

From: Waddelow, Lt Col Annette (USAF)
Sent: Friday, July 30, 1999 7:53 PM
To: DIRECTORATES; MCOE; MCOE; ES MEPS; WS MEPS
Cc: MIM- Support Services
Subject: I-99-JUL-24(IMC 2 to USMEPCOM Reg 601-4, Student Testing Program)

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I-99-JUL-24

IMC Effective Date: no later than (NLT) 30 August 1999 or at the beginning of a MEPS'SY 99-00 program if earlier (approved by COL Weimer).

IMC Review Suspense: 19 August 1999

From MOP

Subj IMC 2 to USMEPCOM Reg 601-4, Student Testing Program

To HQ USMEPCOM Directors and Special Staff Officers
All Sector and MEPS Commanders

1. Purpose. This interim message change (IMC) officially changes the policy in USMEPCOM Reg 601-4 regarding contracting school personnel as test administrators and proctors for SY 99/00. It establishes the use of USMEPCOM Form 601-4 -11-R-E (Educational Staff Agreement). The form will be used to initiate an agreement with the appropriate school official to use educational staff as proctors when the proctor/student ration cannot be met. The MIM-SS Records Management NCO will upload this form to the USMEPCOM Electronic Pubs/Forms Library "**Forms**" subdirectory under file name "**601411re.frl.**"

2. Transmittal page. The new and/or changed material has been annotated by an asterisk. File the IMC transmittal page in front of the publication until it is superseded or rescinded. Remove and/or insert the page(s) shown below. The MIM-SS Records Management NCO will upload this transmittal message and the page changes to the USMEPCOM Electronic Pubs/Forms Library under files names "**6014ri2m.doc**" and "**601-4ri2.doc.**"

Remove page(s)

i through vi
3-1 through 3-14

Insert page(s)

i through v
3-1 through 3-11

3. Implementation. This IMC is released for implementation on the effective date above and for coordination. Accomplish coordination as prescribed in USMEPCOM Reg 25-33, chapter 5

4. HQ USMEPCOM directors and special staff officers. This message requires HQ USMEPCOM directors and special staff officers to review this IMC. Submit comments, suggested improvements, concurrences, and nonconcurrences to the POC in paragraph 7 in accordance with guidance in USMEPCOM Reg 25-33, chapter 5.

5. Sector commanders. USMEPCOM Reg 25-33, chapter 5, requires each sector to coordinate the IMC with a minimum of seven MEPS of their choosing. Submit comments, suggested improvements, concurrences, and nonconcurrences to the POC in paragraph 7.

6. MEPS commanders. This message directs implementation of the IMC on effective date above. You will be notified by your sector if you need to formally review/coordinate on this message.

7. Points of contact. The point of contact for the contents of this IMC is Mrs. Gail Laber, MOP-TD, DSN 792-3680, ext. 7521; or commercial (847) 688-3680, ext. 7521. If MEPS have questions about this IMC, please call your sector. If sectors have any IMC administrative questions, please call Lt Col Annette Waddelow, MXO, DSN 792-3680, ext. 7572; or commercial (847) 688-3680, ext. 7572. Questions concerning the files in the

USMEPCOM Electronic Pubs/Forms Library, call Sgt Lisa Hill,
DSN 792-3680, ext. 7738; or commercial (847) 688-3680, ext. 7738.

Released 30 Jul 99, Effective 30 Aug 99

IMC 2, USMEPCOM Reg 601-4

*USMEPCOM Reg 601-4

DEPARTMENT OF DEFENSE
HEADQUARTERS, UNITED STATES MILITARY ENTRANCE PROCESSING COMMAND
2500 GREEN BAY ROAD, NORTH CHICAGO, ILLINOIS 60064-3094

USMEPCOM Regulation
No. 601-4

6 October 1997

Effective: 24 October 1997

**Personnel Selection and Classification
STUDENT TESTING PROGRAM**

FOR THE COMMANDER:

OFFICIAL:

JOEL M. PELIS
Colonel, USA
Deputy Commander/Chief of Staff

/SIGNED/
TERRENCE N. TIERNAN
Director, Information Management

DISTRIBUTION:
A and D

Summary. This regulation prescribes policies and procedures relative to the daily operation of the Department of Defense (DOD) Student Testing Program (STP). It includes the substance of what were four USMEPCOM regulations for the STP.

