

**Army Regulation 611-5**

**Personnel Selection and Classification**

# **Personnel and Classification Testing**

**Headquarters  
Department of the Army  
Washington, DC  
5 February 2008**

**UNCLASSIFIED**

# ***SUMMARY of CHANGE***

AR 611-5

Personnel and Classification Testing

This major revision, dated 5 February 2008--

- o Rescinds board interviews within the scope of the Army personnel tests (para 1-4).
- o Adds the assessment and reassessment of enlisted and officer skills as one of the uses of Army personnel tests (para 1-4).
- o Assigns responsibilities to the Deputy Chief of Staff, G-1 (para 1-5), Army Personnel Testing Program Manager (para 1-7), Director, Installation Management Command (para 1-8), Chief, National Guard Bureau (para 1-9), Chief, Army Reserve (para 1-10), Commanding General, U.S. Army Cadet Command (para 1-14), Commanders (para 1-15), Test control officers (para 1-16), and Individual examinees (para 1-17).
- o Outlines the procedures for establishing and maintaining test accounts (paras 2-3 through 2-5)
- o Adds DA Form 7633 (Army Personnel Testing Test Material Check-in and Check-out Log) (para 2-4).
- o Adds requirements and procedures for remote site testing (para 2-6).
- o Addresses use of computer labs/classrooms (para 2-7).
- o Incorporates policy for deploying units (para 2-8).
- o Adds requirements and responsibilities for alternate test control officer, interim test control officer, test examiner, and test proctor (chap 2, sec II).
- o Outlines eligibility requirements for Army personnel testing for Army and other personnel (chap 2, sec III).
- o Expands test inventory procedures and requirements (para 3-1).
- o Prescribes additional requirements for test destruction (para 3-1).
- o Provides a list of possible test compromise situations (para 3-2).
- o Expands the responsibilities for the Army Personnel Testing Program Manager in the test compromise process (para 3-2).
- o Addresses the possession of electronic devices by the individual examinees (para 4-2).
- o Adds DA Form 7634 (Army Personnel Testing Test Log) (para 4-4).

- o Provides a list of examples of cheating behaviors (para 4-6).
- o Provides requisition procedures for other Service testing sites (para 6-1).
- o Adds a Standing Operating Procedure (app B).
- o Provides an Army Personnel Testing Facility Annual Review (app C).
- o Adds a Management Control Checklist (app D).



Effective 5 March 2008

## Personnel Selection and Classification

### Personnel and Classification Testing

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By Order of the Secretary of the Army:

GEORGE W. CASEY, JR.  
*General, United States Army*  
*Chief of Staff*

Official:

  
JOYCE E. MORROW  
*Administrative Assistant to the*  
*Secretary of the Army*

**History.** This publication is a major revision.

**Summary.** This regulation establishes specific procedures for test administration and addresses for forwarding inquiries and requests dealing with Army personnel testing.

**Applicability.** This regulation applies to the Active Army, the Army National Guard/Army National Guard of the United States, the U.S. Army Reserve, the U.S. Military Academy, and the Reserve Officers' Training Corps unless otherwise stated. It applies only to Army personnel tests listed at [www.aces.army.mil/apt](http://www.aces.army.mil/apt). Components are identified by proper titles and numbers. During mobilization, policies and procedures contained in this regulation may be modified by the proponent.

**Proponent and exception authority.** The proponent of this regulation is the Deputy Chief of Staff, G-1. The proponent has the authority to approve exceptions or waivers to this regulation that are

consistent with controlling law and regulations. The proponent may delegate this approval authority, in writing, to a division chief within the proponent agency or its direct reporting unit or field operating agency, in the grade of colonel or the civilian equivalent. Activities may request a waiver to this regulation by providing justification that includes a full analysis of the expected benefits and must include formal review by the activity's senior legal officer. All waiver requests will be endorsed by the commander or senior leader of the requesting activity and forwarded through their higher headquarters to the policy proponent. Refer to AR 25-30 for specific guidance.

**Army management control process.**

This regulation contains management control provisions and identifies key management controls that must be evaluated (See appendix D).

**Supplementation.** Supplementation of this regulation and establishment of command and local forms are prohibited without prior approval from the Deputy Chief of Staff, G-1. Requests for exception, with justification, will be sent through command channels to the Education Division (AHRC-PDE/APT), U.S. Army Human Resources Command, 200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472.

**Suggested improvements.** Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to the office of the Education Division (AHRC-PDE/APT), U.S. Army Human Resources Command,

200 Stovall Street, Suite 3N17, Alexandria, VA 22332-0472.

**Committee Continuance Approval.**

The Department of the Army Committee Management Officer concurs in the establishment and/or continuance of the committee(s) outlined herein, in accordance with AR 15-1, Committee Management. The AR 15-1 requires the proponent to justify establishing/continuing its committee(s), coordinate draft publications, and coordinate changes in committee status with the Department of the Army Committee Management Office, ATTN: AARP-ZA, Office of the Administrative Assistant, Resources and Programs Agency, 2511 Jefferson Davis Highway, Taylor Building, 13th Floor, Arlington, VA 22202-3926. Further, if it is determined that an established "group" identified within this regulation later takes on the characteristics of a committee, the proponent will follow all AR 15-1 requirements for establishing and continuing the group as a committee.

**Distribution.** This publication is available in electronic media only and is intended for command levels A, B, C, D, and E for the Active Army, the Army National Guard/Army National Guard of the United States, and the U.S. Army Reserve.

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\*This regulation supersedes AR 611-5, dated 10 June 2002.

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# Chapter 1 Introduction

## Section I General

### 1–1. Purpose

This regulation prescribes policies, responsibilities, and procedures for procurement, safeguarding, scoring, release of Army personnel tests, and overall administration of the Army Personnel Testing (APT) Program.

### 1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

### 1–3. Explanation of abbreviations

Abbreviations and special terms used in this regulation are explained in the glossary.

### 1–4. Scope and uses of Army personnel tests

*a. Scope.* When the term “personnel test” is used, it includes the following:

- (1) The test booklets, cassette tapes, and compact disks containing questions.
- (2) All ancillary materials (answer sheets, scoring keys, conversion tables, manuals for administration and scoring, and automated systems (hardware and software) for administration, scoring, and recording of results).

*b. Uses.* Army personnel tests are used to accomplish the following:

- (1) Select applicants for entry into the Active Army, Army National Guard/Army National Guard of the United States (ARNG/ARNGUS), or U.S. Army Reserve (USAR).
- (2) Select applicants for appointment as commissioned or warrant officers.
- (3) Assess skills for initial or subsequent classification of enlisted personnel.
- (4) Select officers, warrant officers, Reserve Officer Training Corps (ROTC) cadets, U.S. Military Academy cadets, and enlisted personnel for assignment to training or duties needing specialized aptitudes or qualifications.
- (5) Assess and reassess enlisted and officer skills.

## Section II Responsibilities

### 1–5. The Deputy Chief of Staff, G–1

The Deputy Chief of Staff, G–1 (DCS,G–1) will—

- a.* Establish policies on the use of Army personnel tests for personnel selection and classification and personnel program goals.
- b.* Provide guidance on priorities for the development of new or revised Army personnel tests and related instruments.
- c.* Establish policy for the release of Army personnel test materials with the exception of foreign language aptitude and proficiency tests.
- d.* Designate a point of contact (POC) in the Office of the DCS, G–1 for testing matters.
- e.* Coordinate Military Accession Policy Working Group issues as they relate to APT program management.

### 1–6. Commander, U.S. Army Human Resources Command

Commander, U.S. Army Human Resource Command (AHRC) will—

- a.* Oversee the APT program through The Adjutant General (TAG) and Headquarters (HQ), Army Continuing Education System (ACES)/AHRC–PDE.
- b.* Serve as POC between Headquarters, Department of the Army (HQDA) and Army field elements for all matters concerning Army personnel tests.

### 1–7. Army Personnel Testing Program Manager, Headquarters, Army Continuing Education System

Army Personnel Testing (APT) Program Manager, HQ, Army Continuing Education System (ACES), (AHRC–PDE) (hereafter referred to as APT Program Manager) will—

- a.* Manage, monitor, and evaluate the administration of the APT program.
- b.* Manage personnel test materials, determine initial printing levels, distribution, and reprint status; determine funding requirements for initial printing; and arrange for centralized scoring when required.
- c.* Grant permission to retest except for retesting of applicants for enlistment as governed by AR 601–210.

- d.* Perform all actions related to establishment, maintenance, validation, closure, and restoration of all test accounts as prescribed in DA Pam 25–33.
- e.* Approve appointments of test control officer (TCO), alternate TCO (ATCO), Interim TCO (ITCO), and test examiner (TE).
- f.* Develop procedures to safeguard Army personnel tests.
- g.* Develop systems and procedures for collecting and processing operational test score data.
- h.* Prepare or provide technical advice and assistance in preparation of directives prescribing the use of Army personnel tests.
- i.* Release Army personnel test materials, including foreign language aptitude and proficiency tests and information, in accordance with established policy.
- j.* Ensure security of all test material during the printing and distribution process.
- k.* Provide TCO authorization to access automated test delivery systems.

**1–8. Director, Installation Management Command**

Director, Installation Management Command (IMCOM) will—

- a.* Appoint POC within organization for APT testing matters to coordinate policy issues with ACES region chiefs and commanders.
- b.* Be responsible for oversight and program execution within IMCOM.
- c.* Monitor resolution of cases involving test loss/compromise within IMCOM.
- d.* Conduct staff assistance visits.
- e.* Ensure inspection checklist is completed annually (app C).
- f.* Ensure management control checklist is completed every five years (app D).
- g.* Manage investigation, when testing material is compromised and occurs at installations and organizations they support.

**1–9. Chief, National Guard Bureau**

Chief, National Guard Bureau will—

- a.* Appoint POC within organization for APT testing matters to coordinate policy issues with each State Adjutant General (AG).
- b.* Be responsible for oversight and program execution within ARNG/ARNGUS.
- c.* Monitor resolution of cases involving test loss/compromise within ARNG/ARNGUS.
- d.* Ensure inspection checklist is completed annually (app C).
- e.* Ensure management control checklist is completed every five years (app D).
- f.* Manage investigation, when testing material is compromised and occurs at testing sites and organizations they support.

**1–10. Chief, Army Reserve**

Chief, Army Reserve will—

- a.* Appoint POC within organization for APT testing matters to coordinate policy issues.
- b.* Be responsible for oversight and program execution within USAR.
- c.* Monitor resolution of cases involving test loss/compromise within USAR.
- d.* Ensure inspection checklist is completed annually (app C).
- e.* Ensure management control checklist is completed every five years (app D).
- f.* Manage investigation, when testing material is compromised and occurs at testing sites and organizations they support.

**1–11. Commander, U.S. Army Research Institute**

Commander, U.S. Army Research Institute (ARI) will—

- a.* Perform professional psychological research to provide the Army with tests and related instruments needed for effective personnel management.
- b.* Provide advice and guidance for operational use of research findings.

