

A Guide for Test Examiners



**Defense Activity for Non-Traditional Education Support
"Education Support to the DOD Worldwide"**



INTRODUCTION

The Defense Activity for Non-Traditional Education Support (DANTES) sponsors voluntary educational testing programs for the Military Services. There are more than 560 testing sites throughout the world. DANTES testing programs help active duty and Reserve component personnel:

- gain admission to colleges or advanced degree programs
- obtain academic credit or professional certification
- obtain recognition of high school equivalency
- determine interests and aptitudes

Examiners must be familiar with the policies and administrative procedures in the *DANTES Examination Program Handbook (DEPH)* and have viewed the DANTES test security video, *Test Security Is Your Responsibility*.

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DANTES EXAMINATIONS

High School Completion

General Educational Development (GED) Test

The GED Test is designed for adults who have not completed their formal high school education and want to earn an equivalency credential. Each battery of the GED Test covers five academic areas: Writing Skills with an essay component; Social Studies; Science; Interpreting Literature and the Arts; and Mathematics. The tests are timed and the examinee is not penalized for guessing. GED tests are provided free of charge to active duty and Reserve component personnel in overseas areas and currently at DANTES Test Centers in all states except Alabama, Missouri, and North Carolina. If Service regulations permit, the GED Testing Program can be made available to civilians through DANTES Test Centers **overseas** on an unfunded (examinee pays) and space-available basis. Examinees applying for certificates from all states must complete the GEDTS Form 300-M. In addition, the State of Illinois requires examinees to take (or have taken) the Illinois State Constitution Test. If your DANTES Test Center is not authorized to stock the GED Test, and you have an unexpected need for the test, have the TCO contact DANTES, Code 20B, either in writing or by phone to request a special order GED Test Battery. Military examinees must take the GED Pretest and score 450 on each part of the pretest before being administered the actual GED Test Battery. The pretest is available from the DANTES Distribution Center.

College or Program Entrance

SAT

The SAT is required by many colleges for admission. The SAT may be administered, usually only once, at no cost to eligible personnel. Do not administer the SAT to civilians in Conus. Overseas DANTES Test Centers may administer the SAT to civilians on an unfunded (examinee pays) and space-available basis if permitted by Service regulations and local command policy. The SAT is a timed examination, and the examinee is penalized for guessing.

ACT Assessment Program

The ACT is required by many colleges for admission. The funding policies are the same for the ACT as those for the SAT (refer to the *DEPH*). Overseas DANTES Test Centers may administer the ACT to retired military personnel, DOD civilians, and military family members on an unfunded and space-available basis if permitted by Service regulations and local command policy. There is a surcharge for testing overseas civilians. The ACT is a timed examination and the examinee is not penalized for guessing.

Graduate Record Examinations (GREs)

The GRE is required by many colleges and universities for admission to graduate programs. DANTES authorizes the funding of one GRE General and one GRE Subject examination per lifetime for eligible military personnel. **The GRE General is available as a computer-adaptive test through national test centers only.** For a list of national test centers and registration information, visit www.gre.org. DANTES reimburses only the cost of the testing fee. The examinee must submit a DANTES GRE General Reimbursement Form along with a copy of the test scores for reimbursement to Prometric, P.O. Box 6604, Princeton, NJ 08540-6604.

The GRE Subject examinations, available through DANTES Test Centers, may be administered to military family members, civilians employed by the military, and retired military personnel overseas on an unfunded (examinee pays) and space-available basis if permitted by Service regulations and local command policy. Only one test date can be selected from the given time frames following the national administration dates. On the GRE Subject Exams, one-fourth of one point is subtracted for each wrong answer; therefore, examinees should use caution in guessing.

Graduate Management Admission Test (GMAT)

The GMAT is required by some colleges and universities for entry into graduate programs in Business/Management. DANTES authorizes the funding of one GMAT per lifetime for eligible military personnel. **The GMAT is available as a computer-adaptive test through national test centers**

only. For a list of national test centers and registration information, visit www.mba.com/mba. DANTES reimburses only the cost of the testing fee. The examinee must submit a DANTES GMAT Reimbursement Form along with a copy of the test scores for reimbursement to DANTES, Code 20A.

