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ARMY REGULATION
No. 611-5

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON DC, 1 October 1975

PERSONNEL SELECTION AND CLASSIFICATION

ARMY PERSONNEL TESTS

Effective 15 November 1975

This revision replaces a directive of identical title; provides updated forwarding addresses for inquiries and requests dealing with Army personnel tests; establishes more stringent security procedures for Army personnel tests; and establishes more specific procedures for retesting and for release of Army personnel tests. Local limited supplementation of this regulation is permitted, but is not required. If supplements are necessary, one copy of each will be furnished to the next higher headquarters and to HQDA (DAPC-PMP-T), Alexandria, VA 22331.

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This regulation supersedes AR 611-5, 10 March 1969, including all changes; and Appendix I, AR 600-206, 24 March 1965.

CHAPTER 1

GENERAL

1-1. Applicability. This regulation applies to the Active Army, the Army National Guard, and the Army Reserve.

1-2. Purpose. *a. General provisions.* This regulation establishes policy, assigns responsibilities, and prescribes procedures governing the procurement, administration, safeguarding, scoring, and release of Army personnel tests.

b. Scope. Army personnel test means not only the test booklet and magnetic tapes containing questions, but also all ancillary materials including answer sheets, scoring keys, conversion tables, manuals for administration and scoring, and automated systems for administration, scoring and recording of results. Army personnel tests include paper-and-pencil tests, evaluation reports, board interview procedures and scoring forms, and self-report forms which are used in programs for the selection of applicants and selective service registrants for entry into the Active Army, Army National Guard (ARNG) or Army Reserve (USAR), for selection of applicants for appointment as commissioned or warrant officers, for initial or subsequent classification of enlisted personnel, and for selection of officers and enlisted personnel for assignment to training or duties requiring specialized aptitudes or qualifications.

c. Tests included under this regulation. This regulation applies only to policies and procedures for Army personnel tests listed in DA Pam 310-8 (Index of Army Personnel Tests and Measures). All components of each test are identified in DA Pam 310-8 by appropriate titles and numbers and include administration and scoring manuals, test booklets, questionnaires, answer sheets, scoring keys, and, where applicable, optical scanner test scoring machine control forms Q and K. The quantity of each test component required to administer and score the test is prescribed in DA Pam 310-8 and is to be used by test control officers (TCOs) when requisitioning components.

d. Tests not included under this regulation. This regulation does not govern tests not listed in DA Pam 310-8 such as special tests and other instruments included under the Enlisted Evaluation System (AR 135-205 or AR 600-200), the Gen-

eral Educational Development program (AR 621-5), specialized tests administered as part of research and development programs, or tests used by clinical psychologists for diagnostic purposes.

1 3. Responsibilities. *a.* The Deputy Chief of Staff for Personnel is responsible for—

(1) Establishing policies governing the employment of Army personnel tests in accomplishing personnel selection and classification and personnel program objectives.

(2) Providing guidance regarding the priorities for the development of new or revised Army personnel tests and related instruments to meet specific personnel selection and classification and personnel program objectives.

(3) Establishing policy for the release of Army personnel test materials to other US Government, State, and local agencies, private organizations and individuals, and foreign governments.

(4) Designating a point of contact in the Office of the Deputy Chief of Staff for Personnel for coordination of testing matters between the CG MILPERCEN and the directors of the various personnel programs using Army personnel tests.

b. The US Army Research Institute for the Behavioral and Social Sciences is responsible for—

(1) Performing professional psychological research in order to provide the Army with tests and related instruments required for effective personnel management in accordance with objectives contained in AR 70-8.

(2) Providing advice and guidance regarding the operational application of research findings.

c. The Defense Language Institute is responsible for—

(1) Performing professional research to provide the Defense Language Program (DLP) with foreign language tests and related instruments required for effective personnel management of the DLP in accordance with AR 350-20.

(2) Establishing standards for administering, scoring, evaluating and recording results of language aptitude, proficiency and achievement tests for the DLP.

CHAPTER 2

TEST CONTROL AND RECORDS

2-1. Test control officer. a. Appointment. A test control officer (TCO) will be appointed, and relieved, where applicable, in writing to serve at each organization or activity, or State Adjutant General Office where Army personnel tests are required to be requisitioned, handled stored, administered, and scored. A State Adjutant General may appoint more than one TCO if this is considered to be warranted by geographic and/or strength factors. The number of TCO's must be kept to the absolute minimum in a command, on an installation, or in a State, in the case of the ARNG, to properly perform the required duties. To provide for situations where small units are scattered and/or isolated, where units are geographically split, where a heavy testing schedule exists, or under other circumstances where testing operations would be facilitated, one or more alternate TCO's may be appointed. An alternate TCO will be appointed for each ARNG State TCO to function in the absence of the TCO. Alternate TCO's will be appointed and relieved by the same procedures as the TCO. Procedure 7-10, DA Pamphlet 600-8 will be used. Appointment of a new TCO will be made in accordance with paragraphs 1 through 4. Relief of an old TCO will be accomplished in paragraph 5, "Special Instructions." Appendix B, NGR 310-10 will be used for appointment and relief of ARNG TCO's. One copy of the written appointment or relief of Control officers will be forwarded to HQDA (DAPC-PMP-T) Alex. VA 22331. One copy of the written appointment or relief will also be forwarded to the Commander, US Army AG Publications Center, 2800 Eastern Blvd, Baltimore, MD 21220. The TCO designated under the provisions of AR 135-205, AR 600-200, or AR 621-5, or the Personnel Survey Control Officer (PSCO) designated under provisions of AR 600-46, may also be appointed as TCO under the provisions of this regulation. Consolidation of TCO functions should be accomplished, to the greatest extent possible, so that the experience gained in test administration and scoring may be used to the maximum advantage, and procedures and facilities for safeguarding test materials may

be made more effective. The TCO or alternate TCO will normally be either a commissioned officer or warrant officer. However, when it is considered desirable to consolidate testing under this regulation with testing at US Army Education Centers (normally supervised by a civilian education adviser), or when there are no available commissioned or warrant officers, a Department of the Army civilian employee or an ARNG technician (GS-5 or higher) may be appointed as test control officer or alternate test control officer.

b. Responsibility. The Test Control Officer or alternate TCO will be responsible for—

(1) Advising the installation commander or State Adjutant General on administration of personnel testing programs under jurisdiction of the command.

