

S/S Mar 69

AR 611-5
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CHANGE
No. 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 15 August 1968

PERSONNEL SELECTION AND CLASSIFICATION
ARMY PERSONNEL TESTS

AR 611-5, 15 September 1965, is changed as follows:

✓ Page 3. Paragraph 5a is superseded as follows:

a. A test control officer (TCO) will be appointed, and relieved where applicable, on special orders to serve at each organization or activity where Army personnel tests are required to be handled, stored, administered, and scored. Special order format TC 350 will be used. Two copies of the special orders appointing or relieving test control officers will be forwarded to the Chief of Personnel Operations, ATTN: OPOPMM, Washington, D.C. 20315. A TCO designated under the provisions of paragraph 5-13, AR 600-200, or under AR 621-5, 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 so that procedures and facilities for safeguarding test materials may be made more effective. The TCO will be either a commissioned officer or warrant officer. However, when it is considered desirable to consolidate testing under this regulation with testing at Education Centers, normally supervised by a civilian education advisor, or when there are no available commissioned officers, or warrant officers, a Department of the Army civilian employee (GS-5 or higher) may be appointed as test control officer.

✓ Page 10. Paragraph 21a is superseded as follows:

a. Personnel test materials normally do not receive initial distribution, as defined in AR 310-1. Unless otherwise indicated, they are stocked in U.S. Army AG Publications Center, Baltimore, Md. 21220, for supply requisitioning. Test components are supplied by U.S. Army AG Publications Center only upon receipt of requisitions from designated Test Control Officers of specific activities or organizations of the Active Army, the Army Reserve, or the Army National Guard, at which use of these specific test components is authorized by pertinent Army regulations. Test control officers will use DA Form 17 to requisition test materials, indicating in item 2 of DA Form 17 the justification for requisitioning the test materials, as shown below. Test control officers will submit requisitions for test materials to—

Commanding Officer
U.S. Army AG Publications Center
2800 Eastern Boulevard
Baltimore, Md. 21220

Required for authorized administration by _____, TCO aptd
(name and grade of TCO)

per SO _____,
(SO number) (organization or unit) (date)

*This change supersedes Part I, DA message 865825, 27 May 1968.

The proponent agency of this regulation is the Office of Personnel Operations. Users are invited to send comments and suggested improvements to Chief of Personnel Operations, ATTN: OPOPMM, Department of the Army, Washington, D.C. 20315.

By Order of the Secretary of the Army:

Official:

KENNETH G. WICKHAM,
*Major General, United States Army,
The Adjutant General.*

W. C. WESTMORELAND,
*General, United States Army,
Chief of Staff.*

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S/S Mar 69

ARMY REGULATION
No. 611-5

CH 1

HEADQUARTERS
DEPARTMENT OF THE ARMY
WASHINGTON, D.C., 15 September 1965

PERSONNEL SELECTION AND CLASSIFICATION
ARMY PERSONNEL TESTS

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Section I. GENERAL

1. Scope. This regulation contains policies and procedures governing the administration, safeguarding, scoring, and use of Army personnel tests. Army personnel tests include personnel tests and related instruments such as evaluation reports, board interview procedures and scoring form, and self-report forms which are used in programs for the selection of applicants and selective service registrants for entry into the Army, 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.

2. Responsibilities. a. The Deputy Chief of Staff for Personnel is responsible for—

- (1) Establishing policies governing the employment of Army personnel tests for accomplishing specific selection and classification objectives.
- (2) Providing guidance regarding the priorities for the development of Army personnel tests and related instruments to meet requirements for new or revised tests to meet specific selection and classification objectives.

b. The U.S. Army Personnel Research Office is responsible for—

- (1) Performing professional psychological

This regulation supersedes AR 611-5, 19 August 1960, including C 1, 5 October 1961, and DA Memorandum 345-8, 26 March 1962.

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 Chief of Personnel Operations is responsible for—

- (1) Developing detailed procedures and management systems for the administration and safeguarding of Army personnel tests.
- (2) Preparing, or providing technical advice and assistance in the preparation of regulations and directives which prescribe the use of Army personnel tests in specific personnel procurement, selection, classification, utilization, and retention programs.
- (3) Developing systems and procedures for collecting and processing operational test score data required to increase the effectiveness of Army personnel tests.
- (4) Controlling release of Army personnel test materials and information to other Government agencies, private organizations and individuals, and foreign governments, in conformance with established policies.

d. Major commanders are responsible for—

- (1) Reviewing the accuracy of scoring and computation of composite scores on test answer sheets which accompany applications for personnel actions which are processed through their headquarters.
- (2) Assuring that selection or evaluation boards which they appoint correctly administer prescribed Army personnel tests and related evaluation instruments.
- (3) Appointing or designating test control officers as required by appropriate directives to perform advisory and scoring functions for personnel selection or evaluation boards, accurately, and that Army personnel test material is effectively safeguarded from loss or possible compromise.
- (4) Providing adequate facilities for the administration of Army personnel tests.