Applicability. This regulation is applicable to all activities of the United States Military Entrance Processing Command (USMEPCOM) and provides procedural guidance and administrative information to the recruiting Services.

Supplementation. Supplementation of this regulation is prohibited without prior approval of Headquarters, United States Military Entrance Processing Command (HQ USMEPCOM), ATTN: MOP-TD, 2500 Green Bay Road, North Chicago, Illinois 60064-3094.

*This regulation supersedes USMEPCOM Reg 601-4, 13 June 1991; USMEPCOM Reg 601-2, 15 March 1991; and USMEPCOM Reg 601-5, 15 April 1991. It rescinds USMEPCOM Form 601-2, 1 Oct 89; USMEPCOM Form 601-5-R, 1 Apr 91; USMEPCOM Form 601-5-1-R, 1 Apr 91; and RCS: MEPCT-6 (R2).

Interim changes. Interim changes to this regulation are not official unless they are authenticated by Director, Information Management Directorate, HQ USMEPCOM. Users will destroy interim changes on their expiration dates unless sooner superseded or rescinded.

Suggested improvements. The proponent agency of this regulation is HQ USMEPCOM, ATTN: MOP-TD. Users are invited to send comments and suggested improvements on Department of the Army (DA) Form 2028 (Recommended Changes to Publications and Blank Forms) directly to HQ USMEPCOM, ATTN: MOP-TD, 2500 Green Bay Road, North Chicago, IL 60064-3094.

***Management control process.** This regulation is subject to the requirements of USMEPCOM management control process. This regulation contains management control provisions and identifies key management controls that must be evaluated. Key management controls and the management control evaluation checklist are at appendix B. This regulation complies with the United States Military Entrance Processing Command (USMEPCOM) Reg 11-4 (Management Control).

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***Chapter 3**
Test Administration

3-1. The test administrator (TA)

- a. The MEPS commander, IAW USMEPCOM Reg 611-1 (Enlistment Qualification Tests), will appoint the MEPS TA in writing.
- b. The OPM TA will be hired IAW OPM hiring policies, and trained per OPM CE 611-1.
- c. The test control officer (TCO)/assistant TCO will thoroughly train MEPS TAs.
- d. The MEPS TA functions under the supervision of the TCO/NCOIC. A checklist for conducting an ASVAB test session is in appendix G.
- e. Military TAs will wear the appropriate military uniform when administering the ASVAB test. Civilian clothing can be worn if requested by the school and previously authorized by the MEPS commander (in coordination with the IRC). Battle dress uniforms, utility uniforms, or utility uniform combinations are not authorized for TAs or proctors.

3-2. Instructions for preplanned and emergency payments for proctors and assistant TAs

The MEPS is authorized to use and pay for school educational staff to act as proctors when necessary to meet the 1:40 minimum proctor:student ratio. They can pay for school educational staff to act as assistant TAs when two or more rooms are required. The MEPS will provide a TA for the first room (MEPS or OPM), before contracting with the school. These procedures apply to all USMEPCOM personnel and OPM TAs.

a. Proctors.

(1) When a TA (OPM or MEPS) learns there will not be sufficient recruiters on hand to meet the 1:40 minimum proctor-student ratio, the TA will initiate an agreement (see fig. 3-1) with the appropriate school official to use educational staff as proctors for that test session.

(a) In the case of preplanned use of educational staff as proctors, the agreement will be initiated in advance of the session.