(2) Maintaining a testing facility SOP. This SOP will include a records system for administrative operations of the testing facility and will contain procedures for requisitioning, handling, storing, scheduling and administration of tests, and scoring of tests, disposition of test materials, and transmitting test results to the appropriate office, board, or agency. This SOP will also contain procedures governing security of test materials in accordance with this regulation; designating in writing personnel who are authorized access to, and who handle test materials, and insuring that all personnel in the testing facility are thoroughly indoctrinated regarding test security. This SOP will be reviewed by all personnel on their assignment to the testing facility, and quarterly thereafter.

(3) Monitoring all procedures specified in the testing facility SOP.

(4) Insuring that all test results are reported to in-service, ARNG, and USAR personnel who have been tested as soon as possible after completion of scoring.

(5) Inspecting testing sessions to determine that tests are properly handled and administered, insuring that test booklets, scoring keys, and completed answer sheets after each test administration are handled only by personnel authorized to handle test material.

(6) Checking periodically to determine that test scores are recorded correctly on appropriate personnel records.

(7) Determining that personnel who administer and score tests are qualified to perform their duties, to include interpretation of test scores and have demonstrated that they understand and practice correct procedures for administering and scoring each assigned test.

(8) Providing technical assistance to selection and evaluation boards regarding proper use of interview report forms completed by board members. Scoring completed interview report forms and, where required by appropriate directives, computing composite scores on test instruments for applicants screened by selection and evaluation boards.

2-2. Security. *a. General provisions.* Security requirements established in this regulation meet the requirements for handling "FOR OFFICIAL USE ONLY" material established in AR 340 16. Army personnel tests have been developed by a long and very expensive process for the purpose of improving the quality of personnel selected for any personnel program for which tests are employed. Their value is lost to the Army when the contents of any Army personnel test component are compromised through improper release of information to unauthorized personnel. Replacement of a test that has become widely compromised could require a year or more and cost as much as half a million dollars. Test components bear the designation "FOR OFFICIAL USE ONLY," or "CONTROLLED ITEM (TEST MATERIAL)" except for answer sheets which have not been completed by examinees, worksheets and Aptitude Area Computing Templates. Test components in operational use by the Army are to be shown to no one, inside or outside of the Army, unless directed under the provisions of 5 USC 552 (The Freedom of Information Act), or unless it has been determined that such disclosure is essential to the performance of official duties prescribed in appropriate directives, and as necessary for those individuals that administer and score tests. Completed test answer sheets will not be returned to the examinees. The only information that will be furnished to the examinee is the test score or subscores and other administrative information found in the identification portion of the answer sheet. Test security is a command responsibility. Functions required to be

performed in the establishment and maintenance of adequate procedures for test security may be delegated to a TCO or an alternate TCO who must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring and destruction. Security measures will be established at all installations or activities where Army personnel tests are handled, administered, or stored. These will include, at a minimum, logging test components in and out of security containers, maintaining stock inventory and disposition records, and storing test components in locked rooms and containers where they are not accessible to unauthorized individuals.

b. Procedures concerning test security. The following are specific procedures concerning test security and control that will be complied with—

(1) An inventory of test materials, including test booklets, administration and scoring manuals, scoring keys, and optical scanner test control forms (Q & K) will be made once a month by the TCO and upon change of TCO. More frequent inventories may be conducted at the discretion of the TCO. Locally developed inventory and control forms for test components will include the following minimum information:

- (a) DA pamphlet or form number.
- (b) Title of test (abbreviated).
- (c) Number on hand (total).
- (d) Number in storage.
- (e) Number in use.
- (f) Date.
- (g) Signature of responsible individual.

(2) In cases where the "FOR OFFICIAL USE ONLY" designation has not been preprinted on test components, the material will be so marked, unless the material is excepted from control requirements as stated in paragraph 2 2a above.

(3) Test booklets, manuals, scoring keys, and optical scanner test scoring machine control forms (Q & K) will be serially numbered for internal security control. The prefix to the serial number will consist of the correspondence office symbol of the activity or the next higher headquarters which has an assigned correspondence office symbol. Serial numbers will be indelible. Serial numbers of previously destroyed materials will not be assigned to newer test materials.

(4) DA Label 87, proscribed for attachment as a cover sheet to "FOR OFFICIAL USE ONLY" material when it is removed from locked

containers or locked facilities, need not be attached to Army personnel test material when the material is actually being used for test administration and scoring purposes, whenever the attachment of the label would interfere with the efficient utilization of the material. Specifically, the label need not be attached to answer sheets and test booklets which have been distributed, under the supervision of qualified test examiners, to examinees assembled for the purpose of taking Army personnel tests. The label need not be attached to scoring keys, test manuals, or related materials when its attachment would interfere with the use of these materials by authorized test examiners engaged in scoring or administering Army personnel tests. DA Label 87 will be attached to envelopes or wrappings containing test materials when such materials are removed from storage spaces for use at locations not in proximity to storage spaces.

