

Army Regulation 611-5

**Personnel Selection and Classification
Testing**

Army Personnel Selection and Classification Testing

**Headquarters
Department of the Army
Washington, DC
15 November 1982**

UNCLASSIFIED

SUMMARY of CHANGE

AR 611-5

Army Personnel Selection and Classification Testing

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By Order of the Secretary of the Army:

E. C. MEYER
General, United States Army
Chief of Staff

Official:

ROBERT M. JOYCE
Major General, United States Army
The Adjutant General

History. This publication has been reorganized to make it compatible with the Army Electronic Library database. No content has been changed. The Distribution Restriction on the original publication was removed by direction of the proponent, via memorandum, dated 1 August, 2000.

Summary. This revision provides updated addresses for forwarding inquiries and request dealing with Army personnel

testing; establishes more specific procedures for retesting; and updates procedures for test administration, particularly with regard to the use of proctors

Applicability. This regulation applies to the Active Army, the Army National Guard (ARNG), the US Army Reserve (USAR), the US Military Academy (USMA), and the Reserve Officers' Training Corps (ROTC). It applies only to Army personnel tests listed in DA Pam 310–8. Components of each test are identified in DA Pam 310–8 by proper titles and numbers.

Proponent and exception authority. Not applicable.

Army management control process. Not applicable.

Supplementation. Local supplementation of this regulation is prohibited without prior approval of the Deputy Commander, United States Army Soldier Support Center–National Capital Region. Requests for exception, with justification, will be sent through command channels to

DC USASSC–NCR (ATZI–NCR–MS–D), ALEX VA 22332.

Interim changes. Interim changes to this regulation are not official unless they are authenticated by The Adjutant General. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is the US Army Soldier Support Center—National Capital Region. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to USASSC–NCR(ATZI–NCR–MS–D), ALEX VA 22332.

Distribution. Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12–9A requirements for AR, Personnel Selection and Classification – A.

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Chapter 1 Introduction

1-1. Purpose

This regulation prescribes policies, responsibilities, and procedures for the procurement, administration, safeguarding, scoring, and release of Army personnel tests.

1-2. References

Required and related publications are listed in appendix A.

1-3. Explanation of abbreviations

Abbreviations 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 booklet and magnetic tapes containing questions.
- (2) All ancillary materials (answer sheets, scoring keys, conversions tables, manuals for administration and scoring, and automated systems for administration, scoring, and recording of results.
- (3) Board interview procedures and scoring forms.

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

- (1) Select applicants for entry into the Active Army, Army National Guard (ARNG), or US Army Reserve (USAR).
- (2) Select applicants for appointment as commissioned or warrant officers.
- (3) Initial or subsequent classification or enlistment of personnel.
- (4) Select officers, cadets, and enlisted personnel for assignment to training or duties that need specialized aptitudes or qualifications.

1-5. Responsibilities

a. The Deputy Chief of Staff for Personnel (DCSPER) will—

- (1) Establish policies on the use of Army personnel tests for personnel selection and classification and personnel program goals.
- (2) Provide guidance on priorities for the development of new or revised Army personnel tests and related instruments.
- (3) Establish policy for the release of Army Personnel test materials. This does not apply to foreign language aptitude and proficiency tests.
- (4) Designate a point of contact in the ODCSPER for testing matters.

b. The Commander, US Army Research Institute for the Behavioral; and Social Sciences (USARIBSS) will—

- (1) Perform professional psychological research to provide the Army with tests and related instruments needed for effective personnel management.
- (2) Provide advice and guidance for operational use of research findings.

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

- (1) Develop foreign language tests and related instruments required for effective personnel management of the Defense Foreign Language Program (DFLP). (See AR 350-20).
- (2) Establish standards for administering, scoring, evaluating, and recording results of foreign language aptitude and proficiency tests for the DFLP.
- (3) Establish policy on the review of request for, and making final determination of release of foreign language aptitude and proficiency tests to other US, State, and local government agencies. Also included are requests by private organizations, individuals, and foreign governments.

d. Deputy Commander, US Army Soldier Support Center—National Capital Region (USASSC-NCR) will—

- (1) Manage, monitor, and evaluate the administration of Army personnel tests.
- (2) 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.
- (3) Develop procedures to safeguard Army personnel tests.
- (4) Develop systems and procedures for collecting and processing operational test score data.
- (5) Prepare or provide technical advice and assistance in preparation of directives that prescribe the use of Army personnel tests.
- (6) Grant permission to retest except for retesting of applicants for enlistment as governed by AR 601-210.
- (7) In accordance with established policy, release Army personnel test materials, other than foreign language aptitude and proficiency tests and information.

(8) Serve as a point of contact between HQDA and Army field elements for all matters concerning Army personnel tests listed in DA Pam 310–8.

(e) The Personnel test Program proponent will—

(1) Initiate actions required to insure validity of existing tests.

