



**DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER**  
LACKLAND AIR FORCE BASE, TX 78236-5259

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DLIELC 1025.15  
LEAT

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

DLIELC Instruction 1025.15

SUBJECT: English Comprehension Level (ECL) Test Guidelines

- References:
- (a) DLIELC 1025.15, subject as above, January 16, 2009 (hereby superseded)
  - (b) Handbook for the American Language Course Placement Test (ALCPT), September 2009
  - (c) AFJI 16-105, Joint Security Cooperation Education and Training (JSCET), 3 January 2011
  - (d) AFMAN 16-101, International Affairs and Security Assistance Management, 15 February 2011
  - (e) English Language Training Support for Security Cooperation Offices, FY 11

1. REISSUANCE AND PURPOSE

This Defense Language Institute English Language Center (DLIELC) instruction prescribes policies and procedures governing acquisition, control and administration of the ECL test. The ECL test is a controlled, four-option multiple-choice test of listening and reading items. It is used at stateside and overseas sites to determine the English language proficiency of international military students (IMs) being considered for Security Cooperation-sponsored training. This test is also used to assess the English proficiency level of nonnative speakers of English for military accession programs and job specialty qualification. Additionally, US Air Force exercise planners use the test to determine the eligibility of international participants in flying exercises.

2. APPLICABILITY

This instruction applies to all Security Cooperation Offices (SCOs) and US-based Test Control Officers (TCOs) of all services or agencies responsible for the selection of IMs to attend

International Military Education and Training (IMET), Foreign Military Sales (FMS) or other Security Cooperation training. It also applies to services or agencies using the ECL test for the selection, placement or reclassification of US military personnel or for determination of their English language competency for certain courses or jobs.

### 3. DEFINITIONS

3.1. Alternate Test Control Officer (ATCO). A person who has been appointed by the chief of a user agency to act in the absence of the TCO and who assumes all of the responsibilities of the TCO as outlined in paragraph 5.1.2 or 5.2.2.

3.2. ALCPT - American Language Course Placement Test. A multiple-choice English language proficiency test consisting of a listening part and a reading part. When kept secure, the ALCPT gives scores similar to those of the ECL. Where authorized, it can be used in lieu of the ECL to evaluate civilian or military US Government employees who are not native speakers of English, or as a placement or graduation test for in-country English language training programs (ELTPs). (See Ref b.)

3.3 Booklet Number. This is a four digit identifying number printed on the cover of test booklet which must be entered on each answer sheet.

3.4. Certificate of Destruction (Encl E1). AF Form 1565 (DLIELC Overprint) or the generic AF Form 1565, Entry, Receipt and Destruction Certificate, used to document the destruction of test materials listed on the form.

3.5. DLIELC Form 1025.15(A), ECL Test Administration Log (Encl E2). A DLIELC form used to document the removal of ECL materials from and return to their secured area.

3.6. ECL - English Comprehension Level. Department of Defense (DoD) test for evaluating listening and reading comprehension proficiency in English. (See Encl E3 for a description of the ECL.) The term ECL also refers to the test score: an ECL score.

3.7. ECL Questionnaire. The request form completed by the TCO annually (or as required) to indicate the quantity of ECL materials needed. ECL materials will not be shipped until this form is submitted to DLIELC. (Encl E4)

3.8. ECL URL. This Uniform Resource Locator identifies the website from where the online ECL can be downloaded.

3.9. ITCN. The number assigned by DLIELC to identify a particular internet-based ECL testing location.

3.10. Online ECL. A worldwide internet-based version of the DoD test for evaluating listening and reading comprehension proficiency in English.

3.11. Proctor. A person assigned by the user agency to assist in monitoring the administration of the ECL test. Proctors must be US citizens who are also US Government employees.

3.12. SCO. An in-country office responsible for security assistance. SCOs include, but are not limited to, Military Assistance Advisory Groups (MAAG), Offices of Military Cooperation (OMC), Offices of Defense Cooperation (ODC), Defense Logistics Groups (DLG) and Defense Attaché Offices (DAO).

3.13. TCO. A person who has been appointed by the chief of a user agency and who is authorized to obtain, control and administer the ECL test, as outlined in paragraphs 5.1.2/5.2.2. and 6.1.2/6.2.2. All TCOs and ATCOs must be US citizens. They must be US military officers or noncommissioned officers (NCOs) in the rank of E-5 or above, or US Government Civil Service employees in the grade of GS-05 or above, or the equivalent.

3.14. TCO Appointment Memorandum for Record (MFR) (Encl E5.) The letter by which the chief of the user agency appoints the TCO/ATCOs for the test site. The MFR may be faxed, mailed or e-mailed to DLIELC. (See Encl E6 for fax number, mailing address and e-mail address.)

3.15. Test Forms/Test Versions. Test forms are mathematically pre-equated versions of tests drawn from each fiscal year's test item subbank.

3.16 Test and Measurement Branch (LEAT). The DLIELC office which is responsible for the development, maintenance, and distribution of the ECL test. LEAT is also responsible for ensuring that nonresident ECL sites remain in compliance with the provisions of Instruction 1025.15.

3.17. Test Site Control Number (TCN). The number assigned by DLIELC to identify a particular ECL testing location.

3.18. User Agency. Any US Government office or agency, including SCOs and offices within the US, authorized to administer the ECL test to IMSS, civilians or US military personnel.

3.19. Validity period of ECL. The length of time (105 days) from the date of ECL administration until the training report date recorded on the Invitational Travel Order (ITO).

#### 4. POLICY

The ECL test is the primary instrument used for measuring the English language proficiency of IMSS scheduled to attend IMET- or FMS-funded training (Ref c) and of international participants in certain US-sponsored exercises (Ref d). The ALCPT, not the ECL, should be used by in-country ELTPs for prescreening purposes. The ECL or the ALCPT may also be used as a criterion in the recruitment of US military personnel who are not native speakers of English, or in the determination of their eligibility for commissioning, attending specific courses or holding certain jobs. ECL test scores are valid for 105 calendar days from the date of testing to the report date recorded on the ITO. User agencies will not copy or duplicate any portions of the ECL or ALCPT test, nor will they release any ECL test materials to host-country or other unauthorized personnel. Discussion of ECL test items with host-country and other unauthorized personnel is also prohibited.

#### 5. RESPONSIBILITIES

##### 5.1. Traditional ECL test sites.

##### 5.1.1. The chief of the user agency will:

5.1.1.1. Assume overall responsibility for security of the ECL testing program and ECL test materials.

5.1.1.2. Select and appoint TCOs and ATCOs and document selections on the TCO Appointment MFR (Encl E5).

5.1.1.3. Investigate all test losses and compromises, real or suspected.

5.1.1.4. Alert DLIELC/LEAT, destroy ECL materials on site (in accordance with procedures outlined in paragraph 6.1.1.1.5.) and submit AF Form 1565 to DLIELC/LEAT in the event of the terminal absence of the TCO and ATCO(s) from the site without likelihood of replacement within a reasonable time, or in the event of the site's closing or going inactive for an extended period of time.

5.1.2. The TCO will:

5.1.2.1. Maintain test security at all times.

5.1.2.2. Assess ECL test requirements annually and submit a completed ECL Questionnaire to DLIELC/LEAT in order to receive new test materials at the beginning of the fiscal year. (Encl E4)

5.1.2.3. Receive, inventory and quality check test materials immediately upon receipt. The TCO will promptly sign and return the packing list to DLIELC/LEAT, after annotating any discrepancies on it.

5.1.2.4. Request/justify additional ECL forms during the year, if necessary.

5.1.2.5. Inventory ECL materials every six months and upon assuming or relinquishing TCO duties. The TCO will notify the appropriate combatant command and DLIELC/LEAT immediately of any discrepancy. (See Encl E6 for DLIELC contact information.)

5.1.2.6. Record on the ECL Test Administration Log (Encl E2) the removal of any testing materials from their secure storage area, and their subsequent return. The TCO will submit a copy of this log to DLIELC at the end of each fiscal year.

5.1.2.7. Destroy superseded test materials as soon as new ECL tests have been inventoried and quality checked, and destroy test materials whenever directed by DLIELC or the chief of the user agency. (TCOs should not use new fiscal-year ECLs before 1 October.) Destruction procedures are outlined in paragraph 6.1.1.1.5.

5.1.2.8. Schedule tests and rotate test forms in an unpredictable order to avoid overexposure. The TCO will keep a record of examinees' names, scores, test dates and test forms used in order to avoid testing a candidate again with the same test form. (Encl E7 provides a sample of an ECL Test Roster that can be used for this purpose.)

5.1.2.9. Ensure that a minimum of one test proctor for each 15 students is maintained at all times. When needed, TCO will arrange for US citizens who are government employees to serve as additional proctors.