(5) All test materials marked "FOR OFFICIAL USE ONLY" which are packaged for shipment or mailing will be double wrapped. When such materials are to be mailed, they will be mailed by registered mail. The inner envelope or packaging material will be stamped with the following notation:

FOR OFFICIAL USE ONLY
TEST MATERIAL TO BE OPENED BY TEST
CONTROL OFFICER ONLY

These inner envelopes will not be opened by message center or mail room personnel, but will be delivered direct to the TCO upon receipt.

(6) All test components must be accounted for at all times. When test components, except unused answer sheets, are taken from and returned to the locked cabinets, exact counts of these components will be made, and they will be individually logged out and in on a log maintained for this purpose. This log will be retained for one year.

(7) Test components, for example, test booklets, test administration manuals, answer keys, etc., except for test answer sheets that have been filled in by test examinees, that have become mutilated, marked, etc., through use, and which cannot be made usable by erasing, transparent tape, or restapling, etc., will be destroyed by burning, mulching, or shredding. Destruction of such test components will be accomplished by the TCO having custody of these materials, or under his supervision. No destruction certificate

is required for most materials; however, the TCO will maintain a separate record of each item destroyed, for example, test booklet, answer key, in accordance with appendix A, AR 340-2 or AR 340-18-7 as applicable. These destruction records will list the serial number of the destroyed test components.

(8) Test materials, except for blank answer sheets, will be kept in locked rooms and containers by the using-unit when not in transit or in use for testing, scoring or reference purposes. Test scoring keys and optical scanner control forms (Q & K) will not be stored in the same drawer as test booklets and blank answer sheets. Keys and combinations to storage facility locks will be made available only to persons whose duties require use of the stored test materials.

(9) Army personnel test material is exempted from automatic time-phased downgrading in accordance with AR 340-16. Army personnel test material will remain FOR OFFICIAL USE ONLY indefinitely unless specific instructions are issued by the CG MILPERCEN.

2-3. Loss, compromise or possible compromise of test materials. Loss or possible unauthorized disclosure of Army personnel test materials has been determined to have potential Army-wide implications. Upon discovery of loss, compromise, or suspected compromise, the following procedures will be strictly followed:

a. The responsible TCO or alternate TCO will—

(1) Immediately notify the local commander or the center commander in the case of USAR units.

(2) If one or more alternate forms of the test are available and use is authorized by current directives, stop all testing with the form of the test or test battery jeopardized, for example, if form X-1 is jeopardized, stop testing with form X-1 but continue testing with alternate forms such as X-2 or Y 1, etc.

(3) Impound all tests, test batteries, and completed answer sheets of the jeopardized form of the test with the exception of the answer sheets completed before the compromise, suspected compromise, or loss occurred. Place these materials in a locked cabinet.

(4) Resume testing with the form of the test or test battery concerned only when authorized to do so by the major commander.

(5) If no other forms are available, continue testing with the jeopardized test or test battery. Monitor all subsequent testing sessions very closely for any evidence of compromise.

b. The local commander will—

(1) Notify through command channels HQDA (DAPC-PMP-T) Alex. VA 22331. Notification will include a description of the material lost and/or compromised; identity of the releasing party, the recipient, and all other persons involved; the circumstances surrounding the loss and/or compromise; and the corrective action which has been taken to prevent the recurrence of such an incident.

(2) If the circumstances surrounding loss and/or compromise of Army personnel test information indicate that an investigation is warranted (e.g. under paragraph 32b or 33a, MCM, 1969 (Rev) or AR 15 6), results of the investigation will be forwarded through command channels to HQDA (DAPC-PMP-T), Alex. VA 22331, when completed. The investigation under paragraph 32b or 33a MCM 1969 (Rev) or AR 15 6 will in no way preclude or delay the submission of reports required by (1) above.

c. The major commander or State Adjutant General will—

(1) Insure that a thorough investigation of the compromise, possible compromise, or loss has been made and that appropriate actions are initiated to prevent recurrence of loss or compromise of test materials.

(2) Notify HQDA(DAPC-PMP-T), Alex. VA 22331 through command channels of the nature and findings of any additional investigation, actions taken to prevent future compromise or loss, including recommendations, or resumption of testing with the test or test battery concerned.

(3) Direct resumption of retesting with the test or test battery concerned when authorized by the CG MILPERCEN in conjunction with the test proponent.

(4) Take further action if requested by CG MILPERCEN.

d. The CG MILPERCEN will—

(1) Review the investigative report and recommendations.

(2) Coordinate with the director of the personnel program using the test, the point of

contact for testing matters in the office of the Deputy Chief of Staff for Personnel, and the Commander, US Army Research Institute for the Behavioral and Social Sciences, or the Director, Defense Language Institute.

(3) Authorize the major commander or State Adjutant General to resume testing or take other appropriate actions.

2-4. Records of testing. a. *Test score transmittal data.* Activities administering Army personnel tests will retain copies of correspondence prepared for the purpose of transmitting test scores to custodians of personnel records, to selection and evaluation boards, or to other agencies authorized to receive test scores, in accordance with appendix A, AR 340-2 or AR 340-18-7, as applicable. This requirement does not apply to test scores resulting from personnel processing at Armed Forces Examining and Entrance Stations and US Army Reception Stations. Records will contain, as a minimum, the individual's name, social security number, organization, and all part and composite scores recorded on personnel qualification records or applications for which the test was administered.

b. *Testing operations records.* The TCO will maintain records of requisitions for test materials, test materials received by automatic distribution or requisition, the number of each personnel test administered including a separate count for each form of the test, and the reasons for testing. These records will be maintained in accordance with appendix A, AR 340-2 Subfunctional Category file number 7 30, or AR 340-18-14 Subfunctional Category file number 1430, as applicable.