(2) Develop personnel management systems and procedures for the operation of the specific personnel selection and classification program.

(3) Establish policy on testing, waiver procedures, and qualifying score.

(f) Commanders will—

(1) Provide proper command supervision of Army personnel testing operations.

(2) Provide enough personnel and facilities for administration of Army personnel tests.

(3) Appoint test control officers (TCO) and alternate TCO, as required, for prompt compliance with personnel programs and responsiveness to testing requirements.

(4) Insure that Army personnel tests are effectively safeguard from loss and compromise; take corrective action when loss or compromise is indicated.

(5) Insure that Army personnel test results are correctly calculated, entered in personnel records, and used as prescribed in the applicable regulations.

1–6. Methods of prescribing use of Army personnel tests

a. The use of Army personnel tests is as prescribed in the Army regulation that governs the specific personnel program for which the test is to be used. See DA Pam 310–8 for a listing of the regulations prescribing the use of each Army personnel test. The following information covering the use of Army personnel tests will be found in these regulations:

(1) Designation of activity or organization responsible for administering and scoring the prescribed tests, and for reporting or processing these results and related information.

(2) A description of qualification required of examinees to be eligible to take designated tests.

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

(4) Policies governing retesting.

b. DA circulars are issued to announce the availability of new test materials; announce changes in the use of existing Army personnel tests; and provide guidance for the administration of new or revised tests in support of specific programs.

Chapter 2

Test Control and Records

2–1. Test control officers

a. *Appointment.* TCOs and alternate TCOs will be appointed or relieved in writing.

(1) The appointment of a TCO will be made in accordance with procedure 7–10, DA Pam 600–8. See figure 7–10–3 for the prescribed format.

(2) Relief of a TCO will be in accordance with paragraph 5, “Special Instructions”.

(3) See paragraph 1 of figure 7–10–3, DA Pam 600–8, for the appointment of a new TCO and the relief of the old TCO (By term of vice) using the same DA Form 2469 (Disposition Form). This procedure will reduce the workload of military personnel officers.

(4) Appendix B, NGR 310–10, will be used for appointment and relief of ARNG TCOs.

(5) One copy of the written appointment or relief of the TCO will be forwarded to USASSC–NCR(A–TZI–NCR–MS–D), ALEX VA 22332. A copy will be sent to the Commander, US Army AG Publications Center, 1655 Woodson Road, St. Louis, MO 63411.

b. *Locations served by TCOs.*

(1) A TCO will serve at each organization, activity or State Adjutant General (AG) Office where Army personnel tests are requisitioned, handled, stored, administered, and scored.

(2) A State AG may appoint more than one TCO if warranted by geographic or strength factors. The number of TCOs must be kept to the absolute minimum in a command, installation, or State (in the case of the ARNG) to perform the required duties properly.

(3) One or more alternate TCOs may be appointed where small units are scattered, isolated, or geographically split; where a heavy testing schedule exists; or under other circumstances where testing operations would be facilitated.

(4) An alternate TCO will be appointed for each State ARNG to function in the absence of the TCO.

c. *Consolidation of TCO functions.* The TCO designated under the provisions of AR 135–205, AR 600–200, or 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. This should be done so that 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.

d. Criteria for TCOs. The TCO or alternate TCO will normally be a commissioned officer, warrant officer, or enlisted person in grade E-7, E-8, or E-9. A DA civilian employee or any ARNG Technician or Active Guard Reserve (ARG) personnel (GS-5 or pay grade E-5 or higher) may be appointed as TCO or alternate TCO under the following conditions:

(1) When testing under this regulation is consolidated with testing at US Army Education Centers (normally supervised by a civilian education adviser).

(2) When there are no available commissioned or warrant officers or senior enlisted personnel.

e. Responsibility of TCOs. The TCO or alternate TCO will-

(1) Advise the installation, organization, or activity commander or State AG on the administration of personnel testing programs under the jurisdiction of the command.

(2) Maintain a testing facility standing operating procedure (SOP). This SOP will include the following:

(a) A records system for administrative operations of the testing facility.

(b) Procedures for requisitioning, handling, storing, scheduling, administration, and scoring of tests.

(c) Disposition of test materials.

(d) Procedures for transmitting test results to the proper office, board, or agency.

(e) Procedures governing security of test materials in accordance with this regulation.

(3) Designate, in writing, personnel who are authorized access to, and who handle test materials.

(4) Insure that all personnel in the testing facility are thoroughly indoctrinated regarding test security.

(5) Insure that the testing facility SOP is reviewed by all personnel on their assignment to the testing facility, and quarterly thereafter.

(6) Monitor all procedures prescribed in the testing facility SOP.

(7) Insure that all test results are reported as soon as possible to personnel tested.

(8) Inspect testing sessions to determine that tests are properly handled and administered. This will insure that test booklets, scoring keys, and completed answer sheets are handled only by authorized personnel.