5.1.2.10. Ensure positive identification of all ECL test examinees.

5.1.2.11. Administer and score the ECL.

5.1.2.12. Send used answer sheets to DLIELC/LEAT once a month, as outlined in paragraph 6.1.7.

5.1.2.13. Ensure overseas locations use the ALCPT rather than the ECL test for measuring student progress upon completion of internal programs and for ECL prescreening purposes.

5.1.2.14. Maintain, for purposes of inspection by a regional training manager, an ECL Continuity Book containing updated copies of ECL-related documents. These will include TCO Appointment MFRs, ECL Questionnaires, signed Packing Lists, AF Form 1565, Test Administration Logs, Test rosters, DLIELC Instruction 1025.15, and any other records or communications of importance.

5.1.2.15. Follow the provisions of this instruction in all cases, unless a specific waiver has been granted by DLIELC/LEAT.

5.1.2.16. Submit a request for a waiver when unable to comply with the provisions of this instruction. (See Encl E6 for contact information.)

5.1.3. The ATCO will:

5.1.3.1. Assume the responsibilities of an absent TCO.

5.1.3.2. Carry out TCO responsibilities as directed.

5.1.4. Test proctors will assist the TCO/ATCO in distributing and collecting test materials and in the overall monitoring of the test administration.

5.1.5. DLIELC will:

5.1.5.1. Maintain test security at all times.

5.1.5.2. Assign TCNs.

5.1.5.3. Obtain TCO Appointment MFRs before shipping ECL materials and maintain a current list of TCOs.

5.1.5.4. Provide instructions for obtaining, controlling, administering and destroying the ECL.

5.1.5.5. Specify the ECL test forms to be sent to each test site and authorize appropriate quantities of test materials, based on the particular needs of the test site as identified on the ECL Questionnaire and as justified by the site's submission of used ECL answer sheets.

5.1.5.6. Ship new ECL tests annually by certified mail, provided the site is in compliance with regard to ECL test documentation and used answer sheet submission.

5.1.5.7. Maintain used answer sheets for one year.

5.1.5.8. Authorize waivers of the requirements and procedures in this instruction when they are appropriate.

## 5.2. Internet-based ECL test sites.

5.2.1. The chief of the user agency will:

5.2.1.1. Assume overall responsibility for security of the ECL testing program.

5.2.1.2. Select and appoint TCOs and ATCOs and document selections on the TCO Appointment MFR (Encl E5).

5.2.1.3. Arrange for an investigation if compromise of ECL test files or data is suspected.

5.2.1.4. Alert DLIELC/LEAT of any change in TCO/ATCO status. In the event a site closes or goes inactive for an extended period, delete saved links to ECL testing URLs.

5.2.2. The TCO will:

5.2.2.1. Maintain test security at all times.

5.2.2.2. Receive, save and quality check ECL testing URLs.

5.2.2.3. Assess ECL test requirements annually and establish a testing schedule for the fiscal year.

5.2.2.4. Request/justify additional ECL testing sessions during the year, if necessary.

5.2.2.5. Log in testing sessions on the DLIELC Form 1025.15(A) before/after connection with on-line ECL tests, and submit a copy of the log to DLIELC/LEAT at the end of the fiscal year.

5.2.2.6. Schedule tests and rotate test forms to avoid overexposure. The TCO will keep a record of examinees' names, scores, test dates and test forms used in order to avoid testing a candidate again with the same test form. (Encl E7 provides a sample of an ECL Test Roster that can be used for this purpose.)

5.2.2.7. Arrange for test proctors, as needed, for the ECL administration.

5.2.2.8. Ensure positive identification of all ECL test examinees.

5.2.2.9. Set up test sessions, administer tests and retrieve score reports from the provided test URL. NOTE: temporary sites will contact DLIELC for score reports.)

5.2.2.10. Maintain copies of ECL test program documentation (TCO Appointment MFRs, test administration logs, etc.) in a file or continuity book for inspection purposes.

5.2.2.11. Follow the provisions of this instruction in all cases, unless a specific waiver has been granted by DLIELC/LEAT.

5.2.2.12. Submit a request for a waiver when unable to comply with the provisions of this instruction. (See Encl E6 for contact information.)

5.2.3. The ATCO will:

5.2.3.1. Assume the responsibilities of an absent TCO.

5.2.3.2. Carry out TCO responsibilities as defined in paragraph 6.2.

5.2.4. Test proctors will assist the TCO/ATCO in setting up online tests and in the overall monitoring of the test administration.

5.2.5. DLIELC will:

5.2.5.1. Maintain test security at all times.

5.2.5.2. Assign Internet Test Control Numbers (iTCNs).

5.2.5.3. Obtain TCO Appointment MFRs before issuing testing URLs and granting access.

5.2.5.4. Provide instructions for accessing and administering the online ECL. (Encl E8)

5.2.5.5. Issue score reports to TCOs/ATCOs at temporary sites, and issue an admin URL for score retrieval to permanent sites.

5.2.5.6. Issue new online ECL test URLs provided the site is in compliance with regard to ECL test documentation.

5.2.5.7. Issue new passwords periodically.

5.2.5.8. Maintain ECL score reports for one year.

5.2.5.9. Authorize waivers of the requirements and procedures in this instruction when they are appropriate.

## 6. PROCEDURES

6.1. Traditional ECL test sites. Paragraphs 6.1.1 through 6.1.9 describe procedures common to ECL testing at all venues. Paragraphs 6.1.10, 6.1.11 and 6.1.12 provide instructions that are specific to overseas, direct-entry and US military personnel testing, respectively.

6.1.1. Obtaining, storing and accounting for the ECL.

6.1.1.1. The TCO will:

6.1.1.1.1. For established sites, reference the TCN in all correspondence with DLIELC.

6.1.1.1.2. Upon receiving the ECL test package, immediately open and inventory it; sign and date one copy of the packing list (after annotating any discrepancies on it) and fax, mail or e-mail it to DLIELC/LEAT. (See Encl E6 for contact information.)

6.1.1.1.3. Store controlled test materials (i.e., booklets, scoring key and test tape/compact disc) in a standard safe or in a metal file cabinet equipped with a key and bar-locking mechanism; log materials out whenever they are removed from secure storage. (Completed DLIELC Forms 6748a,

DLIELC Test Answer Sheets [Encl E9] are considered controlled materials.)

6.1.1.1.4. Document a thorough physical inventory of all test materials every six months and upon assuming or relinquishing TCO duties.

6.1.1.1.5. Immediately destroy the previous fiscal year's test materials when the ECL materials for the new fiscal year are received or when directed to do so by DLIELC or the chief of the user agency. (The TCO should not use new fiscal year ECLs before 1 October.) The TCO will document destruction action on AF Form 1565 (Encl E1) and fax, mail or e-mail AF form 1565 to DLIELC/LEAT within 30 calendar days. The TCO should carry out the process as follows:

6.1.1.1.5.1. Using AF Form 1565, itemize all of the materials to be destroyed, including cassette tapes, compact discs, scoring keys, and test booklets, identified by form and item (and booklet number, where appropriate), and note the quantity of each destroyed.

6.1.1.1.5.2. Shred or burn the test booklets; degauss the cassette tapes or cut them up with scissors; break compact discs; and cut up the acetate scoring keys with scissors. (An electronic media shredder can also be used.)

6.1.1.1.5.3. Sign AF Form 1565 and have a witness attest (by signature) to the destruction of the materials; then fax, mail, or e-mail the document to DLIELC/LEAT. (Refer to Encl E6 for contact information.)

6.1.1.2. The chief of the user agency will:

6.1.1.2.1. Send DLIELC/LEAT a TCO Appointment MFR (Encl E5) and a justification with a brief description of the program's testing objectives in order to establish a new test site. (See Encl E6 for contact information.) Upon receipt, DLIELC/LEAT will assign the agency an ECL TCN.

6.1.1.2.2. Promptly submit another signed TCO Appointment MFR which states the current appointment is "vice" that of the previous TCO or ATCO when a new person replaces an incumbent.

6.1.2. Preparation before test administration date. The TCO will:

6.1.2.1. Obtain a list of examinees and ensure each candidate is tested only after an appropriate interval. (See paragraphs 6.1.10, 6.1.11 and 6.1.12 for specifics.)

6.1.2.2. Ensure examinees are informed they need to present photo identification before taking the exam and will not be allowed to bring items such as dictionaries, paper, books, phones, pagers, beepers and electronic devices into the testing room on the day of the test. If pencils are not to be provided, the TCO will tell them to bring two soft-lead pencils with erasers. In addition, the TCO will inform them how they may obtain their results.

