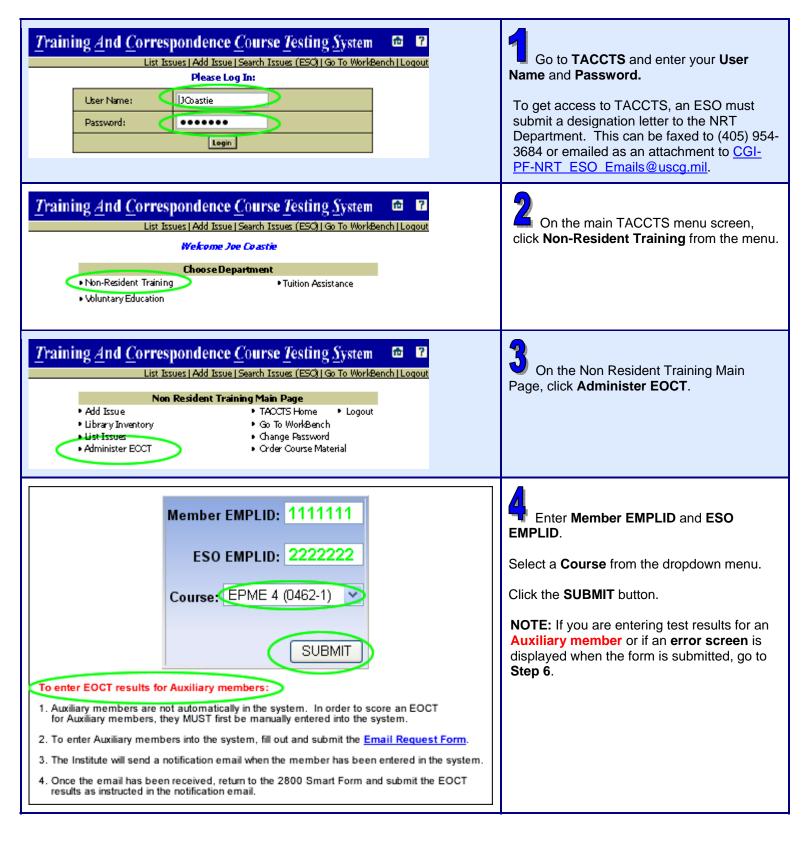
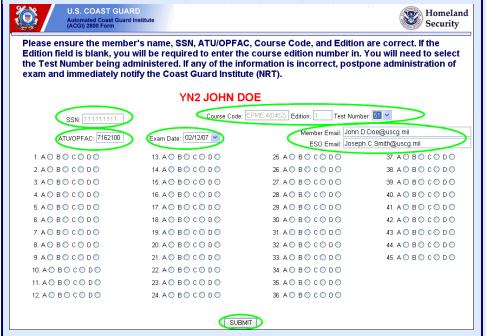


USCG Institute ACGI-2800 Smart Form Job Aid EOCT Online Answer Sheet





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



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.

			YN1 S S ATU Course:	to 2800 Test p JOHN DOE SN:111-11-1111 /OPFAC: 71-6210 TCTSG (0652 / 2 Date: 02/13/07 Iswered 25 questi	00 / 54)		
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.

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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GS-11 JOE SMITH

TEST INPUT VERIFIED BY:

(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.

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



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.
- 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.

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.

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.

To enter member 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 2100 Smart Form order page and submit the order as instructed in the notification email.

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

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E-mail Request form	0		
Please enter all the fields below and then press the send mail button. Member's Information	Fill out all information requested in the form. Members cannot be added to the system with incomplete information.		
To: cgi-pf-nrt_eso_emails@uscg.mil Subject: Manual Member Enrollment Request Member Name Member Rank Member EMPLID Member OPFAC Member Phone Member Address Member City Member State Member Zip ESO's Information ESO Name ESO Email ESO Phone ESO EMPLID	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: 1111111 ESO EMPLID: 2222222 Course: EPME 4 (0462-1) SUBMIT	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.		



1 A

3. B

5. B

7 C

8. C

9 B

12. C

13. B

14. D

15. A

27.

29.

30

42.

43

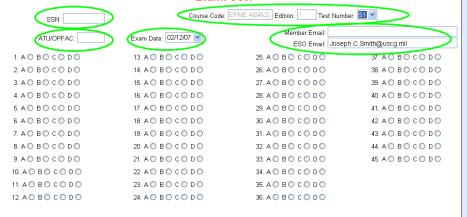
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USCG Institute ACGI-2800 Smart Form Job Aid EOCT Online Answer Sheet

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



SUBMIT

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) You answered 25 questions 16 B 31 61 76 91 2. B 17. C 32 47. 62. 77. 92. 18. B 48 63. 78 93 33 4. A 19. C 34. 49 64. 79 94. 20. C 35 50. 65. 80 95 36. 66. 81. 6. C 21. B 51. 96. 22 A 37 52 67 82 97 23. B 38 53 68. 83. 98. 24 C 39 54 69 84 99 10. C 25. D 40. 55. 70. 85. 100. 11. B 26 11 56 71 86 101

57.

58

59.

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.

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(SIGNATURE)

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The test result verification page will

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

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