2-5. Withdrawal of test from use. a. *Status of withdrawn test.* When an Army personnel test has been withdrawn from use the test will be reviewed for a recommendation concerning the future status of the test by the agency responsible for the personnel program in which the test was used and by the Commander, US Army Research Institute for the Behavioral and Social Sciences or the Director, Defense Language Institute, whichever developed the test. The review will be completed within a 90-day period following the date of withdrawal. Based on the recommendations by the responsible agency and the Commander, US Army Research Institute for the Behavioral and Social Sciences or the Director, Defense Language Institute, and other considerations as may be deemed appro-

priate; the Deputy Chief of Staff for Personnel will declare the test to be "Discontinued" or "Obsolete." This designation may be changed subsequently if circumstances so dictate. A test that has been declared "Discontinued" is one that may be used operationally again or one that contains certain types of unique test questions that are similar to questions used in a test that is operational or a test that is scheduled to become operational, and that if practiced by taking the discontinued test, could invalidate the results of an operational test. Normally, a discontinued test will be treated the same way as an operational

test with respect to security and release. An "Obsolete" test is one that contains conventional questions, practice on which would not invalidate the results of an operational test or one scheduled to become operational. Normally, a test which is obsolete may be considered for release.

b. Destruction of test materials. Army personnel test materials which are withdrawn from operational use will be destroyed, using the methods and procedures in paragraph 2-2b(7), unless their retention is specifically required by a directive which announces their withdrawal.

CHAPTER 3

TEST ADMINISTRATION

3-1. Authorized test instructions. Specific directions for test administration and scoring are contained in manuals which accompany each Army personnel test. They must be adhered to strictly. Test examiners and proctors will use no other test materials, such as commercial tests, in preparation for or during Army test administrations. General directions for test administration are given in the following paragraphs.

3-2. Test Administration Personnel. *a. Test Examiner.* Any commissioned or warrant officer, Active Army enlisted personnel in grade E-6 or higher assigned to an activity or organization where Army personnel tests are administered, Department of the Army civilian employees (GS-3 or higher), or ARNG technicians (excluding organizational maintenance technicians) may be designated by the test control officer or alternate TCO to administer Army personnel tests. Enlisted personnel, appointed as test examiners to administer tests UP AR 601-210 only, may be in grade E-5 or higher. Appointments will be written as described in paragraph 2-1a. Test examiners must be physically present during all phases of testing.

b. Test Proctor. Test proctors are military personnel in grade E-4 or higher, or Department of the Army civilian employees (GS-2 or higher). Normally one test proctor will be employed for every 25 examinees. Formal written appointment is not required. The test proctor performs duties as indicated in paragraph 3-4c and as assigned by the test examiner.

3-3. Conditions of test situation. *a.* The testing room should be quiet and free of distractions. Noise which continues steadily at a moderate and fairly even level of intensity can be considered as not overly distracting.

b. The examiner's voice must be clearly audible to all personnel being tested.

c. The testing room will be well-lighted and ventilated. There must be sufficient illumination on the working surface to prevent eye strain.

d. The examiner should be provided with a raised platform or rostrum in a part of the room where he can see and be seen by all personnel being tested.

e. The space allotted to each individual must be wide enough to accommodate both a test booklet and a separate answer sheet. Chairs with writing arms should not be used for testing.

f. When seating arrangements do not permit adequate separation of examinees, alternate versions of the same test, where available, will be used in the same testing session, and distributed alternately so that adjacent examinees do not take identical forms of the test.

g. No examinee will be allowed to give or receive aid on the meaning of test questions during a test administration. The use of partitioned booths or of alternate seating will help to prevent collaboration. Normally, one proctor will be provided for every 25 examinees or fraction thereof; but there will always be at least one proctor in the room if the group contains less than 25 examinees.

h. Immediately before the instructions are read by the test examiner, all examinees will be given verbally and in writing (fig. 3-1) the information required by the Privacy Act of 1974.

i. An individual will not be tested if there are personal conditions that he/she feels will prevent optimum test performance. Before each person is tested, the test examiner will establish whether or not there are reasons the individual should not be tested, for example, fatigue, illness, emotional distress, family problems, financial problems or other circumstances which could interfere with his/her performance in the test. All in-service examinees only will complete and sign the statement (fig. 3-2) before he/she is tested. If the individual indicates on this statement that he/she is not physically and/or mentally able to be tested, testing will be rescheduled at a later time acceptable to the TCO, the unit commander, and the person concerned. The examinee's signed Test Administration Statement will be maintained in accordance with appendix A, AR 340 2 Subfunctional Category file number 7-30, or AR 340-18-7 Subfunctional Category file number 713-06, as applicable.

j. When more than one test is to be given, scheduling should avoid undue fatigue. Testing should

not continue for more than 2 hours without a break nor more than 4 hours in one session. When more than one session is required for the same examinees, separate sessions should be scheduled on separate days, preferably mornings. Testing during the evening should be avoided as not conducive to adequate evaluation of the examinee's performance.