**1–12. The Commandant, Defense Language Institute Foreign Language Center**

The Commandant, Defense Language Institute Foreign Language Center (DLIFLC) will—

- a.* Develop foreign language tests and related instruments required for effective personnel management of the Defense Foreign Language Program (DFLP). (See AR 350–20.)
- b.* Establish standards for administering, scoring, evaluating, and recording results of foreign language aptitude and proficiency tests for DFLP.
- c.* Establish policy, in conjunction with the Defense Language Steering Committee (DLSC), on requests for and

making final determination on release of foreign language aptitude and proficiency tests to other federal, state, and local government agencies. Also included are requests by private organizations, individuals, and foreign governments.

*d.* Establish policy on reporting test compromises to foreign language aptitude and proficiency tests; and make final determination of appropriate course of action for DFLP.

### **1-13. Proponents responsible for personnel tests**

Proponents responsible for personnel tests will—

- a.* Initiate actions required to ensure validity of existing tests.
- b.* Develop personnel management systems and procedures for the operation of the specific personnel selection and classification program.
- c.* Establish policy on testing, waiver procedures, and qualifying score.

### **1-14. Commanding General, U.S. Army Cadet Command**

Commanding General, U.S. Army Cadet Command (USACC) will—

- a.* Appoint POC within organization for APT testing matters to coordinate policy issues with each Army ROTC unit.
- b.* Be responsible for oversight and program execution within USACC.
- c.* Direct resolution and disciplinary actions in regard to test loss/compromise.
- d.* Ensure inspection checklist is completed annually (app C).
- e.* Ensure management control checklist is completed every five years (app D).
- f.* Manage investigation, when testing material is compromised and occurs at ROTC units.

### **1-15. Commanders**

Commanders will—

- a.* Provide proper command supervision of Army personnel testing operations.
- b.* Provide adequate personnel and facilities for administration of Army personnel tests.
- c.* Appoint, in writing, TCO, ATCO, ITCO and TE to the APT Program Manager.
- d.* Ensure Army personnel tests are effectively safeguarded from loss and compromise; take corrective action when loss or compromise is indicated.
- e.* Ensure Army personnel test results are correctly calculated, entered in personnel records, and used as prescribed in the applicable regulations.
- f.* Ensure inspection checklist is completed annually (app C).
- g.* Ensure management control checklist is completed every five years (app D).
- h.* Manage investigation when testing material is compromised and occurs within their command.

### **1-16. Test control officers**

Test control officers will—

- a.* Advise the installation, organization, activity commander, or State AG on the administration of personnel testing programs under the jurisdiction of the command.
- b.* Manage APT operations providing primary oversight and safeguard for the APT account. See appendix B for the management control checklist used to evaluate key controls in the APT program.
- c.* Ensure all personnel in the testing facility are in compliance with the required regulations listed in appendix A, test administration and scoring manuals, and directives from the APT Program Manager.
- d.* Maintain a testing facility standing operating procedure (SOP). See appendix B for a comprehensive list of questions and issues that should be addressed in a local SOP. This SOP will include the following:
  - (1) A records system for administrative operations of the testing facility.
  - (2) Procedures for requisitioning, handling, storing, scheduling, administration, and scoring of tests.
  - (3) Procedures for disposition of test materials.
  - (4) Procedures for transmitting test results to the proper office, board, or agency.
  - (5) Procedures governing security of test materials in accordance with this regulation.
  - (6) Procedures for designating, in writing, personnel who are authorized access to and who handle test materials.
- e.* Ensure all personnel in the testing facility are thoroughly trained regarding test security.
- f.* Ensure all personnel have completed and passed the relevant APT examinations.
- g.* Ensure the testing facility SOP is reviewed by all personnel on their assignment to the testing facility and quarterly thereafter.
- h.* Initiate annual inspection process (app C).
- i.* Monitor all procedures prescribed in the testing facility SOP.
- j.* Ensure all test results are reported as soon as possible to personnel tested.

k. Monitor testing sessions to ensure tests are properly handled and administered. This will ensure test booklets, scoring keys, and completed answer sheets are handled only by authorized personnel.

l. Ensure test results are transmitted to the electronic military personnel office for inclusion in individual personnel records.

m. Ensure personnel who administer and score tests are qualified to perform their duties, to include interpretation of test scores; and have demonstrated they understand and practice correct procedures for administering and scoring each assigned test.

n. Ensure accurate and up-to-date inventories are maintained for test material and that test material is accounted for at all times.

o. Ensure only current tests are used.

p. Ensure test material is properly disposed of when no longer usable or superseded.

q. Ensure automated test security by safeguarding systems and authorizations (such as, userid and passwords).

r. Follow procedures detailed in United States Military Entrance Processing Command (USMEPCOM) Regulation 611-1 for Military Entrance Processing Stations (MEPS).

s. Ensure timely reporting of all testing anomalies to local chain of command.

### **1-17. Individual examinees**

Individual examinees will—

a. Provide required documentation to the testing staff, to include exceptions to policy if necessary.

b. Ask questions if they are unclear about test guidance or do not understand the test administration statement.

c. Inform the test examiner immediately of any problems arising during the exam. Soldiers should not wait until completing the exam if there is an error with their materials or a technical problem with listening equipment.

d. Reschedule if not physically or mentally ready to take the test. In this case, the examinee should place a checkmark on the DA Form 5160 (Test Administration Statement) in the block labeled “I am not physically and/or mentally able to be tested this date. I will be administered this test at another time,” and sign the test administration statement.

e. Always retain a copy of the score report.

f. Ensure scores have been posted properly and accurately in their personnel record.

## **Chapter 2**

### **Army Personnel Testing Program**

#### **Section I**

#### **Operations**

##### **2-1. General**

a. The APT Program is a testing system operation encompassing standardized tests to determine eligibility for specialized training and to support the Army’s personnel selection and classification process including language proficiency testing. The APT program is a network of testing facilities, test accounts, and testing personnel designed and trained to ensure consistency and fairness to each examinee.

b. Due to the frequent changes in the list of current operational personnel tests and measures, the list and applicable regulations are posted on the ACES Extranet <https://www.hrc.army.mil/site/protect/Active/Education/Extranet/APT> and APT test inventory database.

##### **2-2. Methods of prescribing use of Army personnel tests**

a. The use of Army personnel tests is prescribed in the Army regulation governing the specific personnel program for which the test is to be used. The following information covering the use of Army personnel tests will be found in the appropriate regulations—

(1) A description of qualifications required of examinees to be eligible to take designated tests.

(2) Instructions for recording test scores on personnel records and reports.

(3) Policies governing retesting.

b. Army Human Resource Command, Education Division, The Adjutant General Directorate (AHRC-PDE) messages are issued to—

(1) Announce the availability of new test materials.

(2) Announce changes in the use of existing Army personnel tests.

(3) Provide guidance for the administration of new or revised tests in support of specific programs.

- (4) Announce changes in procedures (such as inventory, account validation, and test delivery).

### **2-3. Test accounts**

*a.* The term "test account" represents an activity or organization, approved by the APT Program Manager, where Army personnel tests are requisitioned, handled, stored, administered, and scored.

*b.* To establish a test account, an activity or organization must—

(1) Forward a memorandum requesting the establishment of a new account through local channels to the APT Program Manager. The memorandum should justify establishment of an APT test account, list tests to be administered, and specific component to be tested.

(2) Complete DA Form 12-R (Request for Establishment of a Publications Account) and forward request through local channels to the APT Program Manager. The APT Program Manager approves request and assigns a test account identification number. As part of the approval process, authorization of types of APT exams will be indicated.

(3) Include memoranda appointing the TCO, ATCO, ITCO, and TE.

*c.* Requirements for test accounts are—

(1) Testing and administrative facilities consistent with requirements in this regulation.

(2) Secure storage for test materials.

(3) Equipment or necessary ancillary material for test administration.

(4) Internet connectivity to receive electronic mail messages, access on-line web sites and archived policies, and download/submit quarterly inventories.

(5) Hardware/software requirements necessary for the administration of automated tests.

*d.* No activity or organization will store/maintain APT test materials for longer than 90 days without establishing a test account.

*e.* When the physical address of the account changes, a memorandum updating the test account's information should be sent to the APT Program Manager.

*f.* No test account may remain open without a TCO or ATCO assuming responsibility for it.

*g.* If an account is closing, notify the APT Program Manager a minimum of 90 days prior to account closure. No test material may remain at a closed test site. All incomplete investigations must be resolved prior to account closure. APT Program Manager will direct site to—

(1) Submit closure documentation, including a final reconciliation of test material inventory.

(2) Dispose of test material by—

(a) Returning materials to the APT Distribution Center if the APT material is needed for back orders.

(b) Transferring materials to another APT TCO.

(c) Destroying materials if directed by the APT Program Manager. A copy of the destruction certificates for all APT material must be submitted with the notification of closure memorandum.

### **2-4. Requirements, documentation, and accountability of all test materials**

*a.* Test materials must be accounted for at all times. When test materials, except unused answer sheets, are taken from and returned to the safe, exact counts of these components will be annotated on DA Form 7633 (Army Personnel Testing Test Material Check-In And Check-Out Log). DA Form 7633 will be maintained for two years from the last entry or check-in date.

*b.* Test materials, except for blank answer sheets, will be kept in locked containers when not in transit or in actual use. Test scoring keys will not be stored in the same file drawer as test booklets and blank answer sheets. Only persons whose duties require use of the test materials will have keys and/or combinations to test storage areas/files.

*c.* An inventory of all test materials will be conducted quarterly by two of the following: TCO, ATCO, or TE. Test sites will submit the signed and witnessed quarterly inventory to the APT Distribution Center. Documentation of destruction or transfer of APT material on the previous inventory must be submitted with the current inventory, if not previously submitted. The APT test inventory database or DA Form 5159 (Inventory of Army Personnel Test Material) will be used to document the items on-hand. The inventory data will be changed when materials are destroyed.

*d.* Test examiners will ensure "For Official Use Only (FOUO)" is stamped or printed on all test components.

### **2-5. Maintenance of test accounts**

*a.* Test accounts will be maintained in accordance with the policy in this regulation and operational guidance issued by the APT Program Manager. Due to the sensitivity of the testing materials, there is zero tolerance for violation of regulatory and operational guidance.

*b.* When violations occur, the APT Program Manager may suspend test accounts.

*c.* If violations are not corrected, the APT Program Manager may direct closure of test accounts.

## **2-6. Remote site testing**

*a.* Remote site testing may be established where units are scattered, isolated, or geographically split and where a heavy testing schedule exists; or under other circumstances where testing operations would be facilitated.

(1) Security requirements are the same for testing materials and operations although testing materials can be stored for no longer than 90 days.

(2) An ATCO must be appointed for all remote site operations. Appointment and approval processes are outlined in paragraphs 2-9 and 2-10.

(3) Scoring tests at remote sites is prohibited.