3. Methods of prescribing use of Army personnel tests. a. The use of Army personnel tests for specific purposes is normally prescribed in Army regulations which govern the operation of the specific personnel program in which the tests are to be used. A listing of the regulations prescribing the use of each Army personnel test is contained in DA Pam 310-8. These personnel management regulations provide the authority for requisitioning test materials, and for administering the tests to the personnel described in the subject regulations as being eligible to take the tests. The following information covering the use of Army personnel tests will be found in these personnel management regulations; when appropriate:

- (1) Description of test materials to be used.
- (2) Designation of activity or organization responsible for administering and scoring the prescribed tests, and for reporting or processing test results and related information.
- (3) Specific protective measures to be observed in handling test material.
- (4) Duties and responsibilities of personnel who administer and score the prescribed tests.
- (5) A description of related qualifications required of examinees in order to be eligible to take designated tests.
- (6) Instructions for recording test scores on personnel records and reports.
- (7) Policies governing retest with subject tests.

b. Department of the Army circulars are issued to announce availability of new test materials or to announce changes in the use of existing Army personnel tests. Guidance is provided in these circulars for the administration of new or revised test material in support of specific personnel programs, pending revision or changes to appropriate Army regulations.

4. Identification of test materials. All Army personnel tests (not including MOS evaluation tests, USAFI test materials, and clinical psychology diagnostic test materials) are listed in DA Pam 310-8. All components of each test or battery are identified by appropriate titles and numbers. The components of a typical test include a manual, one or more test booklets, answer sheets and scoring keys. The quantity of each test component re-

quired to administer and score the test described by the official test title is prescribed in DA Pam 310-8. The titles and quantities of test materials prescribed in DA Pam 310-8 are to be used as

guidelines by authorized test control officers when requisitioning test material to test personnel required to be tested under appropriate Army regulations governing personnel programs.

See Ch 1 Section II. TEST CONTROL

5. Test control officer. *a. Appointment.* A test control officer (TCO) will be appointed, and relieved where applicable, on special orders to serve at each organization or activity where Army personnel tests are required to be handled, stored, administered, and scored. A TCO designated under the provisions of paragraph 5-13, AR 600-200, or under AR 621-5, 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 maximum advantage, and so that procedures and facilities for safeguarding test material may be made more effective. The TCO will be either a commissioned officer or warrant officer. However, when it is considered desirable to consolidate testing under this regulation with testing at Education Centers, normally supervised by a civilian Education Advisor, or when there are no available commissioned officers, a Department of the Army civilian employee may be appointed as test control officer.

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

- (1) Advising the installation commander or administration of personnel testing programs under jurisdiction of the command.
- (2) Establishing and monitoring procedures for the requisitioning, handling, storing, and disposition of test materials.
- (3) Establishing and monitoring procedures governing security of test materials in accordance with this regulation and AR 345-15.
- (4) Inspecting testing sessions to determine that tests are properly handled and administered.
- (5) Checking periodically to determine that test scores are recorded correctly on appropriate personnel records.
- (6) Determining that personnel who administer and score tests are qualified to per-

form their duties, and have demonstrated that they understand the procedures for administering and scoring each assigned test.

- (7) 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.

6. Security. *a. General provisions.* Army personnel tests have been developed for the sole 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 is compromised through improper release of test information to unauthorized personnel. Test components are protected under the provisions of this regulation and AR 345-15. All components bear the designation "For Official Use Only," except for answer sheets which have not been filled in. Test components are to be shown to no one, inside or outside of the Army, unless it has been determined that such disclosure is essential to the performance of official duties prescribed in appropriate directives, and concerned with test administration or scoring. 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 the Test Control Officer who must exercise close supervision over all phases of test receipt, storage, protection, issue, administration, and scoring. Security measures will be established at all installations where tests are handled, administered, or stored. These will include, at a minimum, logging test components in and out, maintaining stock control and disposition records, and storing test components in locked rooms or

cabinets where they are not accessible to unauthorized persons.

