

When complete, click the **SUBMIT** button.

Return to 2800 Test page
 YN1 JOHN DOE
 SSN: 111-11-1111
 ATU/OPFAC: 71-62100
 Course: TCTSG (0652 / 2 / 54)
 Date: 02/13/07

You answered 25 questions

1. A	16. B	31.	46.	61.	76.	91.	106.
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3. B	18. B	33.	48.	63.	78.	93.	108.
4. A	19. C	34.	49.	64.	79.	94.	109.
5. B	20. C	35.	50.	65.	80.	95.	110.
6. C	21. B	36.	51.	66.	81.	96.	111.
7. C	22. A	37.	52.	67.	82.	97.	112.
8. C	23. B	38.	53.	68.	83.	98.	113.
9. B	24. C	39.	54.	69.	84.	99.	114.
10. C	25. D	40.	55.	70.	85.	100.	115.
11. B	26.	41.	56.	71.	86.	101.	116.
12. C	27.	42.	57.	72.	87.	102.	117.
13. B	28.	43.	58.	73.	88.	103.	118.
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TEST INPUT VERIFIED BY:

GS-11 JOE SMITH

(SIGNATURE)



The **test result verification** page will display.

Check to ensure that the appropriate **number of questions** has been answered.

Review **answers** and ensure they match the answers entered by the member. **If any of the information is incorrect, contact NRT.**

Carefully read the **WARNING** section. It provides information on ESO responsibility and document retention.

Print the page and sign under **TEST INPUT VERIFIED BY**.

Retain **paper copy** for 2 months from electronic submission of test results in a locked secure location.