*b.* Remote site testing also includes TCO or ATCO traveling to test personnel in units scattered, isolated, or geographically split.

(1) Security of testing material is critical. Testing materials must be transported in a locked container. The container, if not on the person, must be secured, such as locked in a car trunk or hotel room. Under no circumstances should testing materials be checked as luggage if traveling by commercial carrier. If testing materials cannot be carried on board, material should be shipped using procedures outlined in paragraph 3-1e.

(2) The testing facility should be well lighted, well ventilated, and quiet. When scheduled, the room must be used only for testing purposes and have adequate seating to allow reasonable separation during testing. The TCO must be able to maintain constant surveillance of examinees.

(3) Automated testing may occur at remote sites provided minimum technical requirements and security is ensured. TCO, ATCO or TE must be present during automated testing.

## **2-7. Use of computer labs/classrooms**

Computer labs/classrooms may be required for some test sessions. If needed, tests (for example, Defense Language Proficiency Test 5) may be scheduled at established Army Digital Training facilities, Distributed Training Technology Project classrooms, or other facilities as may be approved by APT program manager.

## **2-8. Deployment of Army Personnel Testing**

*a.* Deploying units must ensure rear-detachment personnel are appointed to manage the APT account and take custody of controlled test materials. If no authorized personnel are available and the unit will be deployed for a period exceeding 90 days that test account must initiate procedures to close and cease APT testing.

*b.* Under no circumstances will controlled test material remain at an account if the unit will be deployed for more than 90 days without authorized personnel maintaining custody of test materials.

*c.* Upon return from deployment, a unit can reactivate account by contacting the APT Program Office.

## **Section II Personnel**

### **2-9. Appointment process**

*a.* All TCOs, ATCOs, ITCOs and TEs will be appointed, in writing, by commander to the APT Program Manager. Appointment or relief letters must include test site address, test account identification number, telephone number (commercial and/or defense switched network (DSN)), e-mail address, and facsimile (fax) number (see fig 2-1). Fax to the APT Program Office (703) 325-9811 (commercial) or 221-9811 (DSN) or mail to Education Division (AHRC-PDE/APT), 200 Stovall Street, STE 3N17, Alexandria, VA 22332-0472. AHRC-PDE will have the authority to approve and disapprove all appointments by commanders. Appointments will be accompanied by signed Duties and Security Awareness Briefing.

*b.* Individual appointed will not be administered any APT exam while serving as TCO, ATCO, or TE during length of appointment and no less than one year after appointment is rescinded. This requirement will not be waived.

*c.* Linguists, language instructors, basic skills instructors, retention noncommissioned officers (NCOs), recruiters, and any other personnel (or spouse of such personnel) who have conflict of interest should not be nominated as TCO, ATCO, ITCO, or TE.

*d.* Contractors (including retired military personnel) are not eligible to serve as TCO. Contractors who are members of the ARNG/ARNGUS or USAR cannot serve as the TCO for their contract position, but can serve as ATCO as long as they are not required to take an APT exam for their military duties. Contractors must also meet the additional criteria outlined in paragraph 2-13 to serve as ATCO.

*e.* Contact the Chief, National Guard Bureau (NGB-ARP-CS) for guidance regarding the use of NGR 310-10, appendix B, for appointment and relief of ARNG/ARNGUS TCOs.

### **2-10. Approval process**

*a.* Once individuals have been appointed, the APT Program Office will approve or disapprove TCOs, ATCOs, and TEs in writing.

*b.* Written appointment and subsequent approval is required prior to functioning as a TCO, ATCO, ITCO, or TE.

[Command Letterhead]

[Office Symbol]

[Date]

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Appointment of Test Control Officer (TCO) for the Army Personnel Testing (APT) Program, [Test Account ID #]**

1. Effective immediately, [FULL NAME], [GRADE], [SSN], [DSN & COM PHONE], [AKO ID], [EMAIL ADDRESS] is appointed the additional duty of TCO for APT replacing [NAME], [RANK], [SSN].
2. Effective immediately, [FULL NAME], [GRADE], [SSN], [DSN & COM PHONE], [AKO ID], [EMAIL ADDRESS] is appointed the additional duty of Alternate Test Control Officer (ATCO) for APT replacing [NAME], [RANK], [SSN].
3. Authority: AR 611-5, Army Personnel Selection and Classification Testing.
4. Purpose: To administer the APT program IAW AR 611-5; AR 611-6, Army Linguist Management; test administration manuals; and directives from the APT Program Office.
5. Period: Until officially relieved or released from appointment or assignment.
6. Special Instructions: to secure, properly safeguard, and correctly administer all APT tests IAW AR 611-5, and in particular:
  - a. Conduct an immediate physical inventory upon assumption of duties, and quarterly; ensure that all items on the previous inventory are present or documented as destroyed, and that all tests are current. Submit said inventory to the APT Program Office for reconciliation when directed.
  - b. Keep all APT material properly secured when not in use; and when out for inventory, scoring, or testing; ensure the material is never left unattended.
  - c. Mail all APT test material, including completed answer sheets, double-wrapped and properly addressed and marked IAW AR 611-5 and establish proper organizational mail-handling procedures to ensure APT test material is promptly hand delivered to the TCO or ATCO.
  - d. Ensure all examinees are eligible for the given test, have proper authorization documentation, and they are tested in a suitable environment and condition.
  - e. Maintain a current APT SOP

Commander's Signature

**DISTRIBUTION:**  
1 – AHRC-PDE/APT  
1 – INDIVIDUAL CONCERNED  
1 – PERSONNEL FILE

Figure 2-1. Sample TCO Appointment Memorandum

## **2-11. Consolidation of test control officers functions**

The TCO designated under the provisions of AR 621-5, or the Personnel Survey Control Officer (PSCO), designated under the provisions of AR 600-46, may also be appointed as TCO. Consolidation of TCO functions should be accomplished when possible. The experience gained in test administration and scoring may be used to the maximum advantage. Also, procedures and facilities for safeguarding test material may be made more effective.

## **2-12. Test control officer**

A TCO is a military member or federal civil service employee appointed by the commander and approved by the APT Program Manager who is fully responsible for test account management and the safeguarding of examinations. One TCO will be appointed for each test account. TCO can serve as TE.

- a.* The TCO may be a commissioned officer, warrant officer, or enlisted Soldier in grade E-7 or above.
- b.* A DA civilian employee (GS-5 or higher) or any ARNG/ARNGUS technician or Active Guard Reserve (AGR) personnel (E-5 or higher) may be appointed as TCO under the following conditions:
  - (1) When testing under this regulation is consolidated with testing at Army Education Centers (normally supervised by a civilian education services officer/specialist).
  - (2) When there are no available commissioned or warrant officers or senior enlisted personnel.
  - c.* Pass at a 90 percent level the relevant examination(s) for APT personnel.

## **2-13. Alternate test control officer**

An ATCO is a military member, federal civil service employee, or contractor appointed by the commander and approved by the APT Program Manager. One or more ATCOs will be appointed for each test account. An ATCO can serve as a TE.

- a.* An ATCO performs all duties of the TCO but is not fully responsible for test center operation. The ATCO has the same requirements as a TCO and assists TCO in carrying out all the duties of the TCO.
- b.* A contractor may be appointed an ATCO where the contract under which they are employed has a clause that provides financial responsibility for redevelopment, printing, and distribution of a test if it is compromised by a contractor.
- c.* An ATCO will assume the duties and responsibilities of a TCO when the TCO is absent for a period not to exceed 30 days, except at those testing sites with a contract ATCO.
- d.* Additional ATCOs may be appointed—
  - (1) Where units are scattered, isolated, or geographically split.
  - (2) Where a heavy testing schedule exists.
  - (3) Under other circumstances where testing operations would be facilitated.

## **2-14. Interim test control officer**

An ITCO is a military member or federal civil service employee nominated by the commander and approved by the APT Program Manager who will assume the duties of the TCO, when the TCO is absent for a period longer than 30 days but does not exceed 90 days. An ITCO must meet the same requirements as those of a TCO.

## **2-15. Test examiner**

- a.* A TE is any commissioned or warrant officer or enlisted member, DA civilian employee, ARNG/ARNGUS technician, AGR member or contractor. (Maintenance technicians or AGR personnel in organizational maintenance positions are excluded.) Linguists, language instructors, basic skills instructors, retention NCOs, and recruiters (or spouses of linguists, language instructors, basic skills instructors, retention NCOs, and recruiters) or any person who may have a conflict of interest will not be designated a TE.
- b.* The TEs are authorized to administer Army personnel tests under the supervision of the TCO as outlined in paragraph 4-3b. The TCO will recommend the TE appointment to the commander who will appoint in writing, subject to approval by the APT Program Manager. TE must be physically present during all phases of testing.
- c.* Pass at a 90 percent level the relevant examination for APT personnel.

## **2-16. Test proctor**

- a.* A test proctor is military member or DA civilian employee assigned to monitor test sessions as a deterrent to improper test conduct.
- b.* One proctor is required for every 15 examinees in a testing session. There is no requirement for nomination or approval of test proctors. The TE counts as one of the needed number of proctors. Test proctors should be briefed on all requirements of test security. When giving tests to 15 or fewer examinees, the TE may serve as the sole test proctor

(except when administering exams per USMEPCOM Reg 611-1). The test proctor performs duties described in paragraph 4-3c as assigned by the TE.

### **Section III**

#### **Eligibility for Army personnel testing**

##### **2-17. Army personnel**

a. Soldiers in the Active Army, USAR, ARNG/ARNGUS, and Individual Ready Reserve (IRR) are eligible for the APT program with an approved request, DA Form 4187 (Personnel Action). The unit commander's signature indicates the Soldier's personnel records verify the Soldier meets the criteria to take the specific Army personnel test. Soldiers possessing Department of Defense (DOD) "Armed Forces/Uniformed Services of the United States" identification cards are eligible for testing.

b. The ROTC cadets are only eligible to take the Alternate Flight Aptitude Selection Test (AFAST). United States Military Academy (USMA) cadets may be administered other APT exams as directed in AR 611-6 and AR 601-210.

c. The IRR Soldiers must provide a DA Form 4187 in conjunction with military, state, or federal photo identification.

##### **2-18. Other personnel**

a. Other sister Service members may test at Army personnel test sites after the proper coordination with POCs from other services. Consult the ACES Extranet <https://www.aces.army.mil/apt> regarding POCs and service-specific procedures to provide testing for members of other Services.

b. Normally, Army personnel tests are not used in civilian personnel administration. Civilians are eligible for APT without exception to policy in the following circumstances:

(1) Civilians engaged in the enlistment process are eligible to take the Armed Services Vocational Aptitude Battery (ASVAB) and other special purpose tests.

(a) Within continental United States (CONUS), MEPS are responsible for testing individuals. Those enrolled in the Delayed Entry Program are not eligible for testing on the ASVAB; however, they may be tested on other APT exams at a MEPS test facility only.