(b) In the case of recruiter no-shows or unexpectedly high number of students, the agreement can be initiated immediately prior to the beginning of the test session. Once signed, the agreement is valid even if recruiter proctors arrive later.

(2) The TA executes the agreement with the school based on educational staff availability, and has the proctor(s) sign the USMEPCOM Form 601-4-3-R-E, print their name, and indicate their school/agency.

(3) Implementation of this expedited proctor payment system does not relieve the requirement for recruiters to proctor test sessions.

b. Assistant test administrators. **(These must be contracted ahead of time, due to training requirements. The MEPS will initiate the agreement when scheduling the test.)** The TA has educational staff acting as assistant TA(s) sign the USMEPCOM Form 601-4-3-R-E, Part C #3, print their name, and indicate their school/agency. The TA is reminded to follow all test administration and security procedures for assistant TAs.

c. Procedures to initiate payment.

(1) The TA faxes or delivers the agreement with the answer sheets to the MEPS.

(2) The MEPS SGS will provide a MEPS fund cite on the agreement form, certify funds availability, and assign the MEPS's requisition number. To expedite payment, fax the agreement to HQ USMEPCOM, ATTN: MOP-TD. Also fax the agreement to Sector Ops for tracking.

(3) MOP-TD will annotate their records and forward to MRM-LO, who will provide a copy to Field Support.

(4) The VISA check account holder in MRM-LO will draft a check for the amount and mail it to the school, then notify MOP-TD.

d. Responsibilities.

(1) Director, Resource Management will provide TA and proctor funding by quarter to MEPS as requested by MOP-TD, and ensure that MRM-LO drafts a check for the amount and mails it to the school.

(2) Director, Operations will project funding levels by quarter to Resource Management Field Support and coordinate requirements and procedures with OPM and MEPS personnel.

(3) MEPS and OPM will discuss this program weekly to confirm whether or not authority is continued.

<p align="center">EDUCATIONAL STAFF AGREEMENT For use of this form, see USMEPCOM Reg 601-4</p>		<p>1. Name of MEPS: Butte</p>
SECTION I - AGREEMENT		
<p>2. The <u>All American High School</u> agrees to provide <u>2</u> test proctors at \$25.00 per proctor and <u>1</u> test administrators at \$40.00 per test administrator for a Student ASVAB test session to be administered on <u>17 Sep 99</u>. (Name of school) (Date)</p> <p>This agreement serves as an invoice from <u>All American High School</u> (Name of school) <u>123 W. Main Street, Anywhere, MT 64312 (847) 923-6023</u> (School address and phone number)</p> <p>to Headquarters, U.S. Military Entrance Processing Command, for payment of the agreed amount.</p>		
<p>3. MEPS or OPM test administrator signature: <u>John Smith</u></p>		<p>4. Date: <u>13 Aug 99</u></p>
<p>5. School official signature: <u>I. M. Principal</u></p>		<p>6. Date: <u>13 Aug 99</u></p>
<p>7. Number of educational staff serving as proctors <u>2</u> @ \$25.00 = <u>\$50.00</u></p> <p>8. Number of educational staff serving as test administrators <u>1</u> @ \$40.00 = <u>\$40.00</u></p> <p>9. Total Invoice <u>\$90.00</u></p>		
SECTION II - FUNDS CERTIFICATION (to be completed by MEPS SGS)		
<p>10. I, <u>I. V. Dough</u>, certify that funds are available. (Printed name, MEPS SGS)</p> <p>11. Test session# <u>237921</u></p> <p>12. MEPS fund cite: <u>2192020 39-9314 P332713.23 26RB \$90.00 44 AX 012102 DSSN5570</u></p> <p>13. MEPS requisition number: <u>W12345 9/101/0001</u></p>		
<p>14. MEPS SGS signature: <u>I. V. Dough</u></p>		<p>15. Date: <u>19 Sep 99</u></p>
<p>16. MEPS Commander signature: <u>B. Incharge</u></p>		<p>17. Date: <u>19 Sep 99</u></p>
SECTION III - HEADQUARTERS - MOP-TD		
<p>18. MOP-TD: GL (Initials to indicate MOP-TD budget spreadsheet has been annotated.)</p>		
SECTION IV - PAYMENT ISSUE (to be completed by MRM-LO)		
<p>19. Signature and title of check issuer from MRM-LO: <u>C. I sue/Budget Assistant</u></p>		<p>20. Date: <u>22 Sep 99</u></p>