Praxis

The Praxis is used by some states for initial teacher certification and by institutions of higher education for entry into or exit from teacher education programs or for program evaluation. DANTES authorizes the funding of only one administration of the Pre-Professional Skills Tests (PPST) (complete or partial), only one administration of the Praxis Core Battery (complete or partial), and one Praxis Specialty Area examination for eligible military personnel. Only overseas civilians may test at DANTES Test Centers on an unfunded (examinee pays) and space-available basis if permitted by Service regulations and local command policy. Monday test dates are strongly encouraged.

Law School Admission Test (LSAT)

The LSAT is required by most colleges or universities for entry into a law degree program. The examinee pays the fee for this exam. Overseas DANTES Test Centers can request designation as an "Additional Nonpublished Center" if there is no national center within reasonable commuting distance. The examinee must pay the cost for establishing a nonpublished test center. The examinee is not penalized for guessing on the LSAT.

College Credit

College Level Examination Program (CLEP) General Examinations

The CLEP is a nationally recognized and widely accepted credit-by-examination program that covers material usually taught in most college freshman and sophomore courses. Academic areas covered by the CLEP General exams are: English, Social Science, Humanities, Natural Science, and Mathematics. The English Composition test has two versions, one with Essay and one without. Examinees should be sure which of the two versions they need before testing. Both versions are subject to the 6-month waiting period for retesting.

The CLEP General examinations are timed exams. CLEP General examinations are stockable and reuseable. *CLEP Sample Tests* are available at the test center either in paper edition or on the DANTES Home Page at <http://www.dantes.doded.mil>, accessible by TCOs and ATCOs only.

College Level Examination Program (CLEP) Subject Examinations

These examinations measure knowledge of basic concepts, principles, relationships, and applications involved in college courses with the same title. The examinations are timed and examinees are penalized for guessing. Refer to the *DEPH, Part II, Chapter 5* for a current list of subject examinations.

DSSTs

The DSSTs are an extensive series of examinations in college subjects that are comparable to the final or end-of-course examination in college courses with the same title. Except for the oral portion of the Principles of Speech test, all DSSTs are untimed. Pay particular attention to the test instructions for the Speech test and the retest policies. Examinees are not penalized for guessing. *DSST Fact Sheets* are available from Thomson Prometric and on the DANTES Home Page at <http://www.dantes.doded.mil>.

Excelsior College Examinations (ECE) ***(formerly Regents College)***

The majority of these tests cover subject matter typical of undergraduate-level courses. Most of the ECEs are objective, but some are entirely essay. Credit recommendations vary depending on the level of knowledge being measured. If Service regulations permit, military family members, retired military, and employees of the military may test at overseas DANTES Test Centers on an unfunded (examinee pays) and space-available basis. There is no penalty for guessing. Refer to the *DEPH, Part II, Chapter 6* for a listing of current ECEs. *ECE Fact Sheets* are available directly from Excelsior College or from the Excelsior College Home Page.

Other Tests

In addition to the foregoing examinations, the examiner may administer other examination programs that may not be part of the DANTES-sponsored examination program; for example, basic skills and achievement tests, certification examinations, interest inventories, independent study “End of Course” examinations, military “End of Course” examinations, or “makeup” examinations for personnel enrolled in on-base college classes.

TESTING ENVIRONMENT

Of utmost importance, the examiner must be strategically positioned in the testing room to ensure constant surveillance of the examinees. Surveillance must include, but is not limited to, frequent walks around the testing stations to ensure examinees are working in the proper section of the test, marking the answer sheet correctly, not using or creating crib (cheat) sheets, and doing their own work. The test examiner must not be distracted by performing routine office work such as answering telephones or assisting other clients.

In addition to their surveillance role, the examiner should, when possible, ensure the testing room is well-lighted, well-ventilated, quiet, and used only for testing purposes when scheduled. Seats should be arranged to allow reasonable separation of examinees during testing. Anything with the potential to distract the examinee’s ability to concentrate should be avoided.

EXAMINER'S DUTIES

Preliminary Tasks

1. Prior to assuming examiner duties, the examiner should become familiar with the administrative instructions for the test(s) to be administered. Read the *Examiner's Manual* for each DANTES-sponsored examination and the chapters in *Part II* of the *DEPH* that pertain to the specific examination. Read *Part I* of the *DEPH* which outlines administrative policies and procedures for the entire DANTES Testing Program. The examiner must view the DANTES video, "Test Security is Your Responsibility."
2. Remove all needed tests and answer sheets from the safe. Check unsealed test booklets to ensure pages are not missing and that reusable test booklets are unmarked and in good condition. Sealed test booklets will be checked by the examinee prior to starting the test.
3. If testing is conducted in a room where the safe is not in full view of the examiner, ensure the safe is locked after test materials are removed or returned to the safe. Each time the safe is opened or closed, sign the Security Container Check Sheet (SF 702), which should be visibly posted on the safe. The entry on the SF 702 includes date and time the safe is opened, signature of the TCO, ATCO, ITCO, or examiner, and the date and time the safe is locked.

