

STUDENT ASVAB TEST RECORD

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

School Code: _____

School Year: _____

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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 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

Test Administrator (Primary): _____ Test Administrator (Secondary): _____

Primary Test Administrator Signature: _____

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) _____

Additional Remarks

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) 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. If a proctor feels that the TA or other proctor(s) 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.
 - h. Proctors will not use electronic devices during the test session.
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.

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