(9) Insure that test results are forwarded to the military personnel office (MILPO) to be recorded on individual personnel records.

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

(11) Provide technical assistant to selection and evaluation boards on the proper use of interview report forms to be completed. When required, score completed interview report forms and compute composite scores on test instruments used to screen an applicant by the selection and evaluation board.

2-2. Security

a. General provisions.

(1) Test security is a command responsibility.

(2) Security measures will be established by all elements where Army personnel tests are handled, administered, or stored. These measures will include the following as a minimum:

(a) Maintain an Inventory of Army Personnel Test Material using DA Form 5159-R. (See fig 2-1.) DA Form 5159-R (Inventory of Army Personnel Test Material) will be reproduced locally on 8 1/2 x 11 inch paper. Copy for local reproduction purposes, is located at back of regulation.

(b) Store test components in locked rooms or containers where they are not accessible to unauthorized individuals.

(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 alternate TCO. They must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring, and destruction.

(4) Security requirements established in this regulation meet the requirements for handling FOR OFFICIAL USE ONLY (FOUO) material established in AR 340-16. These components bear the designation FOR OFFICIAL USE ONLY or CONTROLLED ITEM (TEST MATERIAL). An exception to this will vehicle answer sheets that have not been completed by examinees, worksheets, and Aptitude Area Computing Templates. 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 are as necessary for those individuals that administer and score tests. 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.

b. Procedures concerning test security. Specific procedures concerning test security and control that will be complied with are as follows:-

(1) The TCO or alternate TCO will make a quarterly inventory of test materials using DA Form 5159-R. The inventory will include test booklets, administration and scoring manuals, scoring keys, and optical scanner test scoring machine control forms (Q & K). More frequent inventories may be made at the discretion of the TCO.

(2) If the FOR OFFICIAL USE ONLY designation has not been preprinted on test components, the material will be so marked unless the material is excepted from control requirements as stated in a above.

(3) Test booklets, manuals, scoring keys, and optical scanner test scoring machine forms (Q & K) will be serially numbered for internal security control. The prefix to the serial number will consist of the office symbol of the activity or the next higher headquarters which has an assigned office symbol. Serial numbers will be indelible. Serial number of previously destroyed materials will not be assigned to a newer test materials.

(4) 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.

(5) Controlled test material will be double wrapped when shipped or mailed. Such material will be mailed by registered or certified mail as shown below. The inner envelope or package (also addressed) will be stamped with the following notation:

FOR OFFICIAL USE ONLY
TEST MATERIAL
TO BE OPENED BY TEST CONTROL OFFICER
ONLY

(a) Inner envelopes or packages will not be opened by message center or mailroom personnel, but will be given directly to the TCO upon receipt.

(b) Test booklets, scoring keys, or devices must be sent by registered mail.

(c) Items with test questions will not be mailed in the same package with test answer sheets.

(d) Other accountable test materials can be sent by regular mail.

(e) Nonaccountable test materials can be sent by regular mail.

(6) All test components must be accounted for at all times. When test components, except unused answer sheets, are taken from and returned to the locked cabinets, exact counts of these components will be made. They will be recorded in the "NOTE" section of DA Form 5159-R.

(7) Test components (except for test answer sheets that have been filled in by test examinees) that have become mutilated or marked, through use, and cannot be made usable by erasing, transparent tape, or restapling will be destroyed. Destruction will be accomplished by burning, melting, or chemical decomposition. Pulping machines or other methods are used to insure destruction so as to stop recognition or reconstruction of protected information. Destruction of such test components will be accomplished by the TCO having custody of or supervision over these test materials. A destruction certificate is required.

(8) 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 and optical scanner control forms (Q & K) 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 combinations to storage facilities.

(9) Army personnel test material is exempted from automatic time-phased downgrading in accordance with AR 340-16. Army personnel test material will remain FOR OFFICIAL USE ONLY unless specific interactions are issued by USASSC-NCR.

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

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

a. The responsible TCO will-

- (1) Immediately notify the local commander or the center commander in the case of USAR units.
- (2) If one or more alternate forms of the test are available and use is authorized by current directives, stop all testing with the form of the test or test battery jeopardized. For example, if form X- is jeopardized, stop testing with form X-1; however, testing may continue with alternate forms such as X-2 or Y-1.
- (3) Impound all tests, test batteries, and completed answer sheets of the jeopardized form of the test. The answer sheets completed before the compromise, suspected compromise, or loss occurred will not be impounded. Place test materials in a locked cabinet.
- (4) Resume testing with the form of the test or test battery concerned only when directed to do so by the major commander.
- (5)) If no other forms are available, continue testing with the jeopardized test or test battery. Monitor all future testing sessions very closely for any evidence of compromise.