3-4. Preparation for testing session. *a. General.* The examiner will be selected for the quality of his speaking voice and for his ability to handle groups of men. His accent should either be indigenous to the group being tested or, if the examinees comprising the group are from many parts of the country, easily understood by all examinees. Good testing administration requires:

- (1) Careful selection of the testing team.
- (2) Thorough preparation.
- (3) Following directions exactly.
- (4) Accurate timing.
- (5) Care of test materials.

b. Examiner's preparation. The examiner will make a careful study of the manual prescribing procedures for administration of the test to make sure that he knows the purpose and use of the test, the materials needed to give the test, the directions to be read, and the problems which are likely to arise. He will study those directions to be read aloud until he can read them in a normal manner. The examiner will also conduct a complete practice test administration session involving all of the administration procedures specified in the administration manual for the test concerned. To insure that the proctors are familiar with all of the test administration procedures, they will function as examinees for this practice administration session. For practice purposes, the identification information, for example, name, grade, unit, etc., will be filled in on the answer sheets and the practice questions answered, however, the questions of the test proper will not be answered or inspected by the practice examinees. Familiarity with the contents of the test itself is essential for the examiner. The procedure will be standard whenever a new test is installed or new examining personnel are trained. In this way, the examiner gains an appreciation of the examinee's viewpoint on the test and learns how to anticipate and answer questions which most commonly arise.

c. Duties of proctors. The examiner will be responsible for instructing the proctors in their specific duties. Regular testing teams will be desig-

nated to administer tests, if practicable. Each proctor will be assigned a certain section of the room for which he will be responsible. Before the testing period, he will check the materials to be used to make sure that there are enough of them. He will know the order in which these materials are to be distributed and collected. However, under no circumstances will the test proctor be allowed to open or review any test booklet, be given access to test answer keys, or score Army personnel tests. While directions are being read and the test is being taken, he will patrol his assigned area. He is responsible for—

(1) Carrying out all instructions given by the examiner, following each step in sequence as called for by the examiner.

(2) At the proper time, seeing that each examinee has the necessary materials for taking the test.

(3) Insuring that each examinee is following directions correctly and understands what he is to do and how he is to do it. The proctor should be alert to detect and rectify incorrect methods of marking answers where separate answer sheets are employed. The proctor should observe each examinee in his section to determine that each examinee is working on the proper part of the test during the prescribed time period.

(4) Seeing that each examinee is doing his own work, independent of his neighbors.

(5) Excusing from the examination any person who is or becomes too ill to continue without discomfort.

3-5. Administration of test. *a. Standard directions.* The examiner will read the standard oral administration directions from the administration manual of the test concerned. The oral directions will include a standard brief statement explaining the test to be given, how results will be used, and why it is important for a person to do his best. The aim of these remarks is to dispel anxiety and release tension and yet to stress the necessity for earnest effort. The examiner will inform the examinees of what they are to do by reading aloud the directions provided in the manual. The directions must have been thoroughly practiced and should be read verbatim, not paraphrased, given from notes or memory, or adapted to the examiner's idea of what is more appropriate for local conditions. At the conclusion of the reading

of directions, questions will be asked to and answered by the examiner.

b. Time limits. Time limits which are specified in the test pamphlet or manual must be strictly observed. Start and stop times for each test or subtest will be conspicuously posted in the event an elapsed-time indicator is not used in the testing facility. Examiners will review test manuals carefully before administering a test to be certain that they know how the time limits are to be applied. Some tests have parts which are separately timed. Examiners must assure that individuals stop work when the time limit for a part of the test is reached, and do not start to work on the next part of the test until the time for that part begins. Correct timing requires that examinees do not work on another part of a test during the time prescribed for the part being administered.

3-6. Answering examinees' questions. Routine questions asked by examinees should be answered. Permissible questions are those pertaining to testing procedures, time limits, purpose and uses of the test. Administrators and proctors will be careful at all times to avoid revealing information that might influence the proper evaluation of the individual. Explanations or answers to test questions will not be furnished. At the completion of testing and at all times thereafter, no examinee will be permitted to have access to his individual answer sheet.

3-7. Collection and disposition of test materials.
a. Collection. After the signal to stop work has been given, the materials will be collected as quickly as possible. All test forms and scratch paper, if provided, must be strictly accounted for. Test booklets must be collected from all examinees and counted before examinees are dismissed.

b. Dismissal of examinees. Frequently, some of the examinees will give up or finish before the time limit for the test has expired. Care will be taken to insure that these individuals, if permitted to leave the testing room, do not disturb other examinees when leaving. If individuals are permitted to leave during the testing of others, the test administrator will assure that they have complied with all the directions in the administration manual and have turned in all testing materials and scratch paper. Test materials will be checked for completeness prior to the dismissal of an examinee from the testing room for any reason.

c. Disposition of mutilated or marked materials. After each testing session, all answers or stray marks of any kind will be erased from test materials which are to be reused. If marks cannot be erased, or if the booklet is worn or torn and cannot be repaired, it will be destroyed in accordance with paragraph 2-2b(7). All used scratch paper will be destroyed. All tests and testing supplies will be stored according to test security procedures specified in paragraph 2-2.

d. Retention of scored answer sheets. Unless other provisions are made in directives governing administration of particular tests, answer sheets from Army testing programs will be retained by the organization administering the tests in accordance with appendix A, AR 340-2 Subfunctional Category file number 7-30, or AR 340-18-7 Subfunctional Category file number 713-07, as applicable. During this period the answer sheets should be organized by date of testing so as to facilitate identification of answer sheets accomplished by particular individuals or groups. Unless directives for specific tests make other provisions, answer sheets will be destroyed after the 1 year retention period by shredding, mulching or burning.

3-8. Reporting test results to examinees. The TCO or alternate TCO will report all test results to the person tested as soon as possible after the test has been scored. Scores should be interpreted to the person tested in terms of significance for the various personnel programs concerned.