(b) Outside CONUS, ACES administers the ASVAB and other special purpose tests in support of the enlistment process including testing at overseas DOD high schools.

(2) When a civilian is applying for a government job requiring language or typing proficiency, the Civilian Personnel Operations Center (CPOC) verifies the individual is applying for such a position and needs to test on the relevant Defense Language Proficiency Test (DLPT), Defense Language Reading Proficiency Test (DLRPT), Defense Language Aptitude Battery (DLAB), Oral Proficiency Interview (OPI), or typing test.

(3) Defense Intelligence Agency (DIA) civilians are authorized to take the DLAB, OPI, and DLPT. The DIA civilian's supervisor must document the requirement and eligibility for the DLPT.

(4) Eligible programs where APT testing is a requirement for civilians are the Foreign Area Officer Program, Central Intelligence Agency, Defense Attaché Program, National Security Agency, Military Intelligence Civilian Excepted Career Program and Federal Bureau of Investigation. For these programs, CPOC can provide the TCO with a written job description to include requirement for DLPT, DLRPT, or DLAB testing.

(5) If an Army personnel test is specified as a job requirement, then approval for such use must be obtained from the APT Program Manager. This approval must be consistent with the guidance regarding the use of personnel tests issued by the Office of Personnel Management (OPM) or contained in Civilian Personnel Regulations issued by HQDA.

(6) Civilian and contract basic skills and language instructors are not authorized to test on Army personnel exams.

## **Chapter 3**

### **Test Control and Records**

#### **3-1. Security**

a. *General provisions.*

(1) Test security is a command responsibility.

(2) Test components must be accounted for at all times.

(3) Functions required to be performed in the establishment and maintenance of adequate procedures for test security may be delegated to a TCO or an ATCO. They must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring, and destruction.

(4) Security measures will be established by all elements where Army personnel tests are received, handled, administered, or stored.

(5) Security requirements established in this regulation meet the requirements for handling FOR OFFICIAL USE ONLY material. These components bear the designation FOR OFFICIAL USE ONLY or CONTROLLED ITEM (TEST MATERIAL). Exceptions are worksheets and answer sheets that have not been completed by examinees.

(6) Test components used by the Army are to be shown to no one unless it has been determined that such disclosure is essential to the performance of official duties prescribed in appropriate directives and necessary for those individuals administering and scoring tests.

(7) Test security and safeguards apply at all locations and administration methods, to include safeguarding user identification and passwords for automated test administration, scoring and reporting.

*b. Receiving controlled test materials.*

(1) Controlled test materials may be picked up at the installation mailroom only by ACES or APT personnel authorized to sign for registered or certified mail. The document receipt forms with the date stamp will be maintained for two years. If mail is delivered directly to the office or unit of the APT account, non-APT or administrative personnel responsible for receiving mail must ensure the packages addressed to "Test Control Officer" are hand-carried immediately to the TCO, ATCO, or TE. If the TCO or ATCO are not available, the package must be secured in a locked container until their return. Test staff must be notified of the package location.

(2) The TCO or ATCO and TE will jointly inventory the contents immediately upon receipt of test materials. If an inventory cannot be conducted immediately, then the package must be secured, unopened, by the TCO, ATCO, or TE until an inventory can be conducted. The timeframe to inventory received test material cannot exceed five business days. Inventory includes:

(a) Verifying all items listed on the packing slip were received.

(b) Verifying accurate serial numbers were listed on the packing slip.

(c) Ensuring materials are printed clearly and pages are not missing by checking each page of the test booklets.

(d) Checking the front and back of scoring keys to ensure correct form numbers are received and, if appropriate, conversion tables are present.

(e) Listening to cassette tapes or compact disks to ensure spoken tapes agree with test titles and can be played using local audio equipment.

(3) TCOs (except those at MEPS) will post new materials to the APT inventory records. Discrepancies will be immediately reported to the APT Distribution Center.

*c. Securing test materials.*

(1) Test materials will be secured in a locked room or container secured with a combination lock not accessible to unauthorized individuals. Combinations will be changed every time there is a change in personnel with access. Key locks are not authorized unless a waiver has been granted by the APT Program Manager.

(2) When test components, except blank answer sheets, are taken from and returned to the security container, exact counts of these components will be recorded on DA Form 7633.

(3) Test materials, except for blank answer sheets, will be kept in locked rooms or containers when not in transit or in actual use. Test scoring keys will not be stored in the same drawer as test booklets and blank answer sheets. Only persons whose duties require use of the test materials will have keys and/or combinations to storage facilities.

(4) If the FOUO designation has not been preprinted on test components, the test examiner will ensure all test components except those specified in 3-1a(5), above will be so marked.

(5) Most test booklets, manuals, and scoring keys will be distributed with preprinted serial numbers for internal security control. If the materials are not numbered, the TCO should number the materials using the test account as the prefix to the serial numbers for example, T5555-000003. Serial numbers will be indelible. Serial numbers of previously destroyed materials will not be assigned to newer test materials. If ASVAB testing materials are received without a serial number, send the material back to HQ MEPCOM, J3/MOP-TD and request a replacement.

(6) DA Label 87 (FOR OFFICIAL USE ONLY Cover Sheet) need not be attached to Army personnel test material when the material is actually being used for test administration and scoring purposes.

(7) Army personnel test material is exempt from automatic time-phased downgrading. Army personnel test material will remain FOUO unless specific instructions are issued by the APT Program Manager.

*d. Inventorying test materials.* TCO or ATCO will—

(1) Maintain an inventory of test materials.

(2) Perform a physical inventory quarterly of APT materials and maintain a signed copy of the test inventory for two years. The inventory will include test booklets, audio components, administration and scoring manuals, and scoring keys. More frequent inventories may be performed at the discretion of the TCO.

(3) Submit quarterly inventory between the first and last days of February, May, August, and November to the APT Distribution Center. Consult the ACES Extranet <https://www.hrc.army.mil/site/protect/Active/Education/Extranet> for specific submission procedures.

(a) Inventories submitted prior to the first day of each period will not meet the quarterly requirement.

(b) APT accounts that do not submit their inventory and reconcile them in a timely manner may have their accounts suspended.

(c) MEPS TCOs will conduct a semiannual physical inventory of APT material. These inventories will be submitted between the first and last days of May and November to the APT Distribution Center. USMEPCOM Reg 611-1 will be followed for all other inventory procedures for MEPS TCOs.

(d) The APT Distribution Center processes and reconciles inventories. TCOs will be notified of a successful reconciliation or provided with a list of discrepancies to be resolved.

(4) Perform an inventory whenever there is a change in TCO or APT personnel with access to the security container transferring the responsibility of test security.

*e. Mailing test materials.*

(1) Controlled test material will be double-wrapped and mailed using any traceable delivery method (with the exception of courier services).

(a) The inner envelope or package (also addressed) will be stamped with the following notation: FOR OFFICIAL USE ONLY CONTROLLED TEST MATERIAL TO BE OPENED ONLY BY APT TEST CONTROL OFFICER

(b) The outer package will not indicate it contains controlled test material or it is FOUO.

(2) Test booklets, scoring keys, or devices must be sent using any traceable delivery method (with the exception of courier services). Scoring keys must be mailed separately from other test materials. Completed or partially completed answer sheets will be treated the same as scoring keys and mailed separately from other test components.

(3) Transmittal documentation must be included with all packages.

(4) Nonaccountable test materials such as blank answer sheets may be sent by regular mail.

*f. Destroying test materials.*

(1) Destruction will be accomplished by burning or shredding. Destruction of such test components will be accomplished by the TCO or ATCO, if TCO is not available, having custody of, or supervision over, these test materials.

(a) A witness must be present at the actual destruction. If burn bags are used, the witness must be present during the filling and sealing bags. The witness can be a TE.

(b) Destruction certificate must be created to document the destruction. A memorandum for record, DA Form 3964, or database produced certificate may be used. The certificate must list every item by form number, description/title, form date and serial number. The certificate must be signed and dated by either the TCO or ATCO, and a witness to the destruction. The witness may be a TE.

(c) If shredding is the method of destruction, a quarter-inch, cross-cut shredder or smaller will be used. Shredders currently not meeting this standard are allowed; however, new purchases should conform to the more secure method of destruction.

(2) Segregation of test materials to be destroyed can be accomplished prior to the actual date of destruction. Destruction of test materials must be accomplished within five business days of removing items from current inventory. Segregated materials must be clearly marked for destruction so that all personnel are aware these items are not to be used. If possible, testing materials ready for destruction should be stored separately from current inventory. On the actual day of destruction, TCO or ATCO along with a witness must verify each item by nomenclature, date, and serial number before destruction.

(3) Test accounts are required to submit destruction certificates via fax or mail to the APT Program Office. Upon receipt of destruction records, the APT Distribution Center will update the test account inventory. Destruction documents must be maintained for a minimum of five years.

### **3-2. Loss, compromise, or possible compromise of test materials**

*a.* A test loss situation can include, but is not limited to, test material lost in mailing or that cannot be accounted for during the quarterly inventory process.

*b.* A test compromise situation can include but is not limited to the following:

(1) Unauthorized access to specific test material by examinees in any circumstance other than during a normal test administration session.

(2) Copying of any test material, in whole or in part, for any purpose, except as required for official purposes and under proper security conditions.

(3) Oral or written discussion about the contents of test material with examinees or between examinees.

(4) Possession of written answers of an exam at any time by an examinee.

(5) Removal of test material by an examinee from the testing room.

(6) Leaving an examinee, or group of examinees, unsupervised at any time during a test administration session.

(7) Allowing potential examinees access to test materials when they are not testing.

(8) Removal of test material from storage areas by unauthorized personnel.

(9) Failure to properly secure test materials, including maintaining test material in an unlocked container in the testing room.

(10) Failure to properly destroy or dispose of test materials.

(11) Marking correct or incorrect answers on examinees answer sheet unless directed to by specific administration guidance.

c. Loss or possible unauthorized disclosure of Army personnel test materials may have Army-wide implications. Upon discovery of loss, compromise, or suspected compromise, the following procedures will be strictly followed:

- (1) The responsible TCO will—
  - (a) Immediately notify the local commander or the center commander in the case of USAR units.
  - (b) Suspend all testing on the jeopardized tests and impound all tests, test batteries, and completed answer sheets associated with the incident. Answer sheets completed before the compromise, suspected compromise, or loss will not be impounded. Separate the lost or compromised test materials in the safe or locked cabinet.
  - (c) Immediately notify the APT Program Manager, include the following information:
    1. Description of test, form number, version and date of exam.
    2. Date of possible compromise.
    3. Date compromise was reported to chain of command.
    4. Detailed description of circumstances surrounding suspected loss or compromise.
    5. Detailed description of current test administration security procedures to include test material access and storage.
    6. Name and contact information of the APT TCO.
  - (d) Have all personnel immediately write a memorandum for record on the chain of events.
  - (e) If one or more alternate forms of the test are available and use is authorized by current directives, TCO may start using the alternate exam.
  - (f) Resume testing with the form of the test or test battery concerned only when directed to do so by the APT Program Manager.