b. The local commander will-

- (1) Immediately notify USASSC-NCR through command channels. The notification 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.
- (2) If the circumstances surrounding loss or compromise of Army personnel test information show that an investigation is warranted under AR 15-6, forward the results of the investigation through command channels to USASSC-NCR, ALEX VA 22332. US Army Military Enlistment Processing Command (MEPCOM) results will be forwarded to HQDA(DAPE-MPE-CSP) WASH DC 20310. The investigation under AR 15-6 will in no way prevent or delay the submission of reports required by (1) above.

c. The commander or State Adjutant General will-

- (1) Insure that a thorough investigation of the compromise, possible compromise, or loss has been made; also, that proper actions are initiated to prevent recurrence of loss or compromise of test materials.
- (2) Notify USASSC-NCR through command channels of the nature of findings of any additional investigation and actions taken to prevent future compromise or loss.
- (3) Direct resumption of retesting with the test or test battery concerned when authorized by USASSC-NCR in conjunction with the proponent of the personnel program in which the test is used.
- (4) Take further action if requested by USASSC-NCR.

d. The DC, USASSC-NCR will-

- (1) Review the investigative report and recommendations.
- (2) Coordinate with the test proponent, the point of contact (POC) for testing matters in ODCSPER, and the Commander, USARIBSS or the Commandant, DLIFLC.
- (3) Authorize the major commander or State AG to resume testing or take other appropriate action.

2-4. Records of testing

a. Test score transmittal data. Activities conducting Army personnel tests 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 1 year in accordance with appendix A of AR 340-2 or AR 340-18-7. 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 qualification 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 appendix A of AR 340-2 or AR 340-18-7.

- (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.

2-5. Destruction or transfer of test materials

a. Destruction of test materials. TCOs will destroy Army personnel test materials that are withdrawn from operational use upon direction of USASSC-NCR. They will use methods and procedures in paragraph 2-2b(7), unless the directive that announces their withdrawal gives specific retention guidance.

b. Transfer of test materials. A TCO may transfer surplus tests to another TCO who needs them. The activity commander must approve and monitor all transfers of FOUO test materials between TCOs. 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 1 year in accordance with appendix A of AR 340-2 or AR 340-18-7.

c. Loan of test material. Activities authorized a TCO may administer their own testing programs. When a need arises, the activities may borrow a common use test from the nearest active duty, National Guard, or Army Reserve TCO. In such cases, the TCOs involved must take proper security precautions in handling test material; they will use the methods and procedures in paragraph 2-2.

d. Disbandment of a TCO activity. When a TCO activity is disbanded or discontinued, the TCO will destroy all personnel test materials in the organization's inventory according to paragraph 2-2b(7). Test materials will not be returned to the US Army AG Publications Center in St. Louis, MO.

Chapter 3 Test Administration

3-1. Standard test administration

a. General. Testing procedures and conditions can affect test scores. Poor conditions may decrease 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 that accompany each Army personnel test. They must be strictly adhered to. Test examiners and proctors will use only Army personnel test materials in preparation for or during the administration of tests.

3-2. Test administration personnel

a. Test examiner. The persons shown below may be designated by the TCO or alternate TCO to administer Army personnel tests. Such appointments will be in writing. These persons must be physically present during all phases of testing.

- (1) Any commissioned or warrant officer or enlisted personnel in grade E-5 or higher.
- (2) DA civilian employees, GS-3 or higher.
- (3) ARNG technicians or AGR personnel, GS-5/pay grade E-5 or higher. (Maintenance technicians or AGR personnel in organizational maintenance positions are excluded.)

b. Test proctor. Test proctors are military personnel (E-3 or higher) or DA civilian employees (GS-2 or higher). The number of test proctors may vary according to the physical facilities available and the number of examinees taking the test. However, examinees taking a test will not be left unattended under any circumstances. When giving tests to fewer than 25 examinees, the test examiner may serve as the test proctor. When using audio equipment, a proctor should be made available for 10 or more examinees. At least one proctor will be provided for each additional 25 examinees or fraction thereof. Formal written appointment is not required. The test proctor performs duties described in paragraph 3-4c as assigned by the test examiner.

3-3. Favorable test conditions

a. The procedures for administering tests should bring out a person's best performance. Make sure that 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) Comfortable and rested.

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

- (1) Make sure the testing room is quiet; frequent or loud noises may interfere with the test performance. Never give

tests in a location where ordinary business is conducted. Testing facilities located near frequent loud noises should get soundproof of the testing building and rooms.

(2) Make sure testing instructions are loud and clear to all examinees. When using loudspeakers and microphones, carefully place the speakers.

(3) The examiner's voice must be clearly heard by all persons being tested.

(4) The examiner should be provided with a raised platform or rostrum in a part of the room where he or she can see or be seen by all persons being tested.

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

(6) If possible, control the ventilation, temperature, and humidity to provide for the examinee's comfort. Do not conduct testing when environmental conditions are so extreme that they interfere with concentration.