USMEPCOM Form 601-4-11-R-E, 1 Aug 99

Figure 3-1. Sample of a completed USMEPCOM Form 601-4-11-R-E

3-3. Instructions for administering the ASVAB

The duties of OPM TAs and MEPS TAs differ slightly. Instructions for OPM TAs are provided in OPM CE 611-1. The instructions for MEPS TAs are provided in this regulation.

a. Before a scheduled student test session, the TA will:

(1) Contact the school POC 2 to 3 work days in advance to confirm date, time, location, projected number of students, and any special school requests; and to request directions to the site if needed.

(2) Coordinate with the TC to verify that they notify the responsible recruiter/Service that proctors must arrive 30-45 minutes before the scheduled test time.

(3) Review procedures for securing test materials (see chap. 4 of this regulation).

(4) Be thoroughly familiar with and follow directives that govern test administration procedures. Use the Manual for Administration, ASVAB 18/19 Armed Services Vocational Aptitude Battery to conduct the test. Review the manual prior to the test session. **Read the manual verbatim.** Refer to the ESS, prior to the test date, any request by the school for variation in administration procedure.

(5) Have names and phone numbers (office/home) of the commander, TCO, ESS, and TC.

(6) Ensure USMEPCOM Form 601-4-3-R-E, parts A and B has been properly completed.

(7) Ensure sufficient materials, to include test booklets, student answer forms, number 2 (medium) pencils, scratch paper are available.

b. At the test site, the TA will:

(1) Check the test site to ensure it provides an adequate testing environment.

(2) Obtain an accurate count of students in the test session.

(3) Ensure adherence to 40:1 student/proctor ratio. Refer to paragraph 2-8 of this regulation.

(4) Thoroughly brief all proctors on their duties and responsibilities.

3-4. Test facility quality control

Coordinate with the school to ensure the site is adequate for testing and test security, and that there is sufficient space, proper lighting, and comfortable temperature. The entrance to the testing area must be securable to control access. The school should furnish all test facilities with a clock that is visible to all students. If using the public address system to conduct the test, a prior check should be done. If not using the public address system for the test, check to see if it can be shut off in the testing room. Also check to see if they can disable the school bells in the testing room.

3-5. Use of test booklets

a. Use all student ASVAB test versions at each test session as the number of students allow. The TA will track version usage at each session to ensure an equal usage of all versions for all accumulated test sessions. To ensure equal usage of test books, HQ USMEPCOM, sectors, and t MEPS TCs will monitor this program. Record test versions used on USMEPCOM Form 601-4-3-R-E. OPM will also use OPM Form 697-A (Record Sheet for Armed Forces Applicant Examination) to record test session information. (Refer to USMEPCOM Reg 611-1, fig. 3-2, for an example.). They will review both forms to ensure no unusual test version patterns develop.