6.1.2.3. Fill out the test answer sheet header, to include the examinee's name, the name of the TCO or ATCO, the name of the examinee's country, the date of the test and the TCN. The TCO should enter the test ID as the four-digit Fiscal Year and letter of test version (e.g., 2009M) only after examinees have turned in their answer sheets and left the room. (Encl E9 provides a sample of a completed DLIELC Form 6748a header block.) Within the US, it is mandatory to enter the required ECL score.

6.1.2.4. Select a well-lit, ventilated, quiet room with facilities for playing a cassette tape or audio compact disc (CD) for the test administration.

6.1.2.5. Arrange for and assign any necessary proctors, at a ratio of at least one for every 15 examinees.

6.1.2.6. Listen to the audio portion before the test administration date to ensure adequate sound quality. (In case of erasure or any kind of audio defect, the TCO should return the cassette or CD to the DLIELC Logistics Branch [LESL] for replacement. (See Encl E6 for mailing address.)

6.1.3. Preparation on the day of the test. The TCO will:

6.1.3.1. Log out the appropriate testing materials on DLIELC Form 1025.15(A) (Encl E2). For purposes of test security, scoring keys should not be removed from the secure area, and tests should not be scored in the testing room.

6.1.3.2. Check test booklets to ensure no pages are missing or marked from previous administrations.

6.1.3.3. In the testing room, before the examinees arrive, ensure:

6.1.3.3.1. The proctors are reminded to remain continuously attentive to the examinees during the testing period and to refrain from listening to or reading the test.

6.1.3.3.2. All test administrators understand:

6.1.3.3.2.1. Monitoring responsibilities, i.e., carefully listening and watching for signals such as pencil tapping, foot scraping or tapping, coughing, signals by hand, foot or fingers, or any other systematic moves.

6.1.3.3.2.2. Appropriate methods for stopping suspected signaling, such as standing quietly behind a signaler.

6.1.3.3.2.3. The critical importance of examinees' completing the test without any assistance.

6.1.3.4. Check the volume with a non-test-related tape/CD to make sure the recording can be heard clearly in all places where the examinees will be seated; then set up the audio portion of the test.

6.1.3.5. When the examinees arrive, place a sign saying "QUIET--TESTING IN PROGRESS" (or words to that effect, in both English and the host-country language) on the door and in adjoining areas to limit outside noise.

6.1.3.6. Ensure the positive identification of each examinee. The TCO can normally accomplish this by checking each examinee's photo identification and crosschecking it against the list of candidates to be tested.

6.1.3.7. Seat examinees far enough from each other in the testing room to preclude any test compromise. Examinees should not be allowed to choose where they will sit. They should be randomly assigned to seats and informed of their seat assignments only as they enter the testing area.

6.1.3.8. Ensure the examinees leave all papers, books, and electronic devices outside the testing room.

6.1.3.9 Ensure the examinees have two sharpened soft-lead pencils with erasers.

6.1.3.10. Be present in the testing room at all times during the administration of the test. Only TCOs, ATCOs, proctors and examinees are allowed in the testing room while the examination is in progress. No FSNs may be permitted in the test room after the test booklets are distributed.

6.1.4. Giving the directions. The TCO will:

6.1.4.1. Give the directions clearly, in English, using the script below. (Supplementary directions may be given if necessary, but it is best to keep directions as standardized as possible across test administrations.) An interpreter may be used for assistance in giving preliminary directions. The pretest briefing should not take more than 15 minutes. (See Encl E10 for read-aloud instructions.)

6.1.4.2. Before distributing the answer sheets, say to the examinees:

- Ladies and gentlemen, you are here to take an English examination. Do your best.
- You should have with you two pencils and an eraser.
- Do not talk or communicate in any way during the examination.
- If, for any reason, you must leave the room before finishing the test, I (we) will pick up your testing materials, and you will not be permitted to return to the testing room.
- If you have any questions, raise your hand, and I (we) will come to help you.
- Are there any questions? (*Pause for questions.*)
- I (we) will now give you your answer sheets.

6.1.4.3. Distribute only the answer sheets which already have a TCO-completed header section and then say:

- Check the information on your answer sheet to be sure it is correct. (*Pause.*)
- The test consists of two parts. Part one is listening and has 66 questions. You will hear each question only once.
- After you hear the question, mark the correct answer, a, b, c or d, on your answer sheet. Make a heavy dark mark, completely filling in the circle around the correct answer.

- Part two is reading. The questions for part two are in your booklet. Read each question in part two and mark your answer sheet.
- Do not mark more than one answer for each question.
- Answer every item, even if you are not sure of the correct answer.
- If you make a mistake or an extra mark, erase it completely.
- Use only a pencil, and mark only your answer sheet. Do not write in the test booklet or take any notes on anything at any time during the test.
- Continue with part two of the test as soon as part one is finished. You will have 30 minutes to finish part two.
- If you finish early, raise your hand, and I (we) will go to you and collect your test materials.
- Are there any questions? (pause for any questions. A visual aid may be helpful in demonstrating how to mark answer sheets correctly.)
- I (we) will now pass out the test booklets. Write the booklet number on your answer sheet. Stay in your places and do not talk. Do not open your test booklets until you are told to do so.

6.1.4.4. Ensure that only authorized personnel are present in the testing room. This includes only TCOs, ATCOs, proctors and examinees. Interpreters must leave the testing room at this point, before the booklets are distributed.

6.1.4.5. Distribute the test booklets by passing one test booklet directly to each examinee. The TCO will ensure each examinee has written the booklet number on the answer sheet. If in a lab, the examinees should also write the seat numbers on the answer sheets. The TCO will then say:

- Now, open your test booklets, listen to the directions and begin.

6.1.4.6. Play the recording only once during the test. The TCO must not stop it or replay any portion of it after it has been started.

6.1.4.7. Ensure that in the first few minutes of the test, the proctors circulate quickly and quietly around the room in order to view the test materials of each examinee and check to see that answer sheets are being marked properly. The TCO will also ensure that the monitors are attentive to any problems that examinees may have with the audio reception.

6.1.4.8. When the listening portion of the test is finished, say:

- Part two will be reading. Read the directions for part two. You have 30 minutes to complete part two.
- Remember, do not write in the test booklet.
- Mark only your answer sheet.
- If you finish early, raise your hand, and I (we) will go to you and collect your test materials.
- You may begin now.

6.1.4.9. Write the exact time the test will end on the board or a piece of paper which is visible to the examinees. At ten minutes before the end of the test, the TCO will give a warning such as, "The test will end in ten minutes." At one minute before the end, the TCO will give another warning.

6.1.4.10. Ensure that if an examinee completes the test early, he/she remains in place and raises his/her hand. One of the test proctors will quietly approach the examinee, collect the test materials and verify that no test components are missing. Only after an examinee's test materials have been verified as returned and complete will the TCO dismiss the examinee from the test room.

6.1.4.11. When the allotted time is over say:

- Stop! The test is over.
- Put your pencils down and close the test booklet.
- Remain in your places until I (we) have collected all test materials.

6.1.5. Post-test procedures. The TCO will:

6.1.5.1. Collect and verify the return of all test materials (booklets and answer sheets) from the remaining examinees as quickly as possible. As in the case of examinees who finish the test early, the TCO will dismiss each remaining examinee upon verifying that all test materials have been returned.

6.1.5.2. Conduct a final check of all the answer sheets and booklets and ensure the booklets are intact and unmarked.

6.1.5.3. Return all test materials to the secure area.

6.1.5.4. Annotate number of examinees and time materials were checked in on DLIELC Form 1025.15(A) (Encl E2).

6.1.5.5. Write the test form ID (2009A, 2009B, etc.) on each used answer sheet.

6.1.6. Scoring procedures. The TCO will:

6.1.6.1. Score answer sheets in private, away from examinees, host-country personnel, foreign nationals or unauthorized US personnel. Completed answer sheets will not be shown to any of the aforementioned individuals.

6.1.6.2. Scan each answer sheet to ensure there is only one answer marked for each test item. If there are two or more answers marked for any item, erase all marks for that item. The examinee will not receive credit for the item.

6.1.6.3. Not make any marks on the used answer sheets, except for the boxed-in areas which include student name and TCN. Marks such as Xs on incorrect items may create a test security risk since a "corrected" answer sheet is essentially another key to the correct answers.

6.1.6.4. Select the correct scoring key. For example, the Form A scoring key is used to score answer sheets for Form A of the ECL test. The TCO will place the scoring key over the answer sheet and use the black marks at the left to ensure the two are aligned.

6.1.6.5. Using the scoring key, count the number of correct answers on the answer sheet. This number is the ECL score. The TCO will enter this number in the space marked "Raw Score" on the answer sheet. (NOTE: The "Conv score" slot is used only for some old ALCPT forms and other tests.) If possible, more than one authorized person (TCO/ATCO) should score each answer sheet to ensure accuracy. If two persons are not available, the TCO should count the number of correct answers twice for each answer sheet.