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

- (1) An inventory of test materials on hand will be made at least once a month.
- (2) In cases where the "For Official Use Only" designation has not been preprinted on test components, the material will be so marked.
- (3) For actions to be taken in event of loss or possible unauthorized disclosure of safeguarded test materials, see paragraph 14, AR 345-15. Loss or possible unauthorized disclosure of Army personnel test materials has been determined to have potential Army-wide implications. Consequently, reports required by paragraph 14, AR 345-15 will be initiated in all such cases, and will not be withheld by any echelon between the individual initiating the report and The Adjutant General. An additional copy of the required report will be sent directly to the Chief of Personnel Operations, ATTN: OPOSSA, Department of the Army, Washington, D.C., 20315.
- (4) DA Label 87, prescribed 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 to examinees assembled, under the supervision of qualified test examiners and proctors, 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 wrap-

pings containing test materials when such materials are removed from storage spaces for use at locations not in proximity of storage spaces.

- (5) For actions to be taken in event of possible unauthorized disclosure of safeguarded test material, see paragraph 14, AR 345-15. An additional copy of the required report of loss or possible unauthorized disclosure will be sent directly to the Chief of Personnel Operations, ATTN: OPOSSA, Department of the Army, Washington, D.C., 20315, as soon as possible.
- (6) All test materials which are packaged for shipment will be double wrapped. 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.

- (7) When test components, except answer sheets, are taken from and returned to the locked room or cabinet, exact counts of these components will be made. All components must be accounted for.
- (8) Mutilated materials and marked components which cannot be rendered usable by erasing will be destroyed by burning or shredding. Destruction of test components will be by the appropriate TCO or under his supervision. No destruction certificate is required; however, the TCO will maintain records of destruction.
- (9) Test materials, except for blank answer sheets, will be kept in a locked container or room by the using unit when not in transit or in use for testing, test scoring, or reference purposes. Keys and combinations to storage facility locks will be made available only to persons whose duties require use of the stored test materials.

Section III. TEST ADMINISTRATION

7. Authorized test instructions. Specific directions for test administration and scoring are set forth in manuals which accompany each Army personnel test and 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.

8. 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 men 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 men 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. No examinee will be allowed to give or receive aid during a test administration. The use of partitioned booths or of alternate seating will help to prevent collaboration. In addition, for groups larger than 10, test proctors should be used, one proctor per 20 examinees or fraction thereof.

g. Testing will not be done following hard exercise, long hours of waiting in line, or immunization "shots." In all cases, the test control officer, examiner, and proctors will be alert to signs of genuine distress and affected persons will be excused.

h. 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.

9. 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 pamphlet prescribing procedures for administration of the test to make sure that he knows the purpose of the test, the materials needed to give it, 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. Familiarity with the contents of the test itself is invaluable. Time permitting, examiners and proctors will take each test in the normal fashion before attempting to administer it. This 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 common questions which may arise.

c. Duties of proctors. The examiner will be responsible for instructing the proctors in their specific duties. Regular testing teams will be designated to administer and to score 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 they are in good condition and order and that there are enough of them. He will know the order in which these materials are to be distributed and collected. While directions are being read and the test is being taken, he will patrol his assigned area. He is responsible for—

- (1) Seeing that each examinee has the necessary materials for taking the test.
- (2) 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 incorrect methods of marking answers where separate answer sheets are employed. The proctor should observe examinees to determine that each examinee is working on the proper part of the test during the prescribed time period.

- (3) Seeing that each examinee is doing his own work, independent of his neighbors.
- (4) Excusing from the examination any person who is or becomes too ill to continue without discomfort.

10. Administration of test. *a.* Oral directions will include a 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 maximal effort.

b. 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 or what is more appropriate for local conditions.

c. Time limits, which are specified in the test pamphlet, must be strictly observed. 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 a 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 of the test being administered.

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

b. Frequently, some of the examinees will give up or finish before the time limit is up. Care will be exercised to insure that these men do not leave until they have complied with all directions in the pamphlet for administration of the test and that they 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. After each testing session, erase all answers or marks of any kind from test booklets which will be reused. If marks cannot be erased or if the booklet is worn or torn, it will be destroyed in accordance with paragraph 6b(8). All used scratch paper will be destroyed. All tests and testing supplies will be stored according to test security procedures specified in paragraph 6.

