

# STUDENT ASVAB TEST RECORD

(For use of this form, see USMEPCOM Reg 601-4)

School Code: \_\_\_\_\_

School Year: \_\_\_\_\_

## SECTION I - Scheduling Information

Test Session Number: \_\_\_\_\_

School: \_\_\_\_\_ Street Address: \_\_\_\_\_

School Contact: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

School Phone: \_\_\_\_\_ Ext \_\_\_\_\_ County: \_\_\_\_\_ Service Assigned: \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_ Service Open Season? \_\_\_\_\_ Testing Service \_\_\_\_\_

Test Option: \_\_\_\_\_

Split Option: \_\_\_\_\_

Test Option 2: \_\_\_\_\_

Scheduled Test Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ Time Zone: \_\_\_\_\_

Students Scheduled: \_\_\_\_\_ 12th: \_\_\_\_\_ 11th: \_\_\_\_\_ 10th: \_\_\_\_\_ Other: \_\_\_\_\_ Total Scheduled: \_\_\_\_\_

Mandatory For: \_\_\_\_\_ 12th: \_\_\_\_\_ 11th: \_\_\_\_\_ 10th: \_\_\_\_\_ Other: \_\_\_\_\_ Total Proctors Required: \_\_\_\_\_

School Student Pop: \_\_\_\_\_ 12th: \_\_\_\_\_ 11th: \_\_\_\_\_ 10th: \_\_\_\_\_ Other: \_\_\_\_\_

Test Location: \_\_\_\_\_ Multiroom Test? \_\_\_\_\_ Break Requested? \_\_\_\_\_ Initial SY Exam? \_\_\_\_\_

Lapboards Required? \_\_\_\_\_ Initial Exam Ever? \_\_\_\_\_

### Test Administrator Information

OPM Region Conductioning Test: \_\_\_\_\_ Alternate OPM Region: \_\_\_\_\_ Number OPM TAs Required \_\_\_\_\_

Military TAs Required? \_\_\_\_\_ Number Mil TAs Required: \_\_\_\_\_

### Recruiter Information

Responsible Recruiter: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Remarks

## SECTION II - School Confirmation

Date Confirmation Letter Mailed: \_\_\_\_\_ Date school contacted to confirm test (5 days prior): \_\_\_\_\_

Dates TA/Proctor Support Confirmed: TA \_\_\_\_\_ Proctor \_\_\_\_\_

## SECTION III - Test Session Data

Date Tested: \_\_\_\_\_ Number of Test Booklets Used: \_\_\_\_\_ Was Proctor Support Satisfactory? \_\_\_\_\_

Test Started On Time? \_\_\_\_\_

Number of Students Tested: 12th \_\_\_\_\_ 11th \_\_\_\_\_ 10th \_\_\_\_\_ Other \_\_\_\_\_ Total Tested \_\_\_\_\_

Remarks (Explain negative responses from above) \_\_\_\_\_

Proctor Certification: I certify that I have read and understand the ASVAB Proctor duties and responsibilities.

Arrival Time	Signature	Print Name	Print Rank/Grade	Print Service/Organization
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## 1. Duties and Responsibilities:

- a. The role of the proctor is particularly important in the Student Testing Program. If the proctor does the job properly, much of the temptation to cheat is gone and the possibility of test loss/compromise is greatly reduced.
- b. The military proctor is a representative of the Department of Defense, the U.S. Armed Services, and his or her respective Service. The proctor is on display, and attitudes toward the military by those who observe the test situation are directly affected by the proctor's conduct. He or she must be a professional at all times.
- c. Regardless of rank, rate, or grade, each proctor must remember that he or she is responsible to the Test Administrator (TA), and while at the test site the TA is in charge of the test session.
- d. Proctors will not congregate in groups during the test session. Proctors will patrol their assigned areas continuously while directions are being read and while the test is being administered. Within the assigned areas, the proctors will:
  - (1) Assist in distributing and collecting test materials as directed by the TA. Opening test books and viewing test questions is prohibited.
  - (2) Ensure that all students in the assigned area have the required test materials prior to beginning the test and that unused test materials are returned to the TA for securing and that test booklets are inventoried, by serial number, before students are dismissed.
  - (3) Assist the TA in collecting test materials when the students are released for a school emergency or other unplanned event.
  - (4) Assist students with those sections of the answer forms which pertain to identification, address, and release agreement.
  - (5) Throughout the test session, ensure that the students:
    - (a) Throughout the test session, ensure that the students, work on the proper test subsection,
    - (b) Use the proper section on the answer sheet for each test subsection,
    - (c) Do not make pencil marks in the test booklet,
    - (d) Do not make stray marks on their answer sheets,
    - (e) Do not cheat (immediately report any incidents of cheating to the TA,)
    - (f) Do not distract or assist other students.
    - (g) Do not use calculators, cellular phones, cameras, electronic translators, or other mechanical devices during the test.
  - (6) Not in any way assist students in answering test questions. Student may ask questions, but must be told only to "REREAD THE QUESTION."
  - (7) Not become involved in extended discussions with anyone in the test room or otherwise disturb student concentration.
- e. Proctors will remain in the testing room during the entire test session.
- f. The proctor must remember that active recruiting is prohibited during the test session. He/she should let actions, attitude, and appearance do the recruiting during the test session.
- g. The proctor feels that the TA or other proctor did not demonstrate ethical conduct or that the TA did not administer the test in a professional manner, the particulars should be relayed to the IRC chairman and the violator's Commanding Officer.

2. Your duties and responsibilities while proctoring play a vital part in determining the success of the Student Testing Program. You should approach them with a positive attitude.

## 3. Your MEPS Point of contact is:

Name

Phone