(g) Continue testing with the jeopardized test or test battery if no other forms are available upon approval from the APT Program Manager. Monitor all future testing sessions very closely for any evidence of compromise.

(2) The local commander will conduct an initial review and immediately notify the APT Program Manager through command channels. If loss/compromise occurs at a location other than the main test site, the commander has an obligation to follow these procedures. The initial review will include the following:

- (a) Description of the material lost or compromised.
- (b) Identity of the releasing party.
- (c) The recipient.
- (d) All other persons involved.
- (e) Circumstances surrounding the loss or compromise.
- (f) The recurrence of such an incident.

(3) The commander or State AG will ensure a thorough investigation of the compromise, possible compromise, or loss has been made and proper actions are initiated to prevent recurrence of loss or compromise of test materials. After the initial investigation has been reviewed by the APT Program Manager, the commander or State AG may be directed to complete an AR 15–6 investigation.

- (4) The APT Program Manager will—
  - (a) Notify the test proponent for the test materials and forward the initial review and information.
  - (b) Review the initial report and provide guidance to the TCO if an AR 15–6 investigation should be conducted.
  - (c) Review the investigative report and recommendations.
  - (d) Coordinate with the test proponent, DCS, G–1, the Commander, ARI and/or the Commandant, DLIFLC.
  - (e) Authorize the major commander or State AG to resume testing or take other appropriate action.
- (5) The APT Program Manager may authorize continued use of the jeopardized exam if no alternate forms exist.
  - d. If circumstances surrounding the loss or compromise of Army personnel test material warrant further investigation, the commander will appoint an investigation officer as prescribed in AR 15–6. Upon the completion of the investigation the commander will—

(1) Forward results through command channels to Education Division (AHRC–PDE/APT), U.S. Army Human Resources Command, 200 Stovall Street, STE 3N17, Alexandria, VA 22332–0472 along with recommendations and actions taken to prevent future compromise or loss.

(2) Forward U.S. Army Military Enlistment Processing Command results to DCS, G–1 (DAPE–MPA), 300 Army Pentagon, Washington, DC 20310–0300.

(3) Direct resumption of testing with the test or test battery concerned when authorized by AHRC–PDE in conjunction with the proponent of the personnel program in which the test is used.

(4) Take further action, if requested by the APT Program Manager.

### **3–3. Records of testing**

a. *Test score transmittal data.* Activities conducting Army personnel testing will prepare correspondence to transmit test scores to custodians of personnel records, selection and evaluation boards, or other agencies authorized to receive

test scores. Testing activities will keep copies of this correspondence for one year in accordance with AR 25-400-2. Records will contain, as a minimum, the individual's name, social security number, organization, and all parts and composite scores. These records are required to be recorded on personnel records or applications for programs for which the test was administered.

*b. Testing operations records.* The TCO will maintain records of the items shown below. These records will be maintained in accordance with AR 25-400-2.

- (1) Requisitions for test materials.
- (2) Test materials received by automatic distribution or requisition.
- (3) The number of each personnel test administered, including a separate count for each form of the test.
- (4) The reasons for testing. Indicate whether the test is an initial, first retest, second retest, third retest, and so forth.

### **3-4. Destruction or transfer of test materials**

*a. Destroying test materials.* TCOs may destroy materials, only when instructed by the APT Program Manager, under the following circumstances:

- (1) When tests are withdrawn from use or become obsolete upon issuance of a replacement test.
- (2) When test materials become mutilated or marked through use and cannot be made usable by erasing, transparent tape, or restapling.
- (3) When the APT Program Manager directs destruction.

*b. Destructions actions.* TCOs will use methods and procedures in paragraph 3-1f, unless the directive announcing their withdrawal gives specific retention guidance.

- (1) After a DFLP exam has been superseded, the superseded version or test may be used for 90 days after the new version or test has been released. TCOs will immediately order revised tests when released. If a DFLP exam is replaced by a web-based test, previous exams will cease administration on the effective date of the web-based test.
- (2) All superseded DFLP tests must be destroyed within the 90 days, unless otherwise directed by the APT Program Manager.

*c. Transferring test materials.* TCOs may transfer surplus tests to other TCOs who need them.

- (1) The transferring TCO must notify the APT Program Manager and the APT Distribution Center of the transfer.
- (2) The activity commander must approve and monitor all transfers of FOUO test materials between TCOs.
- (3) Both TCOs will update the most recent inventory to reflect the transaction. The gaining and the losing TCO will keep a copy of the document transferring test materials for one year in accordance with AR 25-400-2.
- (4) Any transfer of test material between Services requires approval from each Service testing program manager.

*d. Loaning test material.* When a need arises, the activities may borrow a common use test from the nearest Active Army, National Guard, or Army Reserve TCO. In such cases, the TCOs involved must take proper security precautions in handling test material using methods and procedures in paragraph 3-1.

## **Chapter 4 Test Administration**

### **4-1. Standard test administration**

*a. General.* Testing procedures and conditions can affect test scores. Poor conditions may decrease examinees' test scores significantly below the scores of those tested under favorable circumstances. For this reason, Army tests must be given under standard conditions and procedures that give each person the opportunity to do his or her best. Such test conditions and procedures are outlined in this chapter.

*b. Authorized test instructions.* Specific directions for test administration and scoring are contained in manuals accompanying each Army personnel test. They must be strictly adhered to.

*c. Description.* The term TE is hereafter used to describe the TCO, ATCO, ITCO, or TE who is responsible for test administration.

### **4-2. Favorable test conditions**

*a. Administering tests.* The procedures for administering tests should bring out a person's best performance. Make sure the person who takes the test is—

- (1) Reasonably free from distraction in the surrounding environment.
- (2) Aware of the importance of, and reasons for, taking the test.
- (3) Reasonably comfortable in the testing facility.

*b. Testing environment.* Ideal testing conditions are very hard to achieve. However, close attention to the following features will provide adequate conditions:

- (1) Ensure a quiet testing room. Frequent or loud noises may interfere with test performance. Never give tests in a

location where ordinary business is being conducted. Testing facilities located near areas where frequent loud noises occur should be soundproofed.

(2) Ensure testing instructions are loud and clear to all examinees. The TE's voice must be clearly heard by all persons being tested. If a loudspeaker and microphone are used, place the speakers carefully.

(3) Arrange the testing room so the TE can see or be seen by all persons being tested. In some cases, a raised platform or rostrum may be needed to improve visibility.

(4) Provide adequate, comfortable lighting for the room and working surfaces. Avoid shadows and strong glare on working surfaces.

(5) Control ventilation, temperature, and humidity to provide for the examinee's comfort. Do not conduct testing when environmental conditions interfere with concentration.

(6) Provide a flat, smooth working surface that is large enough to hold both a test booklet and a separate answer sheet. Chairs with writing arms should not be used for testing.

(7) Arrange the seating to allow adequate separation of examinees. Use alternate versions of the same test where available and not otherwise restricted by the governing directive. Distribute the versions of the test alternately so that adjacent examinees do not take the same version of the test.

(8) To prevent collaboration no examinee may give or receive help on the meaning of test questions during the test.

(9) Give verbal and written information required by the Privacy Act of 1974 before the test examiner reads the instructions.

(10) Confirm all examinees are comfortable and not fatigued, ill, or distracted. All examinees will complete and sign DA Form 5160 before being tested. If a person shows on this statement that there are personal conditions preventing optimum test performance, then testing will be rescheduled. The new test date should be acceptable to the TCO, the unit commander, and the person concerned. The examinee's signed DA Form 5160 will be maintained in accordance with AR 25-400-2. It is the examinee's responsibility to ensure they are fit, mentally and physically, to test.

(11) Do not test for more than two hours without a break or test more than four hours in one session. However, a break will not be given when testing with the ASVAB or Armed Forces Classification Test (AFCT). When more than one session is needed for the same examinee, recommend scheduling separate sessions on separate days, preferably mornings. Evening testing is not conducive to adequate evaluation of the examinee's performance and should be avoided.

(12) Prohibit the possession of electronic devices such as watches, computers, Blackberries, or cell phones capable of recording and/or transmitting video images or text messages. If an examinee brings such items, the test examiner will maintain the items in a predetermined location to prevent access during test administration. The test examiner will request all devices are silenced; beeping or vibrations could disrupt the examinees' concentration.

#### **4-3. Preparation for testing session**

*a. General.* Examiners will be selected for the quality of their speaking voice and ability to handle groups of people. An examiner's accent should be indigenous to the group being tested. If the examinees being tested are from many parts of the country, the examiner's accent should be easily understood by all. Good testing administration requires—

- (1) Careful selection of the testing team.
- (2) Thorough preparation.
- (3) Following directions exactly.
- (4) Accurate timing.
- (5) Complete and continuous observation of examinees during testing session.
- (6) Care of test materials.

*b. TE's preparation.* The TE will study the manual prescribing the procedures for administration of the test. This will help the TE to know the purpose and use of the test, the materials needed to give the test, the directions to be read, and the problems that may arise. The TE will study and practice the oral directions until the directions can be read in a normal manner. TEs and proctors will take each test before trying to give it, unless instructions in specific test manuals or directives prohibit this. Results achieved by individuals tested under these provisions will not be recorded on the individuals' personnel qualification records. This procedure will be standard when a new test is installed or new examining staff is trained. In this way, the TE gains an appreciation of the examinee's viewpoint on the test and learns how to anticipate questions that most commonly arise.

*c. Duties of proctors.* The TE will instruct the proctors in their duties. When practical, regular testing teams will be appointed to administer tests. Each proctor will be assigned responsibility for a certain section of the room. Before the testing period, proctors will check the materials to be used to make sure there are enough. They will know the order in which these materials are to be distributed and collected. While directions are being read and the test is being taken, proctors will patrol their assigned areas and observe test-taking behavior. They will—

- (1) Carry out in sequence all instructions given by the TE.
- (2) Verify each examinee has the necessary materials for taking the test.
- (3) Ensure examinees are following directions correctly and they understand what must be done and how to do it.

Proctors should be alert to detect and correct wrong methods of making answers where separate answer sheets are used. They should observe the examinees in their section to be sure each is working on the proper part of the test during the prescribed time.

- (4) Ensure each examinee is doing their own work.
- (5) Excuse from the test any person who is or becomes too ill to continue.

#### **4-4. Administration of test**

*a. Initial Process.* The TE will check each examinee's identification card upon arrival to ensure he or she is the person scheduled for testing. For each test session, examiner will fill out DA Form 7634 (Army Personnel Testing Test Log) listing each examinee tested and have the examinee sign the form prior to the test. Multiple examinees can be listed on each form. Test examiners may pass out the booklets, answer sheets, and special equipment after the examinees are seated or place test materials on the desks where examinees are to sit. Examinees are prohibited from bringing their own equipment such as calculators (including those on watches), cassette recorders, pencils or scratch paper into the testing room.