Table 3-1
Test administration

Before Test	On Site	After Test
Contact school POC	Check the test site for adequate testing environment	Instruct students to remain quietly in their seats
Verify proctors	Accurate count of students	Collect all test materials
Secure test materials	Maintain 40:1 ratio	Dismiss students
Review test administration procedures	Brief proctors on duties	Ensure USMEPCOM Form 601-4-3-R-E is properly completed
Complete USMEPCOM Form 601-4-3-R-E	Proctors sign USMEPCOM Form 601-4-3-R-E	
Have sufficient test materials available	Secure all unused test booklets	

b. The TA and proctors should distribute test versions so those students sitting next to or across from each other get alternate test versions. Ensure each student receives an answer sheet that is not ripped or mutilated.

c. Procedures for test booklet control at large student test sessions are as follows:

(1) During large student ASVAB test sessions (sessions with 200 or more students), the TA will retain full responsibility for the test booklets. Large sessions may require additional TAs or proctors. If extra TAs are used, they will sign for the test booklets that they distribute and collect. Recruiter proctors will not sign for test booklets, but may handle and distribute test material if needed on a case-by-case basis. Recruiter proctors only assist.

(2) Before a multiroom test session, the responsible TA will show on USMEPCOM Form 601-4-4-R-E the number and serial numbers of the test booklets that each additional TA will handle. Each additional TA will complete one form. The additional TA will inventory the test booklets by serial number, then sign the form on the line provided.

(3) Once a multiroom test session has begun, the TA will direct the additional TA to distribute test booklets to the students. The additional TA is responsible for monitoring only those students to whom he or she issued books. The recruiter proctor will help the additional TA wherever possible.

(4) After the test session, the TA will direct the additional TA and proctor to collect the test booklets and other test materials, and inventory them by total count. The TA will release the students when the additional TA/proctor informs him or her that all test material is present.

(5) The TA will inventory the test booklets by serial number and sign the bottom of the USMEPCOM Form 601-4-4-R-E, signifying that all test booklets have been returned or other-wise, as appropriate. Detach the bottom of the form and give it to the appropriate additional TA. The additional TA/proctor may then be released, if the TA needs no further assistance.

(6) The TA will page check each test booklet before the next use, or before returning the booklets to storage, whichever occurs first.

(7) If a test loss/compromise occurs during the test session, an investigation will be conducted IAW USMEPCOM Reg 611-1, paragraph 2-11. If the action of a TA, additional TA, or proctor has contributed to the test loss/compromise, a copy of the results of the investigation will be forwarded by the MEPS to the appropriate Service or agency, for action as necessary.

3-6. Influential test factors

Several factors influence the effectiveness of a test session. To ensure test score reliability, TAs must follow standard procedures. The Manual for Administration, ASVAB 18/19, Armed Services Vocational Aptitude Battery contains specific instructions for administering the student ASVAB. The TA will read these instructions verbatim to the students. Other factors include materials, workspace, proctors, discipline, and inventory. (See table 3-2.)

a. Materials. Instructions for administration require that materials be handed out in a standard manner, and that participants be provided pencils and scratch paper. (No Service advertising will appear on any material handed to students by the TA or proctor.)

b. Workspace. The school must provide adequate workspace and separation for each student. The preference is a chair and desk or desk/chair combination for each student. If these are not available, chairs at a common table are acceptable if space is sufficient for each student, and test booklet versions are alternately distributed. If desks are not available, lapboards may be used.

Table 3-2
Test Factors

Materials	Follow the instructions for administration.
Workspace	School must provide adequate workspace and separation for each student.
Proctors	Proctors must arrive 30-45 minutes before the test session.
Discipline	Maintain a quiet working atmosphere.
Inventory	Inventory all test materials (number of answer sheets = number of test booklets).

c. Proctors. Proctors must arrive 30-45 minutes before the test session. This allows the TA ample time to thoroughly brief the proctors of their duties and responsibilities. If a TA releases a proctor (i.e., more proctors than needed or session count is 25 students or less), obtain their signatures before releasing them. Proctor no-show reports are based on the number of signatures on USMEPCOM Form 601-4-3-R-E. Proctors will remain for the entire test session. Upon completion of the test session, each proctor will attest to the understanding of these instructions by signing his or her name on USMEPCOM Form 601-4-3-R-E.