4. Ensure a proctor is available at a ratio of 1 to every 15 examinees. Brief proctors concerning their monitoring responsibilities. No specific qualifications are required. Proctors **never** have access to DANTES examinations.

Before Testing

1. Photo identification is required for each examinee. An identification check serves two purposes: (1) to determine eligibility for testing, and (2) to ensure the person requesting testing services is the professed person.
2. Military examinees must present their "Armed Forces of the United States" identification card. Civilian examinees must present other photo identification such as a dependent identification card or driver's license. Two forms of photo identification is recommended if there is any question regarding the examinee's identity.
3. Ask the examinee to make required entries: name (printed and signed), pay grade, date of birth, social security number, unit name, unit phone number and the time the test is issued to the candidate on the DD1572 - DANTES Test Log). If test fees or registration fees (i.e., Praxis, ASE) are required, ensure the examinee has paid the fees by check or money order **prior** to starting the test. Do not accept cash.

4. Complete the DD Form 1572: DANTES Test Center address, Test Control Officer's name, date, type of test issued, test booklet number, and verification of exam booklet "page checks." Issue only one test at a time to an examinee.
5. Provide adequate seating space between candidates and appropriate seating for left-handed people, when possible. No personal items such as jackets, hats, etc., should be at the examinee's desk. Recommend these items be placed on a table in the testing room.
6. **Never** leave examinees or test materials unattended.
7. Ask candidates to complete the registration forms, if required, and write the required information on the answer sheets. Provide instructions for completing the answer sheets and show examinees how to grid the information on the answer sheets.
8. Give instructions for taking the test or, if appropriate, ask the candidate to read the instructions. Give the examinee a chance to ask questions before the test begins. Generally, questions should not be answered once testing has begun.
9. Advise examinees that calculators may be used only when the test booklet instructions state use of these materials is permitted.
10. Advise examinees to begin testing. Note the time testing begins. For timed exams, an interval timer must be used.

11. Know how many examinees are in the testing room at all times.
12. Ensure there is an entry on the DANTES Test Log (DD Form 1572) for each examinee.

During Testing

1. **Never** leave test materials or examinees unattended.
2. Only examinees and authorized personnel (TCO, ATCO, ITCO, Examiner, and proctor(s)) should be in the testing room.
3. Observe the examinees to ensure they are working on the correct examination and the correct section of the examination. Do not read, leave the room, or otherwise be distracted while the examinees are testing.
4. If an examinee is unable to complete testing because of illness or any other emergency, the examiner must collect the examinee's testing materials and complete an Examiner's Irregularity Report. Instructions for completing the Examiner's Irregularity Report and advising the examinee about the "unfinished" examination are found in the appropriate *Examiner's Manual* and the *DEPH*.
5. If improper test conduct, for example, cheating, use of unauthorized materials, or failure to return all test materials is observed or suspected, collect the examinee(s) test materials, place them in the safe, and complete an Examiner's Irregularity Report or a letter of explanation. Promptly notify the TCO.

After Testing

- 1. Collecting Test Materials.** As test materials are collected from each examinee, the examiner must:
 - a.** Conduct a page check in the examinee's presence to ensure pages have not been removed from the test booklet. Verify this in the space provided on the DANTES Test Log (DD Form 1572).
 - b.** Write on the DD Form 1572 the time the test materials (answer sheet, test booklet, and scratch paper) were collected. Ensure the examinee has signed the answer sheet.
 - c.** Sign the DD Form 1572.
 - d.** Secure all test materials (i.e. reusable test booklets) in the safe if they are not being immediately returned to the contractor.

- 2. Returning Test Materials to DANTES Contractors.** To assist the TCO in returning examination materials to contractors, the examiner should:
 - a.** Ensure that the TCO has signed the answer sheet (if required), make all entries on the DANTES Document Receipt Form (DANTES 1560/14), and ensure that the correct dates have been entered.
 - b.** Check all test booklet numbers entered on the DANTES 1560/14. Be sure that the examinee's name, social security number, and date of birth are entered. Also, be sure to enter

the DANTES Identification (ID) Number and the mail or UPS receipt number.