*b. Standard directions.* The TE will read the oral directions from the administration manual of the test concerned. The oral directions will include a standard statement on the test to be given, how results will be used, and why it is important for each person to do his or her best. These remarks help to dispel anxiety and relieve tension, yet stress the necessity for earnest effort. The TE will read the appropriate marked passages in each administrative manual aloud to the examinees. These directions will be read verbatim. They will not be paraphrased or given from notes or memory; nor will they be adapted to the TE's idea of what is more appropriate for local conditions unless directed to do so by the administration manual. After reading the directions the examinees will be allowed to ask questions.

*c. Time limits.* Time limits stated in the test manual must be strictly observed. When a timer is not used, the start and stop times for each test or subtest will be conspicuously posted. TEs will review manuals carefully before giving a test to be sure they know how the time limits are to be applied. Some tests have parts that are separately timed. TEs must be sure examinees stop work when the time limit for a part of the test is reached and do not start to work on the next part of the test until the time for that part begins.

(1) All military members must possess a certain level of ability to read, comprehend, and follow written instructions in English quickly and accurately. In combat and certain training situations, the inability to do so could prove fatal to that service member and others. The Armed Forces gauge vital language ability, in part, by requiring all potential recruits to complete the ASVAB under certain time and format conditions without assistance. Any score obtained from an ASVAB given under different time restrictions or with some other type of assistance, such as a reader or translator, is invalid for enlistment purposes.

(2) Requests for extension to time limits or test aids based on Americans with Disabilities Act when testing military personnel on any APT exam including the AFCT will not be approved.

*d. Standard test materials for paper-based exams.* Examinees will use pencil and paper only during the test session. They may not use unauthorized testing aids such as calculators, slide rules, and so forth. Army personnel tests listed at [www.aces.army.mil/apt](http://www.aces.army.mil/apt) were standardized on personnel who were required to take these tests using pencil and paper only. The value and accuracy of test scores can be affected by the procedures and conditions of test administration. Score norms are based on the administration of tests under standard conditions. Such standards are established for the benefit of both the examinee and the TE. This will ensure there is an equal opportunity for examinees and proper testing and test control are possible.

*e. Computer-based testing.* The TE will prepare the computer system/rooms as directed for each test. Precautions will be made to ensure computer systems meet all minimum hardware and software specifications. The TE will log in and oversee test administration. Examinees must not possess any electronic or data devices that could be used to copy or share test information.

#### **4-5. Answering examinees' questions**

Routine questions, such as testing procedures, time limits, purpose, and uses of the test, will be answered by the examiner. Examiners and proctors will avoid revealing information that might influence the proper evaluation of the individual. At no time including after the scoring of the test, will explanations or answers to test questions be furnished to examinees, command language programs managers, or commanders. At no time after the completion of testing will examinees be permitted to have access to their answer sheets.

#### **4-6. Procedures for handling cheating**

*a. Examples of cheating behaviors are—*

- (1) Manipulating the DA Form 4187 in any way since it certifies an individual's eligibility for testing. Examinees may not certify themselves.
- (2) Manipulating the DA Form 5160 or falsely certifying eligibility for testing. Falsifying a DA Form 5160 is punishable under the Uniform Code of Military Justice.
- (3) Possessing test answers in any way, including, but not limited to—

- (a) Memorizing the answers.
- (b) Writing answers on official scratch paper.
- (c) Hiding answers on clothing, body, digital watches, cell phones.
  - 1. Attempting to copy another's answers.
  - 2. Leaving the testing room and accessing answers.
  - 3. Discussing testing material with other examinees or potential examinees during the test, breaks, or afterwards.
  - 4. Leaving the testing room with test material or scratch paper.
  - 5. Using scratch paper when test guidelines do not allow it.
  - 6. Disregarding test administration directions such as, beginning prior to the start time, turning to a previous subsection, and marking additional answers after time has expired.
- b. If an examinee is caught exhibiting any of the behaviors above, the TE must terminate the examinee's testing and collect test materials. The TCO must—
  - (1) Report incident through the chain of command to the Soldier's commander.
  - (2) Report to the APT Program Manager. The nature of the incident and potential impact on APT worldwide must be considered.
  - (3) Investigate how cheating was possible.
  - (4) Install safeguards and train testing staff.
  - (5) Ensure documentation regarding the test is posted to the individual's personnel records.
- c. If an individual is caught cheating during the exam, the individual will not be allowed to finish the exam. The exam will not be graded. The individual will be given the minimum possible score which will be posted in the individual's record.

#### **4-7. Collection and disposition of test materials**

- a. *Collection.* After the signal to stop work has been given, materials will be collected as quickly as possible. All test forms and scratch paper, if provided, must be strictly accounted for. Test booklets must be collected from all examinees. They must be counted and examined to ensure no pages are missing or any major marks have been made before examinees are dismissed.
- b. *Dismissal of examinees.* Frequently, some of the examinees may finish before the time limit for the test has expired. If these persons are permitted to leave before the end of the test, care will be taken to ensure they do not disturb the other examinees. The TE will be sure they have complied with all directions in the administration manual; also, that all testing materials and scratch paper have been turned in. Test materials will be checked for completeness prior to the dismissal of an examinee from the testing room for any reason.
- c. *Disposition of mutilated or marked materials.* After each testing session, all answers or stray marks of any kind will be erased from test materials that are to be reused. If marks cannot be erased or if the booklet is worn or torn and cannot be repaired, it will be destroyed in accordance with paragraph 3-1f. All used scratch paper will be collected and destroyed as controlled test materials. All tests and testing supplies will be stored according to test security procedures in paragraph 3-1.
- d. *Retention of scored answer sheets.* Unless specific guidance is given in test directives, scored answer sheets for Army testing programs will be retained for two years by the element administering the tests (See AR 25-400-2.) Scored answer sheets must be secured according to test security procedures in paragraph 3-1. During the retention period, the scored answer sheets should be organized by date of testing. This is done to aid identification of answer sheets completed by particular individuals or groups. Answer sheets will be destroyed after two years by shredding or burning.

#### **4-8. Reporting test results**

- a. The TCO or ATCO will report all test results to the person tested as soon as possible after the test has been scored. Scores should be explained to the person tested in terms of significance for the various personnel programs concerned. Under no circumstances will answers or explanation of answers be provided to the person tested.
- b. Completed test answer sheets will not be returned to the examinees. The only information that will be furnished to the examinee is the test score or subtest scores and other administrative information found in the identification portion of the answer sheet.
- c. Test results will be reported to the individual's unit and Military Personnel Service Division for inclusion in personnel files.
- d. A copy must be maintained in the local APT files for two years.
- e. Scores will be reported on the appropriate form or memorandum as prescribed by the proponent.

#### **4-9. Retesting**

- a. *Policies governing retesting.*
  - (1) Retesting may be permitted when acquired in-service education, job experience, and training are considered to

have changed the person such that the original score no longer is representative of the person's potential qualification for the following:

- (a) Advancement.
  - (b) Specialized training.
  - (c) Retention in the service.
- (2) Retesting will be done as authorized by the AR applying to the specific test and personnel selection program.
  - (3) Retesting may be permitted on any test when the retesting authority determines extenuating circumstances invalidated test results.
  - (4) When possible, different versions of the test will be used for each retest.
- b. Time limits for retesting.* Unless specified in the applicable regulation, retests on Army personnel tests will not be given until at least six calendar months from the date of the last administration of the test.
- c. Approval of retesting.* Approval of retesting Active Duty, ARNG/ARNGUS, and USAR personnel.
- (1) First and second retests may be accomplished on approval of the person's immediate commander.
  - (2) Requests for third and subsequent retests and for retesting as an exception to policy will be forwarded direct to Education Division (AHRC-PDE/APT), AHRC, 200 Stovall Street, STE 3N17, Alexandria, VA 22332-0472.
- d. Requests for retesting.* Requests for retesting of Active Duty, ARNG/ARNGUS, and USAR personnel. Such requests will be initiated and signed by the person concerned. Requests will be on DA Form 4187 and will contain the following information:
- (1) Specific purpose for which retest is desired.
  - (2) Reasons previously attained scores are not considered valid or do not meet requirements.
  - (3) Extent of effort the person has made to improve his or her general ability and effectiveness in the Army since the last test was given.
  - (4) Date and score attained on each previous test. This may be extracted from the individual's personnel record.
- e. Retesting on the in-service ASVAB or AFCT.* Retest of Army enlisted personnel on the in-service ASVAB or AFCT will consist of all components of the battery or test. Retesting may be authorized under one of the following conditions:
- (1) Duty performance by the person reflects a progressively higher level of technical skill, verbal comprehension, or job knowledge.
  - (2) The person successfully completes preparatory high school instruction with ACES (AR 621-5).
  - (3) The person successfully completes the high school level general education development (GED) test.
  - (4) The person successfully completes the Basic Skills Education Program (BSEP).
  - (5) The person is applying for Officer Candidate School (OCS), commission or appointment as a warrant officer and does not have the required scores.
  - (6) The Active Army member applies for immediate reenlistment in the Active Army and does not have the required aptitude area scores of 85 or higher.
  - (7) When a U.S. Army Recruiting Battalion Commander (or higher) requests, in writing, a Soldier be retested due to an ongoing investigation of recruiter misconduct or fraudulent enlistment, the TCO will administer the AFCT test the individual and provide results to the appropriate authorities.
- f. Retesting of DLAB or DLPT.* Requirements and authority for retesting of DLAB or DLPT are found in AR 611-6.
- g. Recording and use of test scores.* Scores of authorized Army personnel tests will be recorded on the individual's personnel qualification record. These scores will be used in lieu of previously attained scores for all classification, selection, training, assignment, or retention purposes.
- h. Invalidate test scores.* The APT Program Manager has the authority to invalidate test scores based upon documented justification (compromise, cheating, and so forth). Most recent test scores will be used as the score for record unless there are invalidated by AHRC-PDE.
- i. Retention of requests for retesting.* Activities giving Army personnel tests will keep copies of requests for retesting. These requests will be kept in accordance with AR 25-400-2, as applicable.

## **Chapter 5**

### **Test Scoring**

#### **5-1. Authorized scoring instructions**

*a.* Test scoring instructions normally are in the manual for administering an Army personnel test. For some tests, there are separate manuals of instructions for scoring. Scoring instructions must be followed exactly. TCOs and other persons responsible for the accuracy of test scoring will have a second person check all scores (except with machine scoring).

b. At no time will the incorrect or correct answers be marked on an examinee's answer sheet. This creates another scoring key that would compromise the examination.