d. Discipline. The TA should attempt to maintain a quiet working atmosphere during the test. If possible, a school official should be present to help since student discipline is primarily a school responsibility. The TA will treat each student with respect. No smoking, drinking, or "horseplay" is allowed. The TA must maintain full control until answer forms, test booklets, and other test materials are collected and students are dismissed.

e. Inventory. At the completion of the test session all test materials, including all scratch paper and all three pages of each answer form, will be collected and inventoried by physical count as quickly as possible. Ensure the number of answer forms equals the number of test booklets used. The TA will not release the students from the test room until all test materials are accounted for. They need not count individual pages at the test site, but they must accomplish a page check of all booklets before their next use or before returning them to permanent storage containers (whichever occurs first). The responsible TA will show the total number of test booklets used during the test session on the USMEPCOM Form 601-4-3-R-E.

3-7. Individual student breaks

When granting a student an individual break during the test session, the TA will:

- a. Collect and inventory all test materials, including scratch paper, of the student who leaves the testing room. To ensure the student does not return to work on the previous part of the test, circle the last question answered on the answer sheet with a red felt-tip pen.
- b. Allow no student more than two breaks during a session.
- c. Allow no more than two students, one male and one female, to break at the same time.
- d. Do not delay subtest start time for the benefit of an individual student who leaves the room for a break. The returning student will continue with the current subtest being administered.

3-8. Page 1 - quality control

After students have completed page 1 of the answer sheet, the TA or proctor will collect it (leave the answer sheet spine attached to pages 2 and 3) and do the following quality assurance checks:

- a. Screen the signature block on the back to ensure the student has signed the answer form. If the student has failed to sign, the TA or proctor will attempt to obtain the signature before dismissing the student. If the student refuses to sign, collect his or her test materials immediately and dismiss the student from the testing room. Do not process the unsigned answer sheet. Document the dismissal on USMEPCOM Form 601-4-R-E.

b. Screen block 1 (STUDENT NAME), to ensure the student has correctly coded his or her name. If the student's name has not been coded in the circles, the TA or proctor will blacken the circles to correspond to the name that appears in the top of block 1 or to agree with the signature block on the reverse of page 1. If the student's name cannot be determined from either block 1 or the signature block because it is blank or illegible, do not process the answer form. In addition, screen block 1 for fictitious names (e.g., Mickey Mouse, Superman). If possible, determine the student's correct name and have the student write and code it in the blocks. If the correct name cannot be determined or obtained, do not process the answer sheet. Document on USMEPCOM Form 601-4-R-E why the answer sheet is not being processed.

c. Screen block 7 (SCHOOL CODE) to ensure the student has entered and coded the school code, except where local MEPS policy is not to require the students to complete the school code. If this block has been left blank, the TA or proctor will enter the applicable school code.

d. Screen block 9 (EDUCATION LEVEL) to ensure the student has shown his or her current grade. If this block is blank, or is coded 9th grade, the test cannot be processed. (Verify that the student has coded correctly and is indeed a 9th grader). Document the discrepancy on USMEPCOM Form 601-4-R-E. Obtain this information from the student or school, if possible, and enter it on the answer form before returning the test session package to the MEPS.

e. Screen block 11 (SEX) to ensure the student has shown his or her gender. If this block is blank, the test cannot be processed. Document discrepancy on USMEPCOM Form 601-4-R-E. Obtain this information from the student or school, if possible, and enter on the answer form before returning the test session package to the MEPS.

f. Screen block 13 (TEST VERSION) to ensure the student correctly entered the test version and coded the numbers. If this block is blank, the test cannot be processed. Be sure to check this item before dismissing students. Document the dismissal on USMEPCOM Form 601-4-R-E.

3-9. Cheating

Students will have on their desk only those materials provided by the TA when taking the test. Use of additional materials or going forward or backward to other subtests is considered cheating. The TA will dismiss students caught cheating and invalidate their test scores (processed with special instruction option 7). The TA will report the incident on USMEPCOM Form 601-4-R-E. Under the microfiche listing of AFQT (Armed Forces Qualification Test), an option 7 will be coded as "NV." That student's test score cannot be used for accession purposes.