6.1.6.6. Not copy, alter in any way, or destroy any used answer sheet.

6.1.6.7 Maintain a record of examinee information such as name, test dates, test form administered and

ECL scores. ECL Test Roster (Encl E7) can be used for this purpose.

6.1.7. Disposition of scores/answer sheets. The TCO will:

6.1.7.1. Prepare the used answer sheets (not copies) for shipment with a double wrapping and will label the inner envelope or package:

FOR OFFICIAL USE ONLY

TEST MATERIAL

TO BE OPENED BY THE NONRESIDENT ECL TEST MONITOR ONLY

6.1.7.2. Include the mailing address for DLIELC/LEAT in the inner envelope or package. (Refer to Encl E6 for the address.)

6.1.7.3. Using the DLIELC/LEAT mailing address on the outer envelope or package, send the used answer sheets by certified or registered mail to DLIELC/LEAT once a month. The TCO can ship via diplomatic pouch if certified/registered mail is not available. The TCO will ensure the TCN is entered in the boxes at the top right-hand corner of each answer sheet. The TCO can review paragraph 6.1.2.3. of this instruction for procedures on preparing answer sheets for examinees to ensure all sheets have been properly completed. US-based TCOs who test IMSS should also review paragraph 6.1.11.2. before mailing in their used answer sheets.

6.1.7.4. Submit a copy of the completed DLIELC Form 1025.15(A)(Encl E2) to DLIELC/LEAT at the end of the fiscal year. (Refer to Encl E6 for mailing address.)

6.1.8. Ensuring test security.

6.1.8.1. The chief of the user agency has overall responsibility for test security and for ensuring that the US military or civilian employees who handle and administer the ECL test conduct themselves in a way that does not result in possible compromise of the test and invalid test scores. Actions and scenarios which could lead to test compromise include, but are not limited to, the following:

6.1.8.1.1. Failing to identify examinees properly.

6.1.8.1.2. Allowing review of or access to controlled test materials by any individual not specifically authorized (i.e., individuals other than TCOs/ATCOs).

6.1.8.1.3. Discussing orally or in writing the contents of test materials with an unauthorized person (i.e., individuals other than TCOs/ATCOs or DLIELC/LEAT personnel).

6.1.8.1.4. Allowing examinees to bring any unauthorized material (e.g., books, dictionaries, phones, electronic devices, etc.) into the examination room or allowing examinees to take notes during the test.

6.1.8.1.5. Reproducing or copying any test materials.

6.1.8.1.6. Permitting unauthorized removal (i.e., by individuals other than TCOs/ATCOs) of test materials from the examination room.

6.1.8.1.7. Leaving examinees unsupervised during a test session.

6.1.8.1.8. Being unable to account for the location or disposition of test material.

6.1.8.1.9. Disclosing or releasing superseded test material to unauthorized personnel.

6.1.8.1.10. Improperly packaging or labeling test material for mailing, which could result in unauthorized disclosure.

6.1.8.1.11. Permitting an unauthorized person (i.e., any individual other than the TCO/ATCO) to open, or otherwise tamper with, any package containing test materials.

6.1.8.1.12. Improperly storing test materials.

6.1.8.2. ECL materials may be used only by the TCO/ATCO of the site which requested them and may not be transferred to other locations or exchanged for those of other locations unless the transfer or exchange is authorized by DLIELC/LEAT.

6.1.8.3. TCOs in overseas locations must ensure that the ECL is not used for prescreening or other unauthorized purposes. The ALCPT, not the ECL, should be used for the prescreening of candidates for training within the US, for internal assessment upon completion of host-country English language training and for determining candidate qualification for locally-administered programs. If the ALCPT is properly controlled and administered, the results have a high correlation with those of the ECL test. The use of the ALCPT and the interpretation of its programming chart are covered in Ref b, available online at <http://dlielc.edu>.

6.1.9. Reporting and investigating the loss or possible compromise of ECL tests.

6.1.9.1. The TCO will:

6.1.9.1.1. Treat the test as compromised.

6.1.9.1.2. Immediately stop using and secure the test form or forms involved.

6.1.9.1.3. Immediately report the loss, compromise or suspected compromise of any form of the test by phone, fax or e-mail to the combatant command and to DLIELC/LEAT. The report will provide the test identification, date or probable date of loss or compromise, location and geographical extent of the test compromise, as well as verification that all testing with the form in question has been stopped. The report will specify the parts of the test which are missing, compromised or suspected of compromise (for example, ECL Form 2009A: booklets 5 and 6 missing, score key missing, etc.).

6.1.9.2. The chief of the user agency will:

6.1.9.2.1. Conduct an internal investigation and/or arrange for an investigation by an outside agency to determine facts concerning loss or compromise.

6.1.9.2.2. Send a complete report of the investigation, including findings and a statement of corrective action taken, to the appropriate combatant command and to DLIELC/LEAT, within 30 calendar days from the date on which the test was reported lost or compromised. (See Encl E6 for mailing address.) The user agency will not resume testing with the test forms suspected of compromise unless so authorized by DLIELC.

6.1.10. Overseas testing of IMSs. To safeguard ECL test integrity and score validity and reliability, the TCO will:

6.1.10.1. Use ECL test forms in a randomized sequence (e.g., 2009E, 2009C, 2009A, 2009D, etc.) so all forms are administered once before any form is used again.

6.1.10.2. Request additional test forms (up to a maximum of 12) and additional test answer sheets as needed. Requests, including a justification for additional materials, should be submitted to DLIELC/LEAT. (See Encl E6 for contact information.)

6.1.10.3. Not conduct ECL testing more than once every two weeks at any testing location without a waiver from DLIELC/LEAT. Ideally, all ECL testing should be consolidated at one location on one day each month so that each ECL test form is used only one time during the fiscal year.

6.1.10.4. Ensure that examinees who fail to obtain a required ECL score upon completing the test do not retest before 30 calendar days have elapsed. Examinees who did not achieve the required score should be retested with a different form, and they should be enrolled in a full-time intensive English language program during the 30-day wait period.

6.1.10.5. Ensure that an examinee who attains the required ECL score more than 105 days before the report date for his/her course within the US is retested with a different form of the test before departure.

6.1.10.6. Observe established procedures for overseas testing in support of major US-sponsored exercises (e.g., RED/GREEN FLAG, AIR MOBILITY RODEO, etc.). IAW Ref d, TCOs will administer the ECL test in country, one time only, to international participants no earlier than 105 days and no later than 30 days from exercise start date. Examinees who do not achieve a qualifying score may be scheduled for an Oral Proficiency Interview (OPI) IAW Ref d. Waivers to these requirements must be approved by the sponsoring MAJCOM.

6.1.11. Direct-entry IMS Testing (within the US).

6.1.11.1. International students who qualify for direct entry into follow-on training (FOT), consequently bypassing language training, will be ECL-tested at their first training location in the US, per Ref c. Only recent (105 days)

DLIELC graduates and students from countries listed as "exempt from all English language testing," per Ref e and the annual Defense Security Cooperation Agency (DSCA) policy message, will not be tested.

6.1.11.2. For IMSSs undergoing or scheduled to attend IMET- or FMS-funded training, the TCO will fill in the answer sheets with the project code/case letters, worksheet control number (WCN) and sponsoring service (B for Army, D for Air Force and P for Navy), in addition to the information required in paragraph 7.2.3 above. A sample of a completed answer sheet header block can be found at Encl E9. The FOT-required ECL score must be recorded in the appropriate space.

6.1.11.3. The TCO will use one of the three ECL forms provided to administer an entry test to direct-entry IMSSs three to five days after their arrival. The delay in testing is to allow time for recovery from jet-lag and adaptation to a new environment.

6.1.11.4. The TCO will schedule any student who fails to achieve the required ECL on entry for a second ECL test (with a different form) within one or two days. (A student will never be tested twice on the same day.) Only two test administrations are authorized per student (the initial test and one retest). To administer a second retest (a third ECL), the TCO must obtain permission from the appropriate military department (MILDEP) and DLIELC/LEAT. The TCO can call, e-mail or fax DLIELC/LEAT (see Encl E6 for contact information) to provide pertinent information in requesting a DLIELC waiver to allow a third ECL. At locations where ECL testing of IMSSs is conducted by the Base Education Office as a service for the International Military Student Office (IMSO), the request for a waiver in order to administer a third ECL test may be made by the IMSO, vice the TCO. In such cases, however, the IMSO should keep the TCO informed of these actions so the TCO can maintain accurate records.

6.1.11.5. The TCO will report all failing scores to the MILDEP and DLIELC/LEAT. (See Encl E6 for contact information.) If a student fails to achieve the required ECL a second time, the TCO should immediately inform the MILDEP and DLIELC/LEAT. The MILDEP is responsible for determining subsequent action. The TCO should apprise DLIELC/LEAT of the MILDEP's determination.