12. Answering examinees' questions. Routine questions asked by examinees prior to testing in most cases should be answered. Permissible questions are those pertaining to testing procedures, time limits, purposes, and uses of tests. Administrators and proctors will be careful at all times to avoid revealing information that might influence the proper evaluation of an individual. Explanations or answers to test questions will not be furnished. After testing has begun, questions which would not furnish answers to test items should be answered.

Section IV. TEST SCORING

13. 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, and without deviation.

14. 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" for rights scoring

"R - W" for rights minus wrongs scoring

"R - W/3" for rights minus one-third wrongs scoring

15. 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. Whenever test manuals prescribe that a weighted composite score shall 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. 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 high numerical values associated with such errors. Applicants can be penalized through failure to compute this type of score correctly. Test control officers and other personnel responsible for the accuracy of test scoring will make frequent spot-checks of test scoring to assure that composite scores are computed correctly.

16. Types of scoring. 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 805 Test Scoring Machine. Some other tests may be either scored by hand or by means of an optical scanning scoring machine. Both hand and machine scoring methods make use of a scoring formula, but with the scoring machine any deduction for a proportion of wrong answers can be made automatically. If a test can be machine scored, the specific procedures to be followed will be given in the scoring directions. All machine-scorable tests may also be hand scored.

17. Answer sheets. Most Army test booklets are reusable and make use of a separate answer sheet upon which examinees indicate their answers. Two types of separate answer sheets are used—machine scored or hand scored. Answer sheets are precision printed, and will not be reprinted or duplicated without specific authorization of The Chief of Personnel Operations, ATTN: OPOSSA, Department of the Army, Washington, D.C., 20315.

18. Special pencils. Machine scored answer sheets can be accurately scored by the IBM 805 Test Scoring Machine only if answers have been marked with pencils having a high graphite con-

tent. Pencils containing P3B lead are satisfactory for this purpose. Some types of scoring machines may require only that answers be marked with an ordinary No. 2 pencil.

19. Hand scoring. The following procedures apply for hand scoring answer sheets where there is only one correct answer for each question. Specific instructions for scoring a test with more than one correct answer for each question are given in the appropriate DA scoring pamphlet or scoring section of the pamphlet for administering that test.

a. Preparing answer sheets for scoring.

- (1) *Tests having Rights (R) score only.* Examine each answer sheet for double answers. Draw a red line through all answer spaces for questions on which more than one answer has been marked and where there is no clear indication of the intended answer (double answers).
- (2) *Tests having Rights (R) and Wrongs (W) in scoring formula.* Examine each answer sheet for questions to which no response has been marked (omission) or to which two or more have been marked (double answer). Draw a red line through all the response positions for these omissions and double answers.

b. Scoring answer sheet.

- (1) *Counting right answers.* Place the appropriate Rights scoring key, printed side up, over the answer sheet so that the edge of the key opposite the identification portion of the key is aligned with the edge of the answer sheet opposite the identification portion of the answer sheet. Count all marks which show through the scoring key except those having red lines drawn through them. This is the number Right (R). Record this number Right in the box on the answer sheet as indicated in the scoring directions for the particular test.
- (2) *Counting wrong answers.* With the appropriate Rights scoring key again aligned over the answer sheet, count all unmarked answers spaces showing through the scoring key except those having red lines drawn through them. This is the number Wrong (W). Record this number Wrong in the box on the answer sheet as

indicated in the scoring directions for the particular test.

- (3) *Checking.* All scoring must be checked. The accuracy of the scores can be checked by totaling the number of Right answers, and number of blank answer spaces (Wrong answers), and the number of red lines. The sum should equal the maximum score for the test. This maximum score will be given 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.

c. Raw scores. For tests having a Rights (R) scoring formula, the number Right is called the Raw Score. For tests having Rights minus a fraction of Wrongs scoring formula, hand scoring tables are usually provided in the scoring directions where the Raw Score is read directly from a table. If there are no tables included in the directions, the indicated proportion of Wrong answers 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.

d. Converted scores. Conversion tables are provided in scoring directions for obtaining Percentile Scores or Standard Scores from Raw Scores if such a conversion is required for the particular test.