- c.** In conjunction with the TCO, ensure all materials listed on the DANTES 1560/14 are enclosed in the package. (Do not place answer sheets, registration forms, or other materials inside test booklets to be returned to the contractor.) Have the TCO sign the DANTES 1560/14 and retain the last copy for future reference.
- d.** Package test materials and the signed original (white copy) and one copy of the DANTES 1560/14. Ensure that the DANTES Test Center address is entered on the backside of the white copy of the DANTES 1560/14. Seal the envelope, then place the sealed envelope inside another envelope, seal, address, and mail to the contractor. Inside envelope should be labeled “TO BE OPENED ONLY BY AUTHORIZED TESTING PERSONNEL.”
- e.** Do not tape separate envelopes containing tests together. Mail special-ordered tests, such as GRE Subject and Praxis, separately.
- f.** Mail the package certified or registered mail or send via United Parcel Service (UPS) and keep the mail/UPS receipt. Return DANTES examinations to the appropriate contractors. Addresses for each contractor are listed on the following pages.

CONTRACTOR ADDRESSES

GED

FOR UNITED PARCEL POST AND CERTIFIED OR REGISTERED MAIL

THE GED TESTING SERVICE
MILITARY TESTING
ONE DUPONT CIRCLE NW
SUITE 250
WASHINGTON DC 20036-1163

CLEP General, CLEP Subject, DSST, SAT, GRE Subject, and Praxis

FOR CERTIFIED OR REGISTERED MAIL

PROMETRIC
DSST PROGRAM
PO BOX 6604
PRINCETON NJ 08541-6604

FOR EXPRESS MAIL, UPS, OR FEDEX

PROMETRIC
DSST PROGRAM
2000 LENOX DRIVE, 3RD FLOOR
PRINCETON NJ 08540

ACT - DANTES

Send answer sheets to:

FOR UNITED PARCEL POST, FEDERAL EXPRESS, AND CERTIFIED MAIL

DANTES/ACT
301 ACTDRIVE
P.O. BOX 4028
IOWA CITY IA 52243-4028

Send all obsolete test materials, used, or unused test booklets to:

FOR UNITED PARCEL POST, FEDERAL EXPRESS, AND CERTIFIED MAIL

ACT DISTRIBUTION CENTER
2727 SCOTT BLVD.
P.O. BOX 168
IOWA CITY IA 52243-0168

LSAT

FOR UNITED PARCEL POST, CERTIFIED OR REGISTERED MAIL

LAW SCHOOL ADMISSION COUNCIL
TEST ADMINISTRATION
PO BOX 2000-T
662 PENN STREET
NEWTON PA 18940-0995

OTHER DUTIES

- 1. Assisting the TCO to inventory materials and prepare inventory reports.** The TCO may ask the examiner to inventory the test materials each time he or she opens the safe. Test materials are recorded in the DANTES Automated Test Inventory Program (DATIP). All test materials should be in the safe, unless they have been returned to the contractor and annotated as returned in DATIP. In assisting the TCO to inventory materials and prepare reports, the examiner will be required to immediately tell the TCO if there is a discrepancy between test materials in the safe and what is listed on the test inventory log or cards. Additionally, the examiner may be required to:
 - a.** Make entries in DATIP and lock the safe when the inventory is complete.
 - b.** Each quarter, assist in conducting the quarterly test inventory. The quarterly test inventory is submitted by the TCO or ATCO through the web-DATIP application. The original DANTES Test Inventory Report(s) is **only** sent to DANTES, Code 20C, as part of the TCO appointment process.

2. Assisting with the annual facilities review. On a yearly basis an annual facilities review is required. The form used for submitting the report is the DANTES Annual Testing Facilities Review (DANTES 1560/11). The inspection will be conducted by someone other than education office personnel; the TCO may request your assistance.

ADDITIONAL INFORMATION

For a more detailed description of the DANTES Testing Program, read the *DANTES Examination Program Handbook* (Samples of all forms are included). The TCO will have a supply of all the forms you need. Maintain inventory control of DANTES forms and supplies and notify the TCO of shortages of these forms.

Don't be reluctant to ask questions. The TCO would rather you **ask** than **guess**.

NOTES



**Defense Activity for Non-Traditional
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