3-9. Retesting. *a. Policy.* Retesting may be permitted where acquired in-service education, job experience, and training are considered to have changed the individual such that the original score is no longer believed to be representative of the individual's potential qualification for advancement, selection for more specialized training, duty assignment, or retention in the service. Retesting is authorized on some tests and prohibited on other tests. Retesting will be accomplished under circumstances and conditions authorized in the Army regulations applicable to the specific test and personnel selection program. Regulations governing the use of each test are listed in DA Pam 310-8. Retesting may also be permitted on any test, without time limitations, where extenuating circumstances have been determined by the retesting authority to have invalidated test results.

b. Time limits for retesting. Unless otherwise stated in the applicable regulation, retests on Army personnel tests will not be administered until a minimum period of 6 months has passed since the last administration of the test. Different forms of tests will be used for each retesting if they exist and are authorized for the specific personnel program for which retesting is being accomplished.

c. Approval of retesting for in-service, ARNG, and USAR personnel.

(1) *First retest.* The first retest may be accomplished on approval of the individual's immediate commander.

(2) *Second retest.* The second retest requires approval by the individual's major Army commander or State Adjutant General. Request for approval of a second retest will be submitted through channels.

(3) *Third and subsequent retests.* Third and subsequent retests must be approved by the CG MILPERCEN. Requests for approval of third and subsequent retests, as well as requests for retesting, as an exception to policy, will be forwarded through command channels to HQDA(DAPC-PMP-T), Alex. VA 22331.

(4) *Approval/disapproval authority.* Each level of command will review the request for retest and has approval/disapproval authority. Approved and disapproved requests for retesting will be returned through channels to the originating agency.

d. Request for retest of in-service, ARNG, and USAR personnel. Request for retest will be initiated and signed by the individual concerned. All requests for retest will include the basic information listed in paragraph (1) through (4)(g) below: This information will be verified by the TCO. Requests for retest will be submitted on DA Form 4187.

(1) The specific purpose for which retest is desired.

(2) The reasons previously attained scores are not considered valid.

(3) Extent of effort the individual has made to improve his general ability and effectiveness in the Army since last administration of the test.

(4) The following information extracted from the individual's personnel records:

(a) Date and scores attained on each previous administration of the test.

(b) Years of Active military service and/or Active ARNG or USAR service.

(c) Assignment limitations.

(d) Highest level of civilian education.

(e) Summary of military education and specialized training.

(f) Primary and secondary MOS.

(g) Duty MOS.

e. An individual who successfully completes preparatory high school instruction and attains a high school diploma, GED Equivalency Certificate, or a State-issued diploma under the provision of AR 621-5, may be retested with the Classification Test Battery in use without regard to the provisions of *b*, above.

f. Scores achieved as the result of any authorized administration of an Army personnel test will be recorded on the individual's Personnel Qualification Record and will be used in lieu of previously attained scores for all classification, selection, training, assignment, or retention purposes.

g. Activities administering Army personnel tests will retain copies of requests for retesting in accordance with appendix A, AR 340-2 Subfunctional Category file number 7-30, or AR 340-18-7 Subfunctional Category file number 701-02, as applicable.

**DATA REQUIRED BY
THE PRIVACY ACT OF 1974
(5 U.S.C. 552a)**

(Army Personnel Tests)

1. In connection with the administration of this test or questionnaire you may be required to disclose your social security number (SSN). Authority for this requirement is Presidential Executive Order No. 9397, 22 Nov 43. Your SSN will be used to verify that the score you make is correctly transcribed to your Army personnel records, which are maintained per authority of 5 US Code 301. If requested to do so, it is mandatory that you disclose your SSN at this time.
2. Additionally, you may be asked to furnish personal data concerning yourself, such as your place of birth, knowledge, past or present behavior, background, attitudes, or beliefs. The authority for collecting this information is contained in Section 3012 of Title 10, United States Code, and its disclosure is also mandatory. **The data is FOR OFFICIAL USE ONLY** and will be maintained and used in strict confidence in accordance with Federal law and regulations. The principal purposes for collecting it are to measure your aptitude for enlistment, reenlistment, training, or appointment as a commissioned or warrant officer or for assignment to various other Army jobs. The scores you make will be transcribed onto the appropriate Army record and furnished to the evaluating board or official. Should you fail to answer any or all of these personal questions, you may not be selected or you may be disqualified for preferred training or duty assignment.

Figure 3-1

DA FORM 6000-Series-R, Privacy Act Statement, 1 Oct 75.

REPLACES DA FORM 6000-SERIES-R,
PRIVACY ACT STATEMENT, 26 Sept 75

TEST ADMINISTRATION STATEMENT

(For In-Service Examinees Only)

I _____ understand that I am not required to take the
(Name of Examinee)

_____ this date if there are extenuating circumstances such as
(Battery/Test)

fatigue, illness, emotional distress, family or financial problems, etc. which may interfere with my performance in the test; and that the test will be administered at another time acceptable to me, the TCO concerned and my unit commander.

- I am physically and mentally able to be tested this date.
- I am not physically and/or mentally able to be tested this date.
I will be administered this test at another time.

(Signature of Examinee and Date)

Figure 5-2. Test Administration Statement.

CHAPTER 4

TEST SCORING

4-1. Authorized scoring instructions. Test scoring instructions are normally contained in the manual for administering an Army personnel test. For some tests, there are separate manuals of instructions for scoring. Scoring instructions must be followed exactly.

4-2. Meaning of scoring formula. The statement of how the score is obtained is called the "scoring formula" for the test and is stated in the scoring directions. It also appears in abbreviated form on the scoring key as, for example:

"R" The score is the number of right answers.

"R-W" The score is the number of right answers minus the number of wrong answers.