6.1.12. Testing of US military personnel.

6.1.12.1. The ECL test may be used in the official selection process for entry into military service to determine the English language proficiency of nonnative speakers of English. It may also be used as a prerequisite for certain US military training courses or for job reclassification.

6.1.12.2. Where testing circumstances allow, TCOs should consolidate the testing of examinees as much as possible through the use of regularly scheduled testing dates. An unsuccessful candidate must not be retested before 30 calendar days have elapsed; a different test form must be used.

6.1.12.3. Agencies in the US or overseas (including Base Education Offices) which provide English language training for US military, family members, or civilians should use the ALCPT to measure student progress in English or to establish the English language qualifications for trainees. (The current DLIELC catalog includes information on procuring the ALCPT, and Ref b provides guidance on the administration of the ALCPT and interpretation of its programming chart.)

6.1.12.4. Military Entrance Processing Stations (MEPS) that maintain an ECL account will ensure:

6.1.12.4.1. Their personnel who serve as ECL TCOs/ATCOs submit to DLIELC/LEAT the DLIELC MFR of appointment form vice the MEPCOM TCO appointment form. MEPS TCOs who have not officially been appointed as ECL examiners should not administer the ECL.

6.1.12.4.2. They maintain current fiscal year ECL forms.

6.1.12.4.3. They include complete information on ECL answer sheet headers and submit the sheets to DLIELC/LEAT on a timely basis (no later than 30 days after test date).

6.1.12.4.4. They maintain the ECL log throughout the fiscal year.

6.1.12.5. MEPS that not only maintain an ECL account for administering the test in-house but also serve as an ECL repository and lend kits to other MEPS in their sector will ensure:

6.1.12.5.1. They maintain the ECL materials secure both while at the repository MEPS and while in transit to a borrowing MEPS.

6.1.12.5.2. Their ECL log reflects each time a kit is used in-house and each time it is lent to or returned by a borrowing MEPS.

6.1.12.5.3. The repository MEPS' ECL TCO provides the following to the borrowing MEPS' TCO: the test kit, a copy of the current ECL guidance and the repository MEPS' TCN for referencing on the answer sheets. (For expediency, the ECL TCO at the repository MEPS may wish to fill in the repository's TCN in the header block of the answer sheets before providing the sheets to the borrowing MEPS.)

6.1.12.6. MEPS that do not maintain ECL accounts and instead borrow ECL kits from an ECL repository will ensure:

6.1.12.6.1. They send DLIELC/LEAT a copy of the MEPS' TCO's MEPCOM MFR of appointment form.

6.1.12.6.2. They maintain the borrowed ECL materials secure both while at the borrowing MEPS and while in transit back to the repository.

6.1.12.6.3. They include the TCN of the repository MEPS in the header of the used answer sheets before sending them to DLIELC/LEAT. If the ECL account number was not included on the sheets when they were provided by the repository MEPS, the borrowing MEPS' TCO should contact the ECL TCO at the repository MEPS and request the number.

6.1.12.6.4. Once USMEPCOM converts to online testing, sections 6.1.12.4-6.1.12.6.3 will be updated with new guidelines.

6.2. Internet-based ECL test sites. Paragraphs 6.2.1 through 6.2.9 describe procedures common to ECL testing at all venues. Paragraphs 6.2.10, 6.2.11 and 6.2.12 provide instructions that are specific to overseas, direct-entry, and US military personnel testing, respectively.

6.2.1. Obtaining, storing and accounting for the ECL.

6.2.1.1. The TCO will:

6.2.1.1.1. Reference the iTCN in all correspondence with DLIELC.

6.2.1.1.2. Upon receiving the online ECL test URLs, save the links for easy access (e.g., a folder on the desktop or under My Favorites on the browser).

6.2.1.1.3 Upon receiving the online ECL password, save it in a secure location. The password may be shared only with authorized TCOs and ATCOs.

6.2.1.1.4. Load controlled online tests only onto computers with broadband internet access and a reliable web browser. Ensure that each computer has Adobe Flash Player installed. It's recommended that each computer have a minimum of 1GB Random Access Memory. Individual headphones will also be required for each computer position.

6.2.1.1.5 Administer ECLs only on computers controlled by the US Government unless granted specific authority by DLIELC.

6.2.1.1.6. Permanently delete the previous fiscal year's testing links when the ECL URLs for the new fiscal year are received or when directed to do so by DLIELC or the chief of the user agency. (The TCO should not use new fiscal year ECLs before 1 October.) The online testing process should be carried out as follows:

6.2.1.2. The chief of the user agency will:

6.2.1.2.1. Send DLIELC/LEAT a TCO Appointment MFR (Encl E5) and a justification with a brief description of the program's testing objectives in order to establish a new test site. (See Encl E6 for contact information.) Upon receipt, DLIELC/LEAT will assign the agency an ECL iTCN.

6.2.1.2.2. Promptly submit another signed TCO Appointment MFR which states the current appointment is "vice" that of the previous TCO or ATCO when a new person replaces an incumbent.

6.2.2. Preparation before test administration date. The TCO will:

6.2.2.1. Obtain a list of examinees and ensure each candidate is tested only after an appropriate interval. (See paragraphs 6.2.10, 6.2.11 and 6.2.12 for specifics.)

6.2.2.2. Ensure examinees are informed they need to present photo identification before taking the exam and will not be allowed to bring items such as papers, books, or electronic devices into the testing room on the day of the test. In addition, the TCO will inform them how they may obtain their results.

6.2.2.3. Fill out the on-line test-taker profile to include the site number, the examinee's name, the name and unit of the TCO or ATCO, the examinee's sponsor unit, the examinee's country, the examinee's WCA (if applicable), the Project Code (if applicable), and the required score. Encl E11 provides a sample of a completed DLIELC ECL test taker profile.

6.2.2.4. Ensure the testing environment is well-lit, ventilated and quiet.

6.2.2.5. Arrange for and assign any necessary proctors, at a ratio of at least one for every 15 examinees.

6.2.3. Preparation on the day of the test. The TCO will:

6.2.3.1. Check testing computers to ensure they are functioning properly and have internet connectivity.

6.2.3.2. In the testing room, before the examinees arrive, ensure:

6.2.3.2.1. The proctors are reminded to remain continuously attentive to the examinees during the testing period and to refrain from listening to or reading the test.

6.2.3.2.2. All test administrators understand:

6.2.3.2.2.1. Monitoring responsibilities, i.e., carefully listening and watching for signals such as pencil tapping, foot scraping or tapping, coughing, signals by hand, foot or fingers, or any other systematic moves.

6.2.3.2.2.2. Appropriate methods for stopping suspected signaling, such as standing quietly behind a signaler.

6.2.3.2.2.3. The critical importance of examinees' completing the test without any assistance.

6.2.3.3. Check the headphone volume with a non-test-related sound file to make sure the audio level is acceptable.

6.2.3.4. When the examinees arrive, place a sign saying "QUIET--TESTING IN PROGRESS" (or words to that effect, in both English and the host-country language) on the door and in adjoining areas to limit outside noise.

6.2.3.5. Ensure the positive identification of each examinee. The TCO can normally accomplish this by checking each examinee's photo identification and crosschecking it against the list of candidates to be tested.

6.2.3.6. Seat examinees far enough from each other in the testing room to preclude any test compromise. Examinees should not be allowed to choose where they will sit. They should be randomly assigned to seats and informed of their seat assignments only as they enter the testing area.

6.2.3.7. Ensure the examinees have no papers, books, or electronic devices with them. (These may need to be collected from the students before they enter the examination room and returned after the test is over.)

6.2.3.8. Be present in the testing room at all times during the administration of the test. Only TCOs, ATCOs, proctors and examinees are allowed in the testing room while the examination is in progress.

6.2.4. Giving the directions. The TCO will follow the Administrative Procedures for Web ECL/ALCPT, provided by DLIELC to TCOs/ATCOs upon appointment (Encl E8 - also available on the DLIELC Web site.) Supplementary directions may be given if necessary, but it is best to keep directions as standardized as possible across test administrations. An interpreter may be used for assistance in giving preliminary directions but must leave the testing room before the test begins. The pretest briefing should not take more than 15 minutes.

6.2.5. Post-test procedures. The TCO will:

6.2.5.1. Dismiss any remaining examinees upon verifying that the test session has ended.

6.2.5.2. Conduct a final check of all the testing computers and ensure all ECL test windows have been closed.

6.2.6. Scoring procedures. The TCO

6.2.6.1. (*For temporary sites*) will report to DLIELC that the test has been completed, and receive ECL score reports from DLIELC via e-mail within 24 hours. TCOs for permanent sites will download scores using the provided URL.