(7) The space allotted to each individual must be wide enough to hold both a test booklet and a separate answer sheet. Chairs with writing arms should not be used for testing.

(8) When seating arrangements do not permit adequate separation of examinees, alternate versions of the same test may be used where available and not otherwise restricted by governing directive. The tests will be distributed alternately so that adjacent examinees do not take the same version of the test.

(9) No examinee may give or receive help on the meaning of test questions during the test. The use of partitioned booths or alternate seating will help to prevent collaboration.

(10) Immediately before the instructions are read by the test examiner, all examinees will be given verbal and written (fig. 3-1) information required by the Privacy Act of 1974. DA Form 560-R. (See fig 3-1). DA Form 5160-R (Test Administration Statement) will be reproduced locally on 8 1/2 x 11 inch paper. Copy for local reproduction purposes is located at back of regulation.

(11) Do not test a person who feels that there are personal conditions that will prevent optimum test performance. Before each person is tested, the test examiner will establish if there are reasons why the person should not be tested. Examples of such reasons are fatigue, illness, emotional distress, family problems, financial problems or other circumstances that could interfere with performance in the test. All in-service examinees will complete and sign the "Test Administration Statement" as shown at figure 3-1 before being tested. If a person shows on this statement that he or she is not physically or mentally able to be tested, 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 Test Administration Statement will be maintained in accordance with appendix A of AR 340-2 or AR 340-18-7.

TEST ADMINISTRATION STATEMENT		
For use of this form, see AR 611-5; the proponent agency is USASSC-NCR.		
FOR IN-SERVICE EXAMINEES ONLY		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	10 USC 301	
PRINCIPAL PURPOSE(S):	To determine an individual's mental and physical ability prior to being tested. Additionally, used in place of a separate privacy statement on the answer sheet. The answer sheet is then used to collect and measure an individual's aptitude for enlistment, reenlistment, training as a commissioned or warrant officer for assignment to various other Army jobs.	
ROUTINE USES:	The scores an individual makes will be transcribed onto the appropriate Army records and furnished to evaluation boards and officials.	
DISCLOSURE:	Completing this form is mandatory. Your SSN is used to verify that the score you make is correctly transcribed on your Army personnel record. Should you fail to answer any or all of these questions you may not be selected or may be disqualified for preferred training or duty assignment.	
NAME AND RANK OF EXAMINEE	SSN	DATE
<i>KAREN MARTIE, CIV</i>	<i>000-00-0000</i>	<i>15 Sep 82</i>
UNIT OF ASSIGNMENT		
<i>Co A, Ft Defense VA</i>		
NAME OF TEST OR BATTERY		TEST CONTROL OFFICER NO. (TCO)
<i>FAST</i>		<i>001</i>
<p style="text-align: center;">I understand that I am not required to take the above named test, this date, provided that there are extenuating circumstances such as fatigue, illness, emotional distress, family or financial problems etc., which may interfere with my performance in the test; and that the test will be administered at another time acceptable to me, the TCO concerned and my unit commander.</p> <p style="text-align: center;"> <input checked="" type="checkbox"/> I AM PHYSICALLY AND MENTALLY ABLE TO BE TESTED THIS DATE. </p> <p style="text-align: center;"> <input type="checkbox"/> I AM NOT PHYSICALLY AND OR MENTALLY ABLE TO BE TESTED THIS DATE. I WILL BE ADMINISTERED THIS TEST AT ANOTHER TIME. </p>		
SIGNATURE OF EXAMINEE	SIGNATURE OF TEST EXAMINER	DATE
<i>Karen Martie</i>	<i>E. S. Shuman</i>	<i>15 Sep 82</i>

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Figure 3-1. Test Administration Statement

(12) Testing should not continue for more than 2 hours without a break; nor should it last more than 4 hours in one session. However, a break will not be given when testing with the Armed Service Vocational Aptitude Battery (ASVAB) or the Armed Forces Classification Test (AFCT). When more than one session is needed for the same examinees, separate sessions would be scheduled on separate days, preferably mornings. Evening testing is not conducive to adequate evaluation of the examinee's performance and should be avoided.

3-4. 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) Care of test materials.

b. Examiner's preparation. The examiner will make a careful study of the manual prescribing the procedures for administration of the test. This will help the examiner 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 examiner will study the oral directions until he or she can read them in a normal manner. Examiners 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 people are trained. In this way, the examiner 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 examiner 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, the proctors will check the materials to be used to make sure that 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, the proctors will patrol their assigned areas. They will—

- (1) Carry out in sequence all instructions given by the examiner.
- (2) At the proper time, see that each examinee has the necessary materials for taking the test.
- (3) Insure that examinees are following directions correctly; also that they understand what must be done and how to do it. The 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 that each is working on the proper part of the test during the prescribed time.
- (4) See that each examinee is doing his or her own work.
- (5) Excuse from the test any person who is or becomes too ill to continue.