"R-1/3W" The score is the number of right answers minus one-third the number of wrong answers.

4-3. Computation of composite scores. Many Army personnel tests are parts of a test battery, for which a composite score, employing the scores on the individual tests of the battery, is computed. In some test batteries, the scores of one or more of the individual tests are adjusted, usually by multiplying by a prescribed weight or constant such as 2 or 3, in order that the individual test score may be weighted, as required in the design of the test battery. When test manuals prescribe that a weighted composite score will be computed, directions governing the computation will be provided in the manual. The directions prescribe entry of test scores in appropriate boxes of answer sheets, for adjustment of test scores to provide appropriate weighting, and for computation of the composite score. Care must be taken to assure that such computations are correctly made and that appropriate tables and charts are used. Failure to adjust the score on one or more tests by multiplying by the prescribed weights before adding the scores is a common error in test scoring. This type of error has serious consequences because of the large discrepancies in numerical values associated with such errors. Applicants can be severely penalized through failure of test scorers to compute this type of score correctly. Test control officers and other personnel responsible for the

accuracy of test scoring will have a second person check all composite scores.

4-4. Types of scoring. *a. General.* Some tests must be hand-scored, and others, when special answer sheets and pencils are used, may be scored either by hand or by means of the IBM Model 805 test scoring machine or the DIGITEK Model 100 optical scanner scoring machine. All machine-scorable tests may also be hand-scored for purposes of quality control. Both hand and machine scoring methods make use of scoring formulae. When the formula requires subtraction of a proportion of wrong answers, the necessary arithmetic is performed automatically by the scoring machine; by proper adjustment of the controls, the machine yields the adjusted score directly. Specific procedures for machine-scored tests are found in scoring directions for that test. General operating instructions are provided with the operator's manual for each type of scoring machine. The general method for hand scoring all Army personnel tests is found in the appendix to this regulation.

b. Machine scoring.

(1) *Requisites.* Machine scoring of answer sheets has two advantages over hand scoring: speed and accuracy. In order to utilize these advantages, four requisites must be met—

(a) Examinees must properly record their responses on the answer sheet.

(b) The scoring machine must be in proper functioning order.

(c) The operator must set up and operate the machine correctly.

(d) Each type of scoring machine must be used with its specific operating equipment. All scoring machines require specially printed answer sheets, and, in the case of the IBM Model 805, special electrographic pencils. The design of the answer sheets and the alignment of the marking spaces on the answer sheets and control forms must be compatible with the type of machine being used, and must meet the specifications necessary for the proper functioning of the type of scoring machine involved.

(2) *Familiarity with scoring instructions.* All personnel involved in machine scoring will become

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thoroughly familiar with the operator's manual for the machines used and machine scoring procedures for the specific test being scored. Assistance in scoring procedures not described in the appropriate test administration and scoring manual may be obtained from HQDA (DAPC-PMP-T), Alex. VA 22331.

(3) *Checks on accuracy of machine scores.* In the absence of quality control instructions in the manual for a specific test, the following procedures

will be used. As a quality control of machine scored tests, five percent of all machine scored test answer sheets (if the total number of tests of a single type administered exceeds 20), or at least two out of total number of tests of a single type administered (if the number is twenty or less) will be rescored by hand. Samples from machine-scored test batches will be randomly selected from the top third, middle third and lower third of each batch of test answer sheets.

CHAPTER 5

PROCUREMENT AND RELEASE OF ARMY PERSONNEL TEST MATERIALS

5-1. Procurement. *a. By test control officers.* Newly developed Army personnel test materials may be initially distributed automatically to the TCO's of the activities where they will be used, automatically distributed to some activities but require a requisition by other activities, or require a requisition by all activities. The manner of initial distribution will be set forth in the pertinent announcement, DA circulars and letters. After initial distribution, all requirements for additional test materials must be filled by requisition from the US Army AG Publications Center, 2800 Eastern Boulevard, Baltimore, MD 21220. ARNG TCO's will submit requisitions through ARNG publications channels to the US Army AG Publication Center. Test components are supplied by the US Army AG Publications Center only upon receipt of requisitions from designated Test Control Officers of specific activities or organizations of the Active Army or the Reserve components at which use of specific Army personnel test components is authorized or directed by appropriate Army regulations. Test control officers will use DA Form 17 (Requisition for Publications and Blank Forms) to requisition test materials, indicating in item 2 of the form the justification for the requisition as follows:

Required for authorized administration by
 -----, TCO aptd per SO -----
 (name and grade of TCO) (SO number)

 (organization or unit) (date)

The written appointment of the TCO must either be on file with the AG Publications Center or attached to DA Form 17 when requisitioning. TCO's signature must be on DA Form 17 for all requisitions. Paper shortages, increased printing costs, and reductions in the printing budget make it mandatory that TCO's requisition only the amount of test materials that are actually necessary to carry out their testing mission. Test control officers will submit requisitions for test materials to:

Commander
 US Army AG Publications Center
 2800 Eastern Boulevard
 Baltimore, MD 21220

b. Special use of Army personnel tests. When test materials are desired for a purpose not specifically authorized in a directive, the requisition for or request to use Army personnel test materials will be sent to HQDA (DAPC-PMP-T), Alex. VA 22331, for necessary action. A detailed statement of justification must accompany such a requisition or request. The justification will state fully the purpose for which the test will be used, the number and type of personnel to be tested, and the qualifications of those who will administer the test. Under no circumstances will a test be used for purposes not currently authorized until approval for its use has been obtained from the Department of the Army.

c. Testing of Army civilian employees. Army personnel tests are not normally employed in civilian personnel administration. If used for such purposes, their use must be approved by CG MILPERCEN in accordance with *b* above and must be consistent with the guidance regarding the use of personnel tests issued by the US Civil Service Commission or contained in Civilian Personnel Regulations issued by the Department of the Army.