## 5-2. Computation of composite scores

Some Army personnel tests are part of a test battery for which a composite score, using the scores on the individual tests of the battery, is computed. In some test batteries, the scores of one or more of the individual tests are adjusted, usually by multiplying by a prescribed weight or constant. This is done so the individual's test score may be weighted, as required in the design of the test battery. When test manuals prescribe a weighted composite score will be computed, directions prescribe entry of test scores in appropriate boxes of answer sheets, for adjustment of test scores to provide proper weighting, and for computation of the composite score. Care must be taken to ensure such computations are correctly made and proper tables and charts are used. Failure to adjust the score on one or more tests by multiplying by the prescribed weights before adding the scores is a common error in test scoring. This type of error has serious consequences because of the large discrepancies in numerical values associated with such errors. Applicants can be severely penalized through failure of test scorers to compute this type of score correctly. The TCOs and other persons responsible for the accuracy of test scoring will have a second person check all composite scores.

## 5-3. Type of scoring

a. *Scoring procedures.* Some tests must be hand-scored; others, when special answer sheets and pencils are used, may be scored either by hand or by optical scanner scoring machines. Machine scoring is the preferred method. All machine-scorable tests may be also hand-scored for quality control. Both hand- and machine-scoring methods make use of scoring formulas. When the formula requires subtraction of a proportion of wrong answers, the necessary arithmetic is performed automatically by the scoring machine. The machine yields the adjusted score directly when controls are properly adjusted. Specific procedures for machine-scored tests are found in scoring directions for that test. General operating instructions are provided with the operator's manual for each type of scoring machine.

b. *Machine-scoring.*

(1) *Requisites.* Machine-scoring of answer sheets has two advantages over hand-scoring; speed and accuracy. However, the following four requisites must be met:

(a) Examinees must properly record their answers on the answer sheet.

(b) The scoring machine must be in proper functioning order.

(c) The operator must set up and operate the machine correctly.

(d) Each scoring machine must be used with its specific operating equipment. All scoring machines require specially printed answer sheets. The design of the answer sheets and the alignment of the marking spaces on the answer and control forms must be compatible with the type of machine being used. They must meet the specifications for the proper functioning of the type of scoring machine involved.

(2) *Familiarity with scoring instructions.* All persons involved in machine-scoring will become thoroughly familiar with the operator's manual for the machine used. They must also be familiar with the machine-scoring procedures for the specific test being scored. For aid in scoring procedures not described in the proper test administration and scoring manual, contact Education Division (AHRC-PDE/APT), AHRC, 200 Stovall Street, STE 3N17, Alexandria, VA 22332-0472.

(3) *Checks on accuracy of machine scores.* If there are no quality control instructions in the manual for a specific test, the following procedures will be used:

(a) Five percent of all machine-scored test answer sheets will be rescored by hand if the total number of tests of a single type administered exceeds 20.

(b) At least two out of a total number of tests of a single type administered will be rescored by hand if the number is 20 or less.

(c) Samples from machine-scored test batches will be randomly selected from the top third, middle third, and lower third of each batch of test answer sheets.

c. *Computer-based scoring.* Computer-based exams will provide, in most cases, immediate results except in cases where no automated scoring system exists and examinee responses must be graded by the proponent. Some exams may require the transcription of scores onto official DA Form or score memorandum. See specific administration and scoring procedures pertaining to specific APT examinations.

## Chapter 6

### Procurement and Release of Army Personnel Test Materials

#### 6-1. Procurement

a. *By TCOs.*

(1) The APT Program Manager will announce the availability of newly developed Army personnel test materials by

an AHRC-PDE message. All activities will requisition the new materials or request authorization/access to automated examinations.

(2) Requisitions will be sent to Education Division (AHRC-PDE/APT Dist. Ctr.), AHRC, 2461 Eisenhower Avenue, Suite 803, Alexandria, VA 22331-0472, e-mail: aptdistro@hoffman.army.mil, or FAX: DSN 221-9069, commercial (703) 325-9069.

(a) For other Service testing sites, requisition ASVAB and AFCT material from U.S. Army Publishing Distribution and Operations Facility through the Army Publishing Directorate Web site, <http://www.apd.army.mil>.

(b) For other Service testing sites, requisition DLAB and DLPT from Education Division (AHRC-PDE/APT Dist. Ctr.), AHRC, 2461 Eisenhower Avenue, Suite 803, Alexandria, VA 22331-0472, e-mail: aptdistro@hoffman.army.mil, or FAX: DSN 221-9069, commercial (703) 325-9069.

(3) The distribution centers will provide test materials to designated TCOs of specific elements of the Active Army or Reserve Components. These elements are authorized or directed by Army regulations to use Army personnel test components. The written appointment of the TCO must be on file with the APT Program Manager. It is mandatory that TCOs requisition only the amount of test materials that is actually needed to carry out their testing mission. This is due to paper shortages, increased printing costs, and constraints in the printing budget. TCOs will submit requisitions for test materials to the addresses shown in (2), above.

*b. Special use of Army personnel tests other than foreign language aptitude and proficiency tests.* When test materials are desired for a purpose not specifically authorized in a directive, the requisition for or request to use test materials will be sent to Education Division (AHRC-PDE/APT), AHRC, 200 Stovall Street, STE 3N17, Alexandria, VA 22332-0472, for necessary action. Request must be signed by person in a position of authority within the activity. A detailed justification must accompany such a requisition or request. The justification will state the purpose for which the test will be used, the number and type of personnel to be tested, and the qualifications of those who will be administered the test.

## **6-2. Release of test materials**

### *a. Release procedures.*

(1) Copies of Army personnel test components may be released to proper representatives of Federal, State, or location government agencies; friendly foreign governments; and private organizations and individuals as provided by law or regulation. These releases will be made only if it does not jeopardize the usefulness of the test materials for current or future DA and DOD purposes. In addition, releases must comply with the specifications of AR 340-21, AR 25-55, and Section 552, Title 5, United States Code.

(2) The DCS, G-1 will establish policy for the release of Army personnel test materials (except foreign language aptitude and proficiency tests). The DCS, G-1 will make final determination for such release.

(3) The Commandant, DLIFLC, in conjunction with DLSC, will set policy for the release of foreign language aptitude and proficiency test materials and will make final determination for their release.

(4) Commander, AHRC will release other Army personnel test materials in conformance with policy established by DCS, G-1.

(5) Requests for release of Army personnel tests will be sent to Education Division (AHRC-PDE/APT), AHRC, 200 Stovall Street, STE 3N17, Alexandria, VA 22332-0472. In the case of release of Army personnel test materials, the gaining government agency or foreign government may be requested to furnish operating statistics resulting from the use of these materials.

*b. Special control for foreign government requests.* Correspondence and materials to be forwarded to friendly foreign countries will be reviewed by the APT Program Manager for technical factors or reasons of sensitivity. They will be transmitted as follows:

(1) Replies that contain classified materials will be routed through the Assistant Chief of Staff for Intelligence (ACSI) (ATTN: DAMI-FL), Washington, DC 20310, when sent to—

(a) Military Assistant Advisory Groups (MAAG) and Missions.

(b) Friendly foreign attachés in Washington, DC.

(c) Friendly governments to addresses outside CONUS.

(2) Replies that contain only unclassified material will be routed as shown below.

(a) Direct to MAAG and Missions.

(b) Through DAMI-FL when sent to foreign attachés or other officials of friendly foreign governments.

(c) Through DAMI-FL when sent to an unofficial representative or nongovernmental person of a friendly foreign country.

(3) The DAMI-FL will coordinate replies with Director of Counterintelligence (DAMI-CI) to ensure the release of such information is within the constraints of national disclosure policy.

## **Appendix A References**

### **Section I Required Publications**

#### **AR 25-55**

The Department of the Army Freedom of Information Act Program (Cited in para 6-2a(1)).

#### **AR 25-400-2**

The Army Record Information Management System (ARIMS) (Cited in paras 3-3, 3-4c(3), 4-2b(10), 4-7d, 4-9i.)

#### **AR 340-21**

The Army Privacy Program (Cited in para 6-2a(1)).

#### **AR 350-20**

Management of the Defense Foreign Language Program (Cited in para 1-12a.)

#### **5 USC 552**

Public Information; Agency Rules, Opinions, Orders, Records and Proceeding (Cited in para 6-2a(1)).

### **Section II Related Publications**

A related publication is a source of additional information. The user does not have to read a related publication to understand this regulation.

#### **AFI 36-2605**

Air Force Military Personnel Testing System. (Available at <http://www.e-publishing.af.mil>.)

#### **AR 15-6**

Procedures for Investigating Officers and Boards of Officers

#### **AR 600-8-104**

Military Personnel Information Management/Records

#### **AR 600-46**

Attitude and Opinion Survey Program

#### **AR 601-210**

Active and Reserve Components Enlistment Program

#### **AR 611-6**

Army Linguist Management

#### **AR 614-200**

Enlisted Assignments and Utilization Management

#### **AR 621-5**

Army Continuing Education System (ACES)

#### **DA Pam 25-33**

User's Guide For Army Publications and Forms

#### **DA Pam 600-8**

Management and Administrative Procedures

#### **Marine Corps Order 1230.5A**

Classification Testing. (Available at <http://www.usmc.mil>.)

## **NGR 310–10**

Military Orders. (Available at <http://www.ngbpd.c.ngb.army.mil/arnfiles.asp>.)

## **USMEPCOM Regulation 611–1**

Enlistment Qualification Tests. (Available at <http://www.mepcom.army.mil>.)

### **Section III**

#### **Prescribed Forms**

Except where otherwise indicated, the following forms are available on the Army Electronic Library (AEL) CD-ROM (EM 0001), the APD Web site ([www.apd.army.mil](http://www.apd.army.mil)), or through the Education Division (AHRC–PDE/APT Dist. Ctr.), AHRC, 2461 Eisenhower Avenue Suite 803, Alexandria, VA 22331–0472.

#### **DA Form 5159**

Inventory of Army Personnel Test Material (Prescribed in para 2–4.)

#### **DA Form 5160**

Test Administration Statement (Prescribed in paras 1–17, 4–2, 4–6.)

#### **DA Form 7633**

Army Personnel Testing Test Material Check-In And Check-Out Log (Prescribed in paras 2–4, 3–1.)

#### **DA Form 7634**

Army Personnel Testing Test Log (Prescribed in para 4–4.)

### **Section IV**

#### **Referenced Forms**

#### **DA Form 330**

Language Proficiency Questionnaire

#### **DA Form 4187**

Personnel Action

## **Appendix B**

### **Standing Operating Procedure**

#### **B–1. Purpose**

An SOP provides continuity with personnel changes at test sites and can be a vital instrument when training test staff. An SOP contains detailed step-by-step instructions to control the daily test center operations developed locally for each APT test site. SOPs should be easy to read, understand, and follow.

#### **B–2. Standard operating procedures guidelines**

##### *a. General Information.*

- (1) List of exams administered at the test center.
- (2) Layout of test facility, room assignments, and so forth.
- (3) Duties of all testing staff.
- (4) How are TCO/TCO changeovers managed (test security, appointment orders, inventory, training, and so forth?)
- (5) How is the management control checklist performed? By whom? Where are copies of the DA Form 11–2 maintained?
- (6) How is the annual Facility Review performed? By whom?