3-5. Administration of test

a. Standard directions. The examiner 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 release tension, yet stress the necessity for earnest effort. The examiner will test the examinees what to do by reading aloud the directions in the manual. These directions will be read verbatim. They will not be paraphrased or given from notes or memory; nor will they be adapted to the examiner's idea of what is more appropriate for local conditions. After reading the directions the examinees will be allowed to ask questions.

b. Time limits. Time limits that are stated in the test manual must be strictly observed. When the elapsed-time indicator is not used, the start and stop times for each test or subtest will be conspicuously posted. Examiners 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. Examiners must be sure that 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.

c. Standard test materials. 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 in DA Pam 310-8 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 test administrator. This will insure that there is an equal opportunity for examinees and that proper testing and test control are possible.

3-6. Answering examinees' questions

Routine questions will be answered by the examiner. Such questions concern testing procedures, time limits, purpose, and uses of the test. Administrators and proctors will avoid revealing information that might influence the proper evaluation of the individual. Explanations or answers to test questions will not be furnished. At no time after the completion of testing will examinees be permitted to have access to their answer sheets.

3-7. Collection and disposition of test materials

a. Collection. After the signal to stop work has been given, the 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 insure that no pages are missing 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 insure that they do not disturb the other examinees. The test administrator will be sure that 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 work or torn and cannot be repaired, it will be destroyed in accordance with paragraph 2-2b(7). All used scratch paper will be destroyed. All tests and testing supplies will be stored according to test security procedures in paragraph 2-2.

d. Retention of scored answer sheets. Unless specific guidance is given in test directives, answer sheets for Army testing programs will be retained for 1 year by the element administering the tests. (See app A of AR 340-2 or AR 340-18-7.) During the retention period, the 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 1 year by shredding, mulching, or burning.

3-8. Reporting test results to examinees

The TCO or alternate TCO will report all test results to the person tested. This will be done 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. ASVAB or AFCT scores will be recorded on DoD Form 1304.12K.

3-9. 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 that applies to the specific test and personnel selection program.

(3) Retesting may be permitted on any test when the retesting authority determines that extenuating circumstances invalidated test results.

(4) When possible, different versions of the test will be used for each retest. However, this must be authorized by the AR that covers the personnel program for which retesting is being done.

b. Time limits for retesting. Unless specified in the applicable regulation, retests on Army personnel tests will not be given until at least 6 months from the date of the last administration of the test.

c. Approval of retesting for in-service, ARNG, and USAR personnel.

(1) First and second retests may be accomplished on approval of the person's immediate commander.

(2) Requests for their and subsequent retests and for retesting as an exception to policy will be forwarded direct to USASSC-NCR(ATZI-NCR-MS-D), ALEX VA 22332.

d. Requests for retesting of in-service, ARNG, and USAR personnel/ Such requests will be initiated and signed by the person concerned. Requests will be on DA Form 4187, (Personnel Action) and will contain the following information:

- (1) Specific purpose for which retest is desired.
- (2) Reasons previously attained scores are not considered valid.
- (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 ASVAB or AFCT. Retest of Army enlisted personnel on the ASVAB or AFCT under one of the following conditions will consist of all components of the battery or test.

(1) Duty performance by the person reflects a progressively higher level of technical skill, verbal comprehension, or job knowledge.

(2) The persons successfully completes preparatory high school instruction under the Army Continuing Education System (ACES) (AR 621-5).

(3) The person successfully completes the high school level general education development (GED) test.

(4) Person who successfully complete the Basic Skills Education Program (BSEP).

(5) The person applies for Officer Candidate School (OCS), commission or appointment as a warrant officer.

(6) The Active Army member applies for immediate reenlistment in the regular Army (RA) and does not have the required aptitude area scores of 85 or higher.

f. 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. Entry on DA Form 2-1 should be posted in accordance with AR 640-2-1.

g. 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 appendix A, AR 340-2, or AR 340-18-7, as applicable.

Chapter 4

Test Scoring

4-1. Authorized scoring instructions

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.

4-2. Meaning of scoring formula

The statement of how the score is obtained is called the "scoring formula" for the test and is stated in the scoring directions. It also appears in abbreviated form on the scoring key. For example:

"R" The score is the number of right answers.

"R-W" The score is the number of right answers
minus the number of wrong answers.

"R- $\frac{1}{3}$ W" The score is the number of right answers
minus one-third the number of wrong answers.

4-3. Computation of composite scores

Many 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 such as 2 or 3. This is done so that the individual's test score may be weighted, as required in the design of the test battery. When test manuals prescribe that 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 insure that such computations are correctly made and that 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 scores to compute this type of score correctly. TCOs and other persons responsible for the accuracy of test scoring will have a second person check all composite scores.

4-4. 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. All machine-scorable tests may also be 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. The general methods for hand-scoring all Army personnel tests is found in the appendix B.

b. Machine scoring.