6.2.6.2. The online testing downloaded score reports contains a record of candidates tested, dates, and scores. These reports for each site are cumulative through the fiscal year. On 30 September, the old FY records are deleted and a new FY cumulative report is begun. In order to maintain complete testing records through the years, the TCO will ensure that before the deletion of the previous FY test records, a permanent digital and/or paper file will be created and kept as part of the testing program's ongoing permanent records.

6.2.7. Ensuring test security.

6.2.7.1. The chief of the user agency has overall responsibility for test security and for ensuring that the US military or civilian employees who handle and administer the ECL test conduct themselves in a way that does not result in possible compromise of the test and invalid test scores. Actions and scenarios which could lead to test compromise include, but are not limited to, the following:

6.2.7.1.1. Failing to identify examinees properly.

6.2.7.1.2. Allowing monitoring of controlled test sessions by any individual not specifically authorized (i.e., individuals other than TCOs/ATCOs/proctors).

6.2.7.1.3. Discussing orally or in writing the contents of test materials with an unauthorized person (i.e., individuals other than TCOs/ATCOs or DLIELC/LEAT personnel).

6.2.7.1.4. Allowing examinees to bring any unauthorized material (e.g., books, dictionaries, phones, electronic devices, etc.) into the examination room or allowing examinees to take notes during the test.

6.2.7.1.5. Digitally capturing screen displays or audio during test sessions.

6.2.7.1.6. Leaving examinees unsupervised during a test session.

6.2.7.2. ECL URLs may be used only by the TCO/ATCO of the site which requested them and may not be transferred to other locations or exchanged for those of other locations.

6.2.7.3. TCOs in overseas locations must ensure that the ECL is not used for prescreening or other unauthorized purposes. The ALCPT, not the ECL, should be used for the prescreening of candidates for training within the US, for internal progress assessment upon completion of host-country English language training and for determining candidate qualification for locally-administered programs. The use of the ALCPT and the interpretation of its programming chart are covered in Ref b. A digital version of the ALCPT Handbook is available on the DLIELC website at <http://www.dlielc.edu/testing/ALCPT.html>.

6.2.8. Reporting and investigating a possible compromise of ECL tests.

6.2.8.1. The TCO will:

6.2.8.1.1. Treat the incident as a compromise.

6.2.8.1.2. Immediately report the compromise or suspected compromise of any form of the test by phone, fax or e-mail to the combatant command and to DLIELC/LEAT. The report will provide the test identification, date or probable date of loss or compromise, location and geographical extent of the test compromise, as well as verification that all testing with the form in question has been stopped.

6.2.8.2. The chief of the user agency will:

6.2.8.2.1. Conduct an internal investigation and/or arrange for an investigation by an outside agency to determine facts concerning the compromise.

6.2.8.2.2. Send a complete report of the investigation, including findings and a statement of corrective

action taken, to the appropriate combatant command and to DLIELC/LEAT, within 30 calendar days from the date on which the test was reported compromised. (See Encl E6 for mailing address.) The user agency will not resume testing with the test forms suspected of compromise unless so authorized by DLIELC.

6.2.9. Observe established procedures for overseas testing in support of major US-sponsored exercises (e.g., RED/GREEN FLAG, AIR MOBILITY RODEO, etc.). IAW Ref d, TCOs will administer the ECL test in country, one time only, to international participants no earlier than 105 days and no later than 30 days from exercise start date. Examinees who do not achieve a qualifying score may be scheduled for an OPI IAW Ref d. Waivers to these requirements must be approved by the sponsoring MAJCOM.

6.2.10. Direct-entry IMS testing (within the US).

6.2.10.1. International students who qualify for direct entry into FOT, consequently bypassing language training, will be ECL-tested at their first training location in the US, per Ref c. Only recent (105 days) DLIELC graduates and students from countries listed as "exempt from all English language testing," per Ref e and the annual DSCA policy message, will not be tested.

6.2.10.2. For IMSs undergoing or scheduled to attend IMET- or FMS-funded training, the TCO will add to the test taker profile the project code/case letters, WCN, and sponsoring service (B for Army, D for Air Force and P for Navy), in addition to the information required in paragraph 6.2.2.3 above. A sample of a completed test taker profile can be found at Encl E11. The FOT-required ECL score must be recorded in the appropriate field.

6.2.10.3. The TCO will use one of the three on-line ECL forms provided to administer an entry test to direct-entry IMSs three to five days after their arrival. The delay in testing is to allow time for recovery from jet-lag and adaptation to a new environment.

6.2.10.4. The TCO will schedule any student who fails to achieve the required ECL on entry for a second ECL test (with a different form) within one or two days. (A student will never be tested twice on the same day.) Only two test administrations are authorized per student (the initial test and one retest). To administer a second retest (a third ECL), the TCO must obtain permission from the appropriate military

department (MILDEP) and DLIELC/LEAT. The TCO can call, e-mail or fax DLIELC/LEAT (see Encl E6 for contact information) to provide pertinent information in requesting a DLIELC waiver to allow a third ECL. At locations where ECL testing of IMSs is conducted by the Base Education Office as a service for the International Military Student Office (IMSO), the request for a waiver in order to administer a third ECL test may be made by the IMSO, vice the TCO. In such cases, however, the IMSO should keep the TCO informed of these actions so the TCO can maintain accurate records.

6.2.10.5. The TCO will report all failing scores to the MILDEP and DLIELC/LEAT. (See Encl E6 for contact information.) If a student fails to achieve the required ECL a second time, the TCO should immediately inform the MILDEP and DLIELC/LEAT. The MILDEP is responsible for determining subsequent action. The TCO should apprise DLIELC/LEAT of the MILDEP's determination.

#### 6.2.11. Testing of US military personnel.

6.2.11.1. The ECL test may be used in the official selection process for entry into military service to determine the English language proficiency of nonnative speakers of English. It may also be used as a prerequisite for certain US military training courses or for job reclassification.

6.2.11.2. Where testing circumstances allow, TCOs should consolidate the testing of examinees as much as possible through the use of regularly scheduled testing dates. An unsuccessful candidate must not be retested before 30 calendar days have elapsed; a different test form must be used.

6.2.11.3. Agencies within the US or overseas (including Base Education Offices) which provide English language training for US military, family members, or civilians should use the ALCPT (not the USALCPT, which is a series of ALCPT forms provided exclusively for MEPS) to measure student progress in English or to establish the English language qualifications for trainees. (The current DLIELC catalog includes information on procuring the ALCPT, and Ref b provides guidance on the administration of the ALCPT and interpretation of its programming chart.)

6.2.11.4. MEPS that maintain an ECL account will ensure:

6.2.11.4.1. Their personnel who serve as ECL TCOs/ ATCOs submit the DLIELC MFR of appointment form vice the MEPCOM TCO appointment form to DLIELC/LEAT. MEPS TCOs who have not officially been appointed as ECL examiners should not administer the ECL.

6.2.11.4.2. They maintain access to current fiscal year online ECL forms.

6.2.11.4.3. They include complete information on ECL test taker profiles.

6.2.11.4.4. They maintain the ECL log throughout the fiscal year.

6.3. Requesting a waiver. When user agencies find that compliance with any requirement or procedure in this instruction is impractical or impossible due to unique local circumstances, they may request a waiver to that requirement or procedure. To obtain a waiver, the TCO must submit a request to DLIELC/LEAT. (See Encl E10 for contact information.)

## 7. SUMMARY OF REVISIONS

This revision includes updates and clarifications of guidelines, enclosures, and online testing procedures.

## 8. EFFECTIVE DATE

This instruction is effective immediately.