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

- (1) Examinees must properly record their responses on the answer sheet.
- (2) The scoring machine must be in proper functioning order.
- (3) The operator must set up and operate the machine correctly.
- (4) Each type of scoring machine generally requires specially printed answer sheets and, in some cases, special pencils. Before scoring answer sheets on a machine, be sure that the design of the sheets and that of the marking spaces are appropriate for that machine.

b. Personnel involved. All personnel involved in machine scoring of tests will become thoroughly familiar with the manual for the machine used. The procedures for machine scoring in the remainder of this paragraph refer specifically to the IBM Test Scoring Machine, Type 805. Assistance in establishing scoring procedures for other machines can be obtained from the manufacturer or from U.S. Army Personnel Research Office, ATTN: AIS, Department of the Army, Washington, D.C., 20315.

c. Scanning answer sheets. Answer sheets must meet the following conditions before they can be machine-scored accurately:

- (1) Marks must be made on a machine-scored answer sheet with a special pencil. They must be heavy and black enough to carry a current. Answer sheets with marks too light, too thin, or marked with other than a special pencil will have to be re-marked.
- (2) Answer sheets must contain only marks intended as answers. Stray marks must be erased and erasures must be clean.
- (3) Marks on the answer sheets must cover completely the letter or the space between the pair of dotted lines of the examinee's choice.
- (4) Answer sheets badly wrinkled or torn will not fit properly into the position channel of the scoring machine and, therefore, will not score accurately. Answer sheets with one or more of the above irregularities that cannot be corrected will be hand-scored.

d. Inserting scoring key. For most tests, only a Rights scoring key will be used. If an Elimination key is necessary to score a test, the scoring directions will indicate the procedure to be used for inserting the key. The following procedures will be used for tests having only a Rights scoring key:

- (1) Place the appropriate Rights scoring key, printed side down, on the top leaf of the scoring key frame with the narrow margin of the key toward the hinges of the frame. The holes in the key should line up with the holes in the frame.
- (2) Close the frame, insert it into the test scoring machine so that the top leaf is toward the back of the machine. Then move the frame into place by turning the key clamp lever.

e. Checking the machine. To insure accurate machine operation, test checksheets are required to be prepared and used before scoring any specific test. Preparation and use of these checksheets are described in the scoring directions for each test. In addition, a complete check of all machine sensing contacts will be made by use of Field Checksheets described in *f* below. The machine will be completely checked with these Field Checksheets at least once during each day the machine is in use and more often if called for by machine difficulties.

f. Field checksheets.

- (1) Use 10 machine-scored standard answer sheets with 5-choice response positions. Mark with a special pencil all 75 response positions for field 1 (answer spaces 1 through 15) on the first answer sheet. Mark all 75 response positions for field 2 (answer spaces 16 through 30) on the second sheet. Continue marking the 75 response positions for each field on separate answer sheets through field 10. Every possible response position will then have been marked on one of the 10 sheets.
- (2) To check the sensing contacts and the Rights circuit on the A, B, C fields, set the master control switch to "R." Insert the first field checksheet into the machine. The dial reading should be 75. Insert the other 9 field checksheets separately. The dial reading should be 75 for each checksheet. This will insure that all of the sensing contacts are correctly sensing the pencil marks and the Rights circuit is operating efficiently. There will be no scoring key used for this operation but the key clamp lever is wound in.
- (3) To check R-W circuit and also adjust for a R-W/3 scoring formula, insert a scoring key which has been punched in the Rights and Wrongs positions on all three field control positions (A, B, and C) at the top and bottom of the scoring key. Set the master control switch to "A" and set the A formula switch to "W." Insert a field checksheet into the machine and the dial reading should be 75. Set the A formula switch to "R-W." The dial needle should drop below zero. Pull the negative score key on and adjust the "A-" potentiometer so that the dial

reading 25 ($\frac{1}{3}$ of 75 wrongs). Score the other 9 field test sheets, pulling the negative score key on; the "W" score should be 75 and the "R-W" score should be 25 with no further adjustments. The same procedure may be used to check the B and C scoring fields.

- (4) To adjust the machine for R-W/4 scoring formula, a set of 3 Field Checksheets with 60 response positions marked on any three separate fields is to be prepared. Follow the above step ((3) above) and adjust the machine for R-W/4. The dial reading at "W" should be 60 and 15 for R-W.
- (5) To adjust the machine for other scoring formulas, follow the same general procedure as that described above.

g. Trouble checklist. The following are some points to check when the machine does not yield accurate scores on the checksheets:

- (1) Are scoring keys properly placed in the scoring rack?
- (2) Is scoring rack in proper position in machine?
- (3) Is key clamp lever wound in?
- (4) Are marks on checksheets heavy and well placed?
- (5) Are marks on checksheets made with proper pencil?
- (6) Are checksheets counted correctly?
- (7) Are answer sheets being inserted correctly?
- (8) Is power switch on?
- (9) Is cord plugged in to 110-volt outlet?
- (10) Is master control switch set to correct field?
- (11) Is formula switch set to desired formula?
- (12) Is feed channel clear? (Answer sheets occasionally stick in the feed channel.)
- (13) Are contact blades clean? (These can be cleaned by turning off the power switch and brushing with a long, thin brush provided by IBM for this purpose. Be sure to turn off power switch *before brushing*.)
- (14) Are answer sheets completely dry? (A heating unit is built into the machine to dry out answer sheets on humid days.) If after these checks the machine still

does not give accurate scores, an IBM serviceman should be called.

h. Scoring and checking the answer sheet.

- (1) Prior to machine scoring, hand score every 20th answer sheet in the group for the test being scored. Record the scores in the boxes on the answer sheet as specified in the scoring pamphlet. Replace these answer sheets in their original order within the group.
- (2) With the machine properly set, score all answer sheets for the particular test using the interspersed hand-scored sheets as a check on the accuracy of the machine.
- (3) When there is already a score entered on the answer sheet and that score differs from the machine reading, the source of error must be determined and corrected.

(a) If the score obtained by hand is in error, correct it and proceed with machine scoring.

(b) If the score obtained by hand scoring is correct, adjust the machine according to the procedures given in *g* above. When it is necessary to adjust the machine, the preceding 20 answer sheets must be re-scored to insure the accuracy of the machine scores.

i. Accurate recording. Accuracy and legibility are the most important factors to be stressed in the process of recording scores. When it is necessary to copy figures from one source to another, complete, independent checking will be accomplished, if possible. Numbers should be typed or handwritten with care. Corrections should be rewritten, *not* traced over the old numbers.

Section V. PROCUREMENT AND RELEASE OF ARMY PERSONNEL TEST MATERIALS

21. Procurement: *a.* Requisitions for personnel test materials which are authorized to the using activity by directive, will be submitted, by the test control officer through normal AG publications channels, except as otherwise specifically prescribed in DA Pam 310-8. Requisitions will specify the authorizing regulations and the designation of the organization or unit which will actually use the components.

b. 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 the Chief of Personnel Operations, ATTN: OPOSSA, Department of the Army, Washington, D.C., 20315, for necessary action. A 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 purpose not currently authorized until approval for its use has been obtained from the Department of the Army.

c. Tests used by clinical psychologists for diagnostic purposes are not listed in DA Pam 310-8. They are available through medical supply channels.

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

22. Release of test materials. *a.* Copies of Army test components may be released to proper representatives of Federal, State, or local government agencies or friendly foreign government, provided such release does not jeopardize the usefulness of these materials for current or future Army purposes. In cases of such release, the gaining agency or government may be requested to furnish the Office of Personnel Operations copies of operating statistics resulting from the use of these materials. Requests for such material will be sent to the Chief of Personnel Operations, ATTN: OPOSSA, Department of the Army, Washington, D.C., 20315.

b. Correspondence and material to be forwarded to foreign countries will be reviewed by Chief of Personnel Operations for technical factors or reasons of sensitivity and transmitted as follows:

- (1) Replies which contain any *classified* material will be routed—
- (a) Through Secretariat, United States Military Information Control Committee (S/USMICC) when sent to Military Assistance Advisory Groups and Missions.
 - (b) Through the Assistant Chief of Staff for Intelligence (ASCI) when sent to friendly foreign attachés in Washington, D.C.
 - (c) Through S/USMICC when sent to 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 ACSI when sent to foreign

[OPOSS]

By Order of the Secretary of the Army:

Official:

J. C. LAMBERT,
*Major General, United States Army,
 The Adjutant General.*

Distribution:

Active Army, NG, and USAR: To be distributed in accordance with DA Form 12-9 requirements for Military Personnel Procedures, Officer and Enlisted—A.

attachés or other officials of friendly foreign governments.

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

c. If doubt exists as to whether requests for material should be honored or refused, the request, with appropriate recommendation, will be forwarded to the Deputy Chief of Staff for Personnel for final determination.

d. Copies of Army test components which are currently in operational use by the Army or are likely to be used in the future will not be released to private individuals or organizations. Decision as to whether or not obsolete tests will be so released will be made by the Chief of Personnel Operations, following consultation with the U.S. Army Personnel Research Office.

HAROLD K. JOHNSON,
*General, United States Army,
 Chief of Staff.*