(1) Requisites. Machine–scoring of answer sheets has two advantages over hand–scoring; speed and accuracy. In order to use these advantages, 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 making 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 operators 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 USASSC–NCR, ALEX 22332.

(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 recorded 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.

Chapter 5 Procurement and Release of Army Personnel Test Materials

5–1. Procurement

a. By test control officers.

(1) Newly developed Army personnel test materials may initially be distributed automatically to the TCOs of the activity where they will be used. Some or all activities may require a requisition. The manner of initial distribution will be announced either by a DA circular or letter.

(2) After initial distribution, all requirements for additional test materials must be filled by requisition. Requisitions will be sent to the US Army AG Publications Center, 1665 Woodson Road, St. Louis, MO 63114. ARNG TCOs will send requisitions through ARNG publications channels to the US Army AG Publications Center.

(3) The AG Publications Center 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. TCOs will use DA Form 4569 (USAAGPC Requisition Code Sheet) to requisition test materials. The written appointment of the TCO must either be on file with the AG Publications Center or attached to DA Form 4569 when requisitioning. It is mandatory that TCOs requisition only the amount of test materials that are actually needed to carry out their testing mission. This is due to paper shortages, increased printing costs, and reductions in the printing budget. TCOs will submit requisitions for test materials to the address 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 USASSC–NCR, ALEX VA 22332, for necessary action. 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.

c. Testing of Army civilian employees. Normally, Army personnel tests are not used in civilian personnel administration. Approval for such use will be obtained from USASSC–NCR in accordance with b above. 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.

5–2. 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. 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. Also, releases must comply with the specifications of AR 340–16, AR 340–17, and 5 USC 552.

(2) The DCSPER will establish policy for the release of Army personnel test materials (except foreign language selection and proficiency tests). DCSPER will make final determination for such release.

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

(4) The DC, USASSC-NCR will release other Army personnel test materials in conformance with policy established by DCSPER.

(5) requests for release of Army personnel tests will be sent to USASSC-NCR (ATTN: ATZI-NCR-MS), ALEX VA 22332. 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 DC, USASSC-NCR 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), WASH DC 20310, when sent to-

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

(b) Friendly foreign attaches in Washington, DC.

(c) Friendly governments to addresses outside the continental United States (CONUS).

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

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

(b) Through DAMI-FL when sent to foreign attaches 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) DAMI-FL will coordinate replies with Director of Counterintelligence (DAMI-CI) to insure that the release of such information is within the constraints of national disclosure policy.

Appendix A References

Section I Required Publications

AR 340-2

(Maintenance and Disposition of Records in TOE Units of the Active Army, The Army Reserve and the National Guard). Cited in paragraphs 2-4a, 2-4b, 2-5b, 3-7d, and 3-9g.

AR 340-16

(Safeguarding the Official Use Only Information). Cited in paragraphs 2-2a(4), 2-2b(9), and 5-2a(1).

AR 340-17

(Release of Information and Records from Army Files). Cited in paragraph 5-2a(1).

AR 340-18-7

(Maintenance and Disposition of Military Personnel Functional Files). Cited in paragraphs 2-4a, 2-4b, 2-5b, 3-7d, and 3-9g.

AR 350-20

(Management of the Defense Language Program). Cited in paragraph 1-5c(1).

DA Pan 310-8

(Index of Personnel Tests and Measures). Cited in paragraphs 1-5d(8), 1-6a, and 3-5c.

DA Pam 600-8

(Management and Administrative Procedures). Cited in paragraph 2-1a(1).

NGR 310-10

(Military Orders). Cited in paragraph 2-1a(4).

Section II Related Publications

AR 15-6

(Procedures for Investigating Officers and Boards of Officers).

AR 135-205

(Enlisted Personnel Management).

AR 600-46

(Attitude and Option Survey Program).

AR 600-200

(Enlisted Personnel Management System).

AR 601-210

(Regular Army Enlistment Program).

AR 621-5

(Army Continuing Education System).

AR 640-2-1

(Personnel Qualification Records).

Appendix B Hand–Scoring Army Personnel Tests

B–1. General

All Army personnel tests can be hand–scored even though they may also be machine–scorable. The guidance below applies to all tests that are hand–scored and have only one correct answer for each question. For scoring a test with more than one correct answer for each question, see the coring section of the manual for that test.

B–2. Preparing answer sheets for scoring

a. Test having rights (R) score only. Examine each answer sheet for test questions that more than one answer has been marked and where there is no clear indication of the intended answer. For such questions, draw a blue line through each answer mark. Draw the blue line only through the marks and not through blank boxes for the item.

b. Tests with rights (R) and wrongs (W) in the scoring formula. Examine each answer sheet for omissions and for questions that more than one answer has been marked.

(1) For each question that has more than one answer marked and there is no clear indication of the intended answer, draw a blue line through each answer mark. Do not draw a line through the blank responses for these questions.