3-10. Special processing conditions

a. A student test session will be assigned and processed with special instruction option 7 (invalid for enlistment purposes) by the MEPS for the reasons indicated in table 3-3.

Table 3-3
Reasons to invalidate (i.e., option 7) a session

1.	Fire drill during a subtest
2.	Early termination of test session for any reason (cannot be completed at another time)
3.	Instructions were not read "verbatim" by the TA
4.	Incorrect timing of a subtest
5.	Active recruiting occurred by a proctor
6.	A break is given prior to subtest 5
7.	The TA used enlistment answer forms instead of student answer forms
8.	Test security or integrity was jeopardized (for any reason)
9.	All test versions were not equally used as the number of students allow
10.	Testing was conducted under inadequate conditions
11.	Once the test started, school officials, proctors, or students were not cooperative
12.	Inadequate proctor support

b. Assign individual student sequence numbers and process with special instruction option 7 (invalid for enlistment purposes) for the reasons listed in table 3-4. Explain the reason for option 7 on USMEPCOM Form 601-4-3-R-E, "REMARKS."

c. Answer sheets will not be processed for the reasons indicated in table 3-5.

Table 3-4
Reasons to invalidate (i.e., option 7) an individual test

1.	Student caught cheating (or TA has sufficient reason to believe the student cheated)
2.	The student was dismissed or abandoned the test
3.	The student used a fictitious name and signature
4.	A test/loss compromise has occurred

3-11. Test verification procedures

The TA will verify the accuracy of the following test session information contained on the USMEPCOM Form 601-4-3-R-E, part C.

- a. Date tested.** Must be the date on which the ASVAB was completed.
- b. Number of test booklets used.** Must equal the number of answer forms returned to MEPS.
- c. Proctor information.** The USMEPCOM Form 601-4-3-R-E will contain the signatures of all proctors present during the test session. The TA will annotate all proctor late arrivals and no-shows, and any other pertinent comments in the "Remarks" portion. Document proctor no-shows as stated in paragraph 2-11.

Table 3-5**Reasons not to process an answer sheet**

1.	No signature on the back of page one
2.	The student is a "confirmed" ninth grader
3.	Block 9, 11, or 13 is left blank and cannot be determined by the MEPS
4.	The OMR has mutilated the answer form, and it cannot be hand scored
5.	The student used a "pen" to code the blocks instead of a "number 2 pencil"
6.	A page is missing from the answer form (Test/loss compromise)
7.	The MEPS identifies the student as a "ringer" (See USMEPCOM Reg 611-1)

d. ESS quality control check. The ESS will do a monthly quality control check of at least five per cent of USMEPCOM Forms 601-4-3-R-E. One purpose of the quality control check is to ensure proper annotation of proctor support and the assignment of option 7 when the test is administered with fewer proctors on hand than prescribed. See paragraphs 2-8 and 2-11a. The ESS will annotate in the "Remarks" portion any discrepancies and the corrective action taken. Initial and date all forms checked.

3-12. Mailing procedures

The following guidance is provided to TAs for forwarding student test session materials to the MEPS. Packages will be addressed to the MEPS that have responsibility for processing the school's ASVAB results. The MEPS may provide address stamps to their supporting area OPM offices to simplify mailing procedures. Additional test product mailing/shipping procedures are found in CE 611-1 and USMEPCOM Reg 611-1, paragraph 2-7.

a. Time limit. The TA must mail, or hand carry, all test session materials to the MEPS within 48 hours after the test session.

b. Methods of delivery. Federal Express (FedEx) or United Parcel Service (UPS) is the established method to mail all ASVAB material. If neither of these vendors is available, use the least expensive means that meet the security requirements of USMEPCOM Reg 611-1, paragraph 2-7.