HOWARD G. JONES III, Colonel, USAF  
Commandant

### Enclosures-11

1. AF 1565, DLIELC (Overprint)Certificate of Destruction
2. DLIELC Form 1025.15 (A)-ECL Test Administration Log
3. Description of the ECL Test and Contents of a Standard ECL Test Package
4. ECL Questionnaire
5. MFR for TCO Appointment
6. Contact Information

7. Sample ECL Test Roster format
8. Administration Procedures for WEB ECL/ALCPT
9. Sample DLIELC Form 6748a, Test Answer Sheet
10. Read-aloud Instructions for Paper and Pencil ECL
11. Sample of online Test-Taker Profile

E1. ENCLOSURE 1

AF Form 1565 - ECL Certificate of Destruction

<b>ENTRY, RECEIPT AND DESTRUCTION CERTIFICATE</b>		1. LOCAL CONTROL/REGISTER PAGE NO.	2. PAGE <input type="text"/> OF <input type="text"/> PAGES
<b>I. REMOVAL AND ENTRY DATA</b>			
3. TO: <b>DLIELC/LEAT 2230 ANDREWS AVE LACKLAND AFB TX 78236-5207</b>		4. FROM (To be filled in when certificate is required by originator)	
5. BASIC DOCUMENT (Title, date, and control number)		6. AMENDMENT (Change no., date, copy no., and control/register page no.)	
7. DESCRIPTION OF SECTION(S) AMENDED. (Part, Chapter, annex attachment, appendix, etc.)		8. REMOVE PAGE(S)	9. ENTER PAGE(S)
<b>II. CERTIFICATE OF RECEIPT</b>			
10. <input type="checkbox"/> I acknowledge receipt of document described in item 6.		11. <input type="checkbox"/> I acknowledge receipt of removed pages.	
12. DATE	13. ORGANIZATION AND OFFICE	14. SIGNATURE AND GRADE	15. HIGHEST CLASSIFICATION OF PAGES
<b>III. CERTIFICATE OF REMOVAL AND ENTRY</b>			
16. I certify that all applicable pages listed in item 8 have been removed. All applicable pages listed in item 9 have been entered in copy # <input type="text"/> of basic document. DISCREPANCIES: <input type="checkbox"/> None. <input type="checkbox"/> As listed on reverse.			
17. DATE	18. ORGANIZATION AND OFFICE	19. SIGNATURE AND GRADE	20. HIGHEST CLASSIFICATION OF PAGES REMOVED
<b>IV. CERTIFICATE OF DESTRUCTION</b>			
21. I certify that all removed pages have been <input type="checkbox"/> destroyed <input type="checkbox"/> committed to the special destruction acty according to AFR 205-1			
22. DATE DESTROYED	23. PRINTED NAME AND GRADE (Destroying official)	24. SIGNATURE	
25. CERTIFICATE NO.	26. PRINTED NAME AND GRADE (Witnessing official)	27. SIGNATURE	



E3. ENCLOSURE 3

Description of the ECL Test  
and  
Contents of a Standard ECL Test Package

E3.1. Description of the ECL test.

E3.1.1. Three different forms of the ECL test are available for use within the US and 12 different forms are available for use overseas. These forms are identified by a number (the fiscal year) and a letter of the alphabet (A through O). For example, the 15 forms produced for fiscal year 2009 are marked 2009A, 2009B, 2009C, etc. Each form has 100 items. All items are multiple-choice with four options.

E3.1.2. The ECL test is divided into two parts: a listening part (66 items) and a reading part (34 items). Part I, the listening part of the test, is recorded on cassette tape or CD. This part is designed to determine the examinee's ability to understand spoken English. During this part of the test, the examinee hears questions, statements, dialogs or announcements one time only on the test recording. For each item, the examinee selects one of four written responses in the test booklet. Then, the examinee marks an answer sheet indicating his/her choice by blackening a circle marked a, b, c or d.

E3.1.3. The second part of the test, the reading part, is designed to test the examinee's ability to recognize correct grammatical forms and to understand written material. Both the stem and the options appear in the test booklet. Answers to the reading items are marked on the answer sheet in the same manner as for the listening part.

E3.2. Contents of a standard ECL package. The number of test forms furnished will depend on the test site's requirements. Each ECL package contains the following:

E3.2.1. One copy of this instruction, and for overseas sites, one copy of DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training.

E3.2.2. The specified number of ECL booklets for each form furnished.

(NOTE: The number of booklets can be changed at the request of the TCO, with adequate justification.)

E3.2.3. One copy of the scoring key for each ECL form furnished.

E3.2.4. One audio CD (or two cassettes) of the listening portion of the test for each ECL form furnished.

E3.2.5. A warning card, to be kept with test materials, to remind the TCO of test security precautions.

E3.2.6. An estimated year's supply of answer sheets.

E3.2.7. DLIELC Form 1025.15(A), ECL Test Administration Log.

E3.2.8. AF Form 1565 (DLIELC Overprint), Entry, Receipt and Destruction Certificate.

E3.2.9. DLIELC Packing List.

E4. ENCLOSURE 4

Questionnaire (Annual ECL Application)

**FY [ ] SERIES ECL QUESTIONNAIRE**

Please provide the information requested below. Please use the MEMORANDUM FOR RECORD to indicate any TCO or ATCO additions/changes. If TCO is scheduled to rotate, please inform DLIELC/LEAT. If there is no requirement for ECL testing, annotate below and return this form with a Certificate of Destruction (AF Form 1565) for all ECL materials.

SITE NUMBER: [ ]  
TEST CONTROL OFFICER: [ ]  
ALTERNATE TEST CONTROL OFFICERS: [ ]

**MAILING ADDRESS**

Activity: [ ]  
Street: [ ]  
City/State/Zip: [ ]

**PHYSICAL ADDRESS (if different from mailing address):**

Activity: [ ]  
Street: [ ]  
City/State/Zip: [ ]  
Comm Phone: [ ]  
DSN Phone: [ ]  
Comm FAX: [ ]  
DSN FAX: [ ]  
E-mail: [ ]  
Message Address: [ ]

**FY [ ] ECL TEST MATERIALS REQUIREMENTS**

NUMBER OF ECL FORMS REQUIRED: [ ]  
NUMBER OF TEST BOOKLETS PER FORM: [ ]

**UNLESS SPECIFICALLY REQUESTED, AUDIO TAPES WILL NOT BE SENT.  
1 CD WILL BE SENT PER FORM.**

NUMBER OF ECL ANSWER SHEETS (FORM 6748A) REQUIRED FOR FY [ ]: [ ]

IS THE ECL ADMINISTERED IN A LANGUAGE LAB? YES  NO

IF SO, HOW MANY POSITIONS ARE IN THE LAB? [ ]

REMARKS: [ ]

PERSON COMPLETING THIS FORM: [ ]

DATE: [ ]



E6. ENCLOSURE 6

Contact Information

E6.1. When contacting DLIELC, include the TCN of the test site.

E6.2. Use the following address:

DLIELC/LEAT, 2230 ANDREWS AVE, LACKLAND AFB TX 78236-5207

E-mail: DLITesting@us.af.mil

Telephone: Commercial (210) 671-4889

DSN 473-4889

Fax: Commercial (210) 671-0211;

DSN 473-0211

Website: <http://dlielc.edu>

- to send in ECL documentation such as TCO appointment MFRs; signed and dated DLIELC packing lists; signed, dated and itemized certificates of destruction and ECL test administration logs;
- to request new fiscal year test materials, supplementary test materials during a fiscal year or replacements for defective components;
- to submit used answer sheets;
- to report failures of initial ECL tests and ECL retests within the US (*Note: The appropriate MILDEP must also be notified of failing ECL scores of direct-entry students*); to request permission for a second ECL retest within the US (third direct-entry ECL) and to report disposition by schoolhouse/MILDEP of students who failed direct-entry ECL testing;
- to request waivers to the ECL guidelines; for example, to request permission to test more frequently than allowed;
- to report test compromise, both immediate initial notification and final investigation report (*Note: The report must also be submitted to the appropriate combatant command.*)

E6.3 Use the following address to correspond with the office responsible for packing and shipping test materials:

DLIELC/LESL, 2235 ANDREWS AVE, LACKLAND AFB TX 78236-5259

Telephone: Commercial (210)671-4711, DSN 473-4711

fax: Commercial (210)671-3063; DSN 473-3063



E8. ENCLOSURE 8

Administration Procedures for WEB ECL/ALCPT

Before the test, the test monitor will ensure the following:

- That the examinee has a quiet place to take the test.
- That the computer to be used is set to **screen resolution 1024 by 768 pixels.**
- That the examinee has a picture ID card.
- That the examinee does not have any possessions on his/her person, other than an ID. This includes, pens, pencils, paper, and CELL PHONES.
- That the computer has headphones and that the **sound is properly adjusted BY THE EXAMINEE before the test begins.**

To give the test, the test monitor will:

- Enter or click on the URL for the test that was provided by DLIELC.
- Fill in the case-sensitive User Name and Password exactly as sent by DLIELC.
- Read and follow the on-screen instructions for the Test Monitor.
- Fill out the examinee information requested. The information you will be asked for is:
  - Site Number
  - Name of Examinee (Last Name, First Name)
  - Name of Examiner (Last Name, First Name)
  - Date of Examination
  - Examinee's Service: (The response here will be D for Air Force, B for Army, or P for Navy or Marine Corps)
  - Required ECL/ALCPT Score

Once you have filled out the Examinee-Information page, have the examinee sit down at the computer.

Read the following WEB ECL test instructions to the examinee.  
(NOTE: Generally, directions are read verbatim. You may change the wording as needed, for examinees less proficient in English.)