(2) When no answer has been given for a question, draw a red line through all answer spaces for the questions.

B–3. Scoring the answer sheet

a. Counting right answers. Place the right scoring key, printed side up, over the answer, over the answer sheet. Be sure that the edge of the key opposite the identification margin of the key is aligned with the edge of the answer sheet opposite the identification margin of the answer sheet. Count all marks that appear through the holes except those with a red or blue line drawn through them. This is the number of right (R) answers. Record this number in the box on the answer sheet as shown in the scoring directions for that test.

b. Counting wrong answers. To count wrong answers, align the rights scoring key over the answer sheet. Count all unmarked answer spaces and all answers spacing having a blue line drawn through them. (Do not count those having red lines drawn through them). This is the number wrong (W). Record this number in the box on the answer sheet as shown in the scoring directions for that test.

c. Checking. All scoring must be checked independently by a second person. The accuracy of the count can be checked by totaling the number of red lines (omissions), wrong answers, and right answers. The total should equal the highest possible score for the test. This maximum possible score will be shown in the scoring directions. Check to be sure that the response positions for all omitted questions have been marked with a red line; otherwise, omitted questions will be counted as wrong and the raw score will be incorrect.

B–4. Raw scores

a. Tests having a rights (R) scoring formula, the number right is called the raw score.

b. Tests with the scoring formula rights minus a fraction of wrongs, hand–scoring tables are usually found in the scoring directions. This allows the raw score to be read directly from a table. If there are no tables, the proportion of wrong answers shown in the scoring instructions will be subtracted from the right number. This result will be the raw score.

c. The raw score will be recorded in the box on the answer sheet as shown in the scoring directions.

B–5. Converted scores

It tests require conversion of raw scores, use conversion tables in the scoring manuals. The manuals contain directions for deriving percentile scores or standard scores from raw scores.

Glossary

Section Abbreviations

ACES

Army Continuing Education System

ACSI

Assistant Chief of Staff for Intelligence

AFCT

Armed Forces Classification Test

AGR

Active Guard Reserve

ARNG

Army National Guard

ASVAB

Armed Services Vocational Aptitude Battery

BSEP

Basic Skills Education Program

CONUS

continental United States

DC-USASSC-NCR

Deputy Commander, United States Army Soldier Support Center-National Capital Region

DCSPER

Deputy Chief of Staff for Personnel

DFLP

Defense Foreign Language Program

DLIFLC

Defense Language Institute Foreign Language Center

FOUO

For Official Use Only

GED

general education development

MAAG

Military Assistant Advisory Groups

MEPCOM

Military Enlistment Processing Command

MILPO

military personnel office

OCS

officer candidate school

OPM

Office of Personnel Management

POC

point of contact

PSCO

personnel survey control officer

RA

Regular Army

SOP

stand operating procedure

TAG

The Adjutant General

TCO

test control officer

USAR

US Army Reserve

USARIBSS

US Army Research Institute for the Behavioral and Social Sciences

Section II**Terms**

This section contains no entries.

Section III**Special Abbreviations and Terms**

This section contains no entries.

TEST ADMINISTRATION STATEMENT

For use of this form, see AR 611-5; the proponent agency is USASSC-NCR.

FOR IN-SERVICE EXAMINEES ONLY

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 301

PRINCIPAL PURPOSE(S): To determine an individual's mental and physical ability prior to being tested. Additionally, used in place of a separate privacy statement on the answer sheet. The answer sheet is then used to collect and measure an individual's aptitude for enlistment, reenlistment, training as a commissioned or warrant officer for assignment to various other Army jobs.

ROUTINE USES: The scores an individual makes will be transcribed onto the appropriate Army records and furnished to evaluation boards and officials.

DISCLOSURE: Completing this form is mandatory. Your SSN is used to verify that the score you make is correctly transcribed on your Army personnel record. Should you fail to answer any or all of these questions you may not be selected or may be disqualified for preferred training or duty assignment.

NAME AND RANK OF EXAMINEE

SSN

DATE

UNIT OF ASSIGNMENT

NAME OF TEST OR BATTERY

TEST CONTROL OFFICER NO. (TCO)

I understand that I am not required to take the above named test, this date, provided that there are extenuating circumstances such as fatigue, illness, emotional distress, family or financial problems etc., which may interfere with my performance in the test; and that the test will be administered at another time acceptable to me, the TCO concerned and my unit commander.

I AM PHYSICALLY AND MENTALLY ABLE TO BE TESTED THIS DATE.

I AM NOT PHYSICALLY AND OR MENTALLY ABLE TO BE TESTED THIS DATE.
I WILL BE ADMINISTERED THIS TEST AT ANOTHER TIME.

SIGNATURE OF EXAMINEE

SIGNATURE OF TEST EXAMINER

DATE

UNCLASSIFIED

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