##### *b. Scheduling Procedures.*

- (1) How is scheduling handled?
- (2) Is there a calendar of specific dates with specific exams or is based upon requests by individuals?

##### *c. Eligibility.*

- (1) How is eligibility determined for each examinee? Soldiers are required to submit DA Form 4187, ROTC Cadets must submit memo, testing other service members guidelines, and so forth.
- (2) How do you ensure eligibility requirements are met prior to testing?
- (3) How do you communicate with Command Language Program Managers (CLPM) or local units?

(4) Are local CLPMs responsible for submission of exception to policies directly to AHRC or should the exceptions be routed through the TCO?

*d. Preparation for Test Administration.*

- (1) Test administration guidelines to include test environment.
- (2) Who handles gathering the material, preparation, and setup for test administration?
- (3) How are test logs filled in to remove materials from the safe?
- (4) What type of equipment do you use?
- (5) Are there back-up systems if there is a problem?
- (6) Who is authorized to handle equipment?
- (7) Who maintains the testing log of Soldiers and what booklets were used on specific test dates?

*e. Test Administration.*

- (1) Ensure Test Administration Statement is signed by every examinee.
- (2) Briefing of examinee responsibilities.

*f. After-Test Procedures.*

- (1) How are test materials gathered from examinees and checked to ensure all materials are present?
- (2) Who returns materials to the safe?
- (3) Who completes test log returning materials to the safe?

*g. Scoring Procedures.*

- (1) Where are exams to be scored? Is there a designated area?
- (2) Who is allowed to score exams?
- (3) Who double-scores exams?
- (4) What will be the standard time frame to complete scoring for your test site?
- (5) Who is responsible for forwarding score reports to personnel and ensure timely entry?
- (6) Is there a follow-up to be performed to ensure scores have been posted? When will that occur?

*h. APT Records.*

- (1) Where do you store score reports?
- (2) How are they organized?

*i. Test Security.*

- (1) How are test materials stored and organized?
- (2) Mail Procedures/Mail Security and Message Handling.
- (3) Compromise Policy and Procedures.
- (4) Who is responsible for receiving and inventory test materials?
- (5) Who is authorized access to test material?
- (6) Where is the test log and how is it maintained when test materials are removed from the safe?
- (7) How are compromised or suspended materials secured?
- (8) Are suspended materials isolated from other materials in files with a note regarding compromise or suspension?

*j. Test Inventory.*

- (1) Who is responsible for ordering test materials and ensuring test site maintains adequate stock of answer sheets?
- (2) How/who conducts local quarterly physical inventory?
- (3) How do you segregate materials for destruction?
- (4) How is destruction process accomplished? Do you have a witness and a TCO or ATCO signature on all destruction documents?

*k. Additional Information.*

- (1) Have you created a database or filing system to track testing, how is that used?
- (2) How have you established communication with units and Soldiers who you support?
- (3) Are there other unique situations to your test site that should also be outlined concerning APT issues?

## **Appendix C**

### **Army Personnel Testing (APT) Facility Annual Review**

#### **C-1. Purpose**

The purpose of this review is to assist Test Control Officers (TCOs) and other responsible personnel in evaluating APT operations.

#### **C-2. Instructions**

Answers must be based on the actual testing of key operational requirements such as documents analysis, direct

observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be expanded and corrective action indicated in supporting documentation. It is required these operational requirements be evaluated each year.

### **C-3. Test Questions**

- a.* Does the TCO meet requirements as outlined in AR 611-5?
- b.* What training has been completed by the TCO/Alternate TCO (ATCO)?
- c.* Are there valid TCO and ATCO appointment orders on file with the APT Program Office for the test account?
- d.* What type of security container is used?
- e.* Who has regular access to or knows the combination of the safe/security container where APT exams are stored?
- f.* Has the combination of the safe/security container been changed every time a new TCO, ATCO, or test examiner been appointed?
- g.* Are there other types of exams (such as DANTES, end-of-course tests, and so forth) stored in the same safe with APT exams? If so, are they in the same drawer?
- h.* Are suspended test materials segregated from current materials to prevent accidental usage?
- i.* If a test package arrives when TCO/ATCO is absent, what is done with the package?
- j.* Who opens the test packages, compares the contents with packing lists, and stores the exams in the safe?
- k.* By what method does the TCO/ATCO log incoming APT tests?
- l.* What shipping method is used to return test packages?
- m.* How often does the TCO/ATCO inventory APT exams?
- n.* What identification is required for admittance of the examinee for testing?
- o.* Does the test center maintain a file of document receipt forms (date stamped) and test logs for two years?
- p.* Is the APT test inventory conducted and submitted to AHRC-PDE quarterly?
- q.* Do the test booklets in the safe appear to be worn or damaged?
- r.* Is the safe/security container located in such a way to restrict access to authorized personnel only and under the surveillance of testing personnel?
- s.* Does testing occur under favorable testing conditions (for example, well-lighted, quiet testing room with proper separation of examinees)?
- t.* Are proper scoring and reporting procedures followed?
- u.* Does computer/automation equipment meet minimum requirements as prescribed by the proponents?

## **Appendix D Management Control Checklist**

### **D-1. Function**

The function covered by this checklist is the Army Personnel Testing (APT) Program.

### **D-2. Purpose**

The purpose of this checklist is to assist TCOs and other responsible personnel in evaluating key management controls. It is not intended to cover all controls.

### **D-3. Instructions**

Answers must be based on the actual testing of key management controls such as documents analysis, direct observation, interviewing, sampling, and simulation. Answers that indicate deficiencies must be expanded and corrective action indicated in supporting documentation. It is recommended that these management controls be evaluated each year, but are required to be evaluated at least once every five years. Certification that this evaluation has been conducted must be accomplished on DA Form 11-2-R (July 94), Management Control Evaluation Certification Statement.

### **D-4. Test Questions**

- a.* Are there valid TCO and Alternate TCO (ATCO) appointment orders on file with the APT Program Office for the Test Account?
- b.* Has the TCO and/or ATCO verified all contact information on file with the APT Program office within the past 12 months?
- c.* Are unauthorized personnel (such as linguist or person (spouse of a person) required to take an APT Test) assigned TCO, ATCO or TE duties?
- d.* Do all testing personnel have access to AR 611-5, AR 611-6, TCO Handbook and APT Messages?
- e.* Is there a local APT Standing Operating Procedures (SOP)?

- f.* Are the following local procedures outlined in the SOP: local administration, instructions for test logs, test security, mailing and receiving procedures, and test staff duties?
- g.* Are the proper security containers used as outlined in AR 611-5?
- h.* Are scoring keys stored in a separate drawer or container from the test booklets and cassettes?
- i.* Are completed answer sheets secured in a safe/locked container?
- j.* Is a physical inventory of APT materials performed quarterly?
- k.* Did the test account's last quarterly inventory submission to the APT Distribution Center reconcile successfully?
- l.* Are test materials inventoried immediately upon receipt?
- m.* Are all outgoing packages of test materials and completed answer sheets double-wrapped, properly marked and addressed, and mailed using certified or registered mail?
- n.* Do all outgoing packages include transmittal documentation?
- o.* Are proper procedures followed in securing, transferring, maintaining, and destroying test materials and/or test score reports, including during test administration?
- p.* Are proper test instructions followed as outlined in manuals for each test?
- q.* Does testing occur under favorable testing conditions (for example, well-lighted, quiet testing room with proper separation of examinees)?
- r.* Are all test eligibility requirements adhered to, including the six month retest policy?
- s.* Are APT records maintained for a minimum of two years?

#### **D-5. Supersession**

This checklist replaces the checklist for Army Personnel Testing, Circular 11-89-2, 25 Nov 89.

#### **D-6. Comments**

Help make this a better tool for evaluating management controls. Submit comments to Education Division (AHRC-PDE/APT), U.S. Army Human Resources Command, 200 Stovall Street, Alexandria, VA 22332-0472 or apt@hoffman.army.mil.

## **Glossary**

### **Section I Abbreviations**

#### **ACES**

Army Continuing Education System

#### **ACSI**

Assistant Chief of Staff for Intelligence

#### **AFAST**

Alternate Flight Aptitude Selection Test

#### **AFCT**

Armed Forces Classification Test

#### **AG**

Adjutant General

#### **AGR**

Active Guard Reserve

#### **AHRC**

Army Human Resources Command

#### **APT**

Army Personnel Testing

#### **ARI**

Army Research Institute

#### **ARNG/ARNGUS**

Army National Guard/Army National Guard of the United States

#### **ATCO**

alternate test control officer

#### **ASVAB**

Armed Services Vocational Aptitude Battery

#### **BSEP**

Basic Skills Education Program

#### **CLPM**

Command language program manager

#### **CONUS**

continental United States

#### **CPOC**

civilian personnel operations center

#### **ctr**

center

#### **DAMI-CI**

Director of Counterintelligence

#### **DANTES**

Defense Activity for Non-traditional Education Support

**DCS, G-1**

Deputy Chief of Staff, G-1

**DFLP**

Defense Foreign Language Program

**DIA**

Defense Intelligence Agency

**dist**

distribution

**DLAB**

Defense Language Aptitude Battery

**DLIFLC**

Defense Language Institute Foreign Language Center

**DLPT**

Defense Language Proficiency Test

**DLRPT**

Defense Language Reading Proficiency Test

**DLSC**

Defense Language Steering Committee

**DOD**

Department of Defense

**DSN**

Defense switched network

**FAX**

facsimile

**FOUO**

for official use only

**GED**

general education development

**GS**

general service

**HQ**

Headquarters

**HQDA**

Headquarters, Department of the Army

**IMCOM**

Installation Management Command

**IRR**

individual ready reserve

**ITCO**

interim test control officer

**MAAG**

Military Assistant Advisory Group

**MEPS**

Military Entrance Processing Station

**NCO**

noncommissioned officer

**OCS**

officer candidate school

**OPI**

Oral Proficiency Interview

**OPM**

Office of Personnel Management

**POC**

point of contact

**PSCO**

personnel survey control officer

**ROTC**

Reserve Officers' Training Corps

**SOP**

standing operating procedure

**TAG**

The Adjutant General

**TE**

test examiner

**TCO**

test control officer

**USACC**

U.S. Army Cadet Command

**USAR**

U.S. Army Reserve

**USMA**

U.S. Military Academy

**USMEPCOM**

United States Military Entrance Processing Command

**Section II****Terms****Army Testing Site**

An Army activity or organization with an approved test account from AHRC–PDE responsible for administering and scoring Army personnel tests.

**Test Status: Current**

When an examination is being used.

**Test Status: Rescinded (or Discontinued)**

When an examination is not being used but no replacement has been designated.

**Test Status: Superseded**

When an examination is not being used and a replacement has been designated.

**Test Status: Suspended**

When an examination cannot be used until further notice.

**Section III**

**Special Abbreviations and Terms**

This section contains no entries.

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