- Before you begin the test, be sure you have adjusted the volume because you cannot do so during the test itself.
- Put your id card in front of you.
- Do not talk with other examinees. If you talk with another examinee, you will receive a zero on the test.
- If you have a problem during the test, raise your hand.
- If you leave the room during the test, you will not be allowed to return.
- You will have one hour to take the test. The computer will warn you when you have ten minutes left to take the test and then again when you have one minute left. The computer will shut off automatically after one hour.
- If you finish early, raise your hand and wait for a test monitor to dismiss you. Please leave quietly.
- Please remember:
  - You will take the listening part first.
  - Then, you will take the reading part.
- You will hear the listening items only once.
- You must select the correct answer by clicking on the words in option a, b, c, or d, then click on "next" to go on to the next item.
- If you want to change your answer, click on a different option, and then click on "next."
- Once you have clicked on "next," you cannot return to a previous question.
-

At this time, the Test monitor(s) will verify that the examinee is ready to begin and say:

- **Are you ready? Now, put on your headset and click on "start" to begin.**

Have the examinee put on headphones and click on the START button. (At this point the test will load into the computer's RAM. Depending on how busy your system is, this process could take several minutes. Once it loads, the test should proceed without delays.)

If your internet browser times out during the test, an error box with a "Submit" button will appear. Click on the "Submit" button to continue.

The Test Monitor may write (on the board) the time the test ends. The test will shut off automatically after 60 minutes.

When the test begins, the monitor should watch to ensure that examinees:

- are correctly following the instructions;
- have no "cheat sheets;"
- are not communicating in any way with one another;
- are not attempting to exit the program;
- do not attempt to retake the test after they have finished;
- are continuing with the reading part after they finish the listening part of the test;
- are not looking at other examinees' computer screens.

**THE MONITOR MUST REMAIN WITH THE EXAMINEE(S) DURING THE ENTIRE TEST.**

*IMPORTANT: After the test is finished, check to make sure that the computer is closed out correctly, i.e., that there is no error message on the screen. Close the internet browser as soon as testing is completed.*

Retrieving scores:

- Permanent sites retrieve scores from the provided URL.
- Temporary sites should contact DLIELC at this address: [dlielc.webecl@lackland.af.mil](mailto:dlielc.webecl@lackland.af.mil) and we will send you an official score report. If the internet is down, call 210-671-3680 or 210-671-4889. DSN prefix is 473.

E9. ENCLOSURE 9

Sample DLIELC Form 6748a, Test Answer Sheet



**DLIELC TEST  
ANSWER SHEET**

Booklet # \_\_\_\_\_

STUDENT NAME: Lt. Wiz Oroz

INSTRUCTOR NAME/TCO: Johnson

COUNTRY/LOC CODE: Omega

PROJECT: IMETO2 WCM: 5135

SPONSOR SERVICE: B

TEST DATE: 02 Jan 18  
(year) (month) (day)

TEST ID: 2002E

RAW SCORE: 83 CONV. SCORE: — REQ ECL: 80

SCN									
0	1	2	3	4	5	6	7	8	9
1	2	3	4	5	6	7	8	9	0
2	3	4	5	6	7	8	9	0	1
3	4	5	6	7	8	9	0	1	2
4	5	6	7	8	9	0	1	2	3
5	6	7	8	9	0	1	2	3	4
6	7	8	9	0	1	2	3	4	5
7	8	9	0	1	2	3	4	5	6
8	9	0	1	2	3	4	5	6	7
9	0	1	2	3	4	5	6	7	8
0	1	2	3	4	5	6	7	8	9

TCN	
0	1
1	2
2	3
3	4
4	5
5	6
6	7
7	8
8	9
9	0

Seat \_\_\_\_\_

Lab \_\_\_\_\_

1 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	21 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	41 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	61 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	81 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	101 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
2 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	22 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	42 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	62 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	82 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	102 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
3 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	23 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	43 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	63 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	83 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	103 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
4 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	24 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	44 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	64 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	84 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	104 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
5 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	25 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	45 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	65 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	85 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	105 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
6 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	26 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	46 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	66 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	86 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	106 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
7 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	27 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	47 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	67 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	87 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	107 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
8 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	28 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	48 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	68 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	88 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	108 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
9 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	29 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	49 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	69 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	89 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	109 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
10 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	30 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	50 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	70 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	90 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	110 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
11 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	31 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	51 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	71 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	91 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	111 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
12 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	32 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	52 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	72 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	92 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	112 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
13 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	33 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	53 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	73 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	93 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	113 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
14 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	34 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	54 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	74 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	94 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	114 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
15 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	35 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	55 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	75 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	95 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	115 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
16 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	36 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	56 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	76 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	96 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	116 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
17 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	37 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	57 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	77 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	97 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	117 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
18 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	38 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	58 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	78 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	98 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	118 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
19 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	39 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	59 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	79 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	99 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	119 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D
20 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	40 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	60 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	80 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	100 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D	120 <input type="radio"/> A <input type="radio"/> B <input type="radio"/> C <input type="radio"/> D

DLIELC FORM 6748a, 20020301

PREVIOUS EDITIONS ARE OBSOLETE

\*U.S. GOVERNMENT PRINTING OFFICE: 2002-671-371

E10. ENCLOSURE 10

Read-aloud Instructions for Paper and Pencil ECL

- Ladies and gentlemen, you are here to take an English examination. Do your best.
- You should have with you two pencils and an eraser.
- Do not talk or communicate in any way during the examination.
- If, for any reason, you must leave the room before finishing the test, I (we) will pick up your testing materials, and you will not be permitted to return to the testing room.
- If you have any questions, raise your hand, and I (we) will come to help you.
- Are there any questions? (*Pause for questions.*)
- I (we) will now give you your answer sheets.

Distribute only the answer sheets which already have a TCO-completed header section and then say:

- Check the information on your answer sheet to be sure it is correct. (*Pause.*)
- The test consists of two parts. Part one is listening and has 66 questions. You will hear each question only once.
- After you hear the question, mark the correct answer, a, b, c or d, on your answer sheet. Make a heavy dark mark, completely filling in the circle around the correct answer.
- Part two is reading. The questions for part two are in your booklet. Read each question in part two and mark your answer sheet.
- Do not mark more than one answer for each question.
- Answer every item, even if you are not sure of the correct answer.
- If you make a mistake or an extra mark, erase it completely.

- Use only a pencil, and mark only your answer sheet. Do not write in the test booklet or take any notes on anything at any time during the test.
- Continue with part two of the test as soon as part one is finished. You will have 30 minutes to finish part two.
- If you finish early, raise your hand, and I (we) will go to you and collect your test materials.
- Are there any questions? (pause for any questions. A visual aid may be helpful in demonstrating how to mark answer sheets correctly.)
- I (we) will now pass out the test booklets. Write the booklet number on your answer sheet. Stay in your places and do not talk. Do not open your test booklets until you are told to do so.

Ensure that only authorized personnel are present in the testing room. This includes only TCOs, ATCOs, proctors and examinees. Interpreters must leave the testing room at this point, before the booklets are distributed.

Distribute the test booklets by passing one test booklet directly to each examinee. The TCO will ensure each examinee has written the booklet number on the answer sheet. If in a lab, the examinees should also write the seat numbers on the answer sheets. The TCO will then say:

- Now, open your test booklets, listen to the directions and begin.

Play the recording only once during the test. The TCO must not stop it or replay any portion of it after it has been started.

Ensure that in the first few minutes of the test that the proctors:

- circulate quickly and quietly around the room
- view the test materials of each examinee
- check to see that answer sheets are being marked properly.

The TCO will also ensure that the monitors are attentive to any problems that examinees may have with the audio reception.

When the listening portion of the test is finished, say:

- Part two will be reading. Read the directions for part two. You have 30 minutes to complete part two.
- Remember, do not write in the test booklet.
- Mark only your answer sheet.
- If you finish early, raise your hand, and I (we) will go to you and collect your test materials.
- You may begin now.

Write the exact time the test will end on the board or a piece of paper which is visible to the examinees.

- At ten minutes before the end of the test give a warning such as, "The test will end in ten minutes."
- At one minute before the end give another warning.

Ensure that if an examinee completes the test early, he/she remains in place and raises his/her hand.

One of the test proctors will quietly approach the examinee, collect the test materials and verify that no test components are missing.

Only after an examinee's test materials have been verified as returned and complete will the TCO dismiss the examinee from the test room.

When the allotted time is over say:

- Stop! The test is over.
- Put your pencils down and close the test booklet.
- Remain in your places until I (we) have collected all test materials.

E11. ENCLOSURE 11

Sample On-Line Test-Taker Profile

 DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER	
Site (Your Site ID)	378
Student Name (Last, First)	Doe, John
Examiner Name	<i>Officer TCO</i>
Examiner Unit	XYZ Base
Sponsor Service (B=Army, D=USAF, P=Navy)	B
Date (example 1 JUL 2007)	1 Jul 2010
Required Score	80

[start](#)