5-2. Release of test materials. *a. Policy.* Copies of Army personnel test components may be released to proper representatives of Federal, State or local government agencies or friendly foreign governments and private organizations and individuals provided such a release does not jeopardize the usefulness of these materials for current or future Army and Department of Defense purposes, and providing the specifications of AR 340-17 and 5 USC 552 (The Freedom of Information Act) are complied with when a request for release is being evaluated. The Deputy Chief of Staff for Personnel will establish policy for the release of Army personnel test materials except foreign language selection and proficiency tests, and will make final determination for such release. The Director, Defense Language Institute will establish policy for the release of foreign language selection and proficiency test materials, and will make final determination for their release. The CG MILPERCEN will release Army personnel

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test materials in conformance with policy established by the Deputy Chief of Staff for Personnel and the Director, Defense Language Institute. Requests for release of Army personnel tests, except foreign language selection and proficiency tests, will be sent to HQDA (DAPE-MPE-CS), WASH DC 20310. Requests for release of foreign language selection and proficiency test materials will be sent to the Director, Defense Language Institute, ATTN: DLIR, Presidio of Monterey, CA 93940. In the cases of release of Army personnel test materials, the gaining Government agency or foreign government may be requested to furnish operating statistics resulting from the use of these materials.

b. Special control for foreign government requests. Correspondence and material to be forwarded to friendly foreign countries will be reviewed by CG MILPERCEN for technical factors or reasons of sensitivity and transmitted as follows:

(1) Replies which contain any classified material will be routed through the Assistant Chief of Staff for Intelligence, Director of Foreign Liaison, DAMI-FL when sent to—

(a) Military Assistance Advisory Groups and Missions.

(b) Friendly foreign attachés in Washington, DC.

(c) Friendly governments to addresses outside CONUS.

(2) Replies which contain only unclassified material will be routed—

(a) Direct to Military Assistance Advisory Groups and Missions.

(b) Through DAMI-FL when sent to foreign attachés or other officials of friendly foreign governments.

(c) Through DAMI-FL when sent to any unofficial representative or nongovernmental person of a friendly foreign country.

APPENDIX

HAND SCORING ARMY PERSONNEL TESTS

A-1. General. All Army personnel tests can be hand scored even though they may also be machine scorable. The directions below apply to all tests which are hand scorable and which have only one correct answer for each question. Specific directions for scoring a test with more than one correct answer for each question are given in the appropriate scoring manual or scoring section of the manual for administering and scoring that test.

A-2. Preparing answer sheets for scoring. *a. Tests having rights (R) score only.* Examine each answer sheet for test questions to which more than one answer has been marked and where there is no clear indication of the intended answer. For any such questions, draw a blue line through each answer mark. Draw the blue line only through the marks and not through blank boxes for the item.

b. Tests with rights (R) and wrongs (W) in the scoring formula. Examine each answer sheet for omissions and/or for questions to which more than one response has been marked (i.e., multiple responses). For each question that has more than one response marked, and there is no clear indication of the intended answer, draw a blue line through all marked responses. Do not draw the blue line through the blank responses for these questions. Draw a red line through all answer spaces of questions for which no response has been marked (omissions).

A-3. Scoring the answer sheet. *a. Counting right answers.* Place the rights scoring key, printed side up, over the answer sheet so that the edge of the key opposite the identification margin of the key is aligned with the edge of the answer sheet opposite the identification margin of the answer sheet. Count all marks that appear through the holes except those with a red or blue line drawn through them. This is the number right (R). Record the number in the box on the answer sheet as indicated in the scoring directions for the particular test.

b. Counting wrong answers. To count wrong answers, align the rights scoring key again over the answer sheet and count all unmarked answer spaces and all answer spaces having a blue line drawn through them. (Do not count those having red lines drawn through them.) This is the number wrong (W). Record the number in the box on the answer sheet as indicated in the scoring directions for the particular test.

c. Checking. All scoring must be checked. The accuracy of the count can be checked by totaling the number of red lines (omissions), the number of wrong answers and the number of right answers. The total should equal the maximum score for the test. This maximum score will be indicated in the scoring directions. Check to be certain that the response positions for all omitted questions have been marked with a red line through all response positions. Otherwise, omitted questions will be counted as wrong and the raw score will be incorrect.

A-4. Raw scores. For tests having a rights (R) scoring formula, the number right is called the raw score. For tests with the scoring formula rights minus a fraction of wrongs, hand scoring tables are usually provided in the scoring directions so that the raw score is read directly from a table. If there are no tables included in the directions, the proportion of wrong answers indicated in the scoring instructions will be subtracted from the number right and the result will be the raw score. The raw score will be recorded in the box on the answer sheet as indicated in the scoring directions.

A-5. Converted scores. If the test requires conversion of raw scores, conversion tables are provided in scoring manuals which contain directions for deriving percentile scores or standard scores from raw scores.

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The proponent agency of this regulation is the US Army Military Personnel Center. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) direct to HQDA (DAPC-PMP-T) Alexandria, VA 22331.

By Order of the Secretary of the Army:

FRED C. WEYAND
General, United States Army
Chief of Staff

Official:

PAUL T. SMITH
Major General, United States Army
The Adjutant General

DISTRIBUTION:

Active Army, ARNG, USAR: To be distributed in accordance with DA Form 12-9A requirements for AR, Personnel Selection and Classification—A (Qty Rqr Block No. 402).