

# Condensed Overview of TCO Duties

## for Sites Using Paper/pencil Tests

1. Order new FY ECL tests
2. Check and Inventory received test materials
3. Sign the Packing List
4. Destroy previous year's (2 signatures) and fill in Certificate of Destruction
  - (AF Form 1565 included in shipment)
5. Send DLI - immediately after receiving new shipment:
  - signed Packing List receipt
  - Certificate of Destruction
  - previous year's Test Administration Log
6. Provide maximum physical security for the test materials
  - store test materials in safe or metal file cabinet with bar-locking mechanism.
  - allow access only to TCN/ATCNs (*no* FSNs)
  - maintain the required log-out/in of all test materials
7. Prevent Test Overexposure and other forms of compromise
  - use ECL to qualify **ONLY** within-range CONUS training candidates (max. 3 tested @ training slot)
    - o Use ALCPT to screen those with unknown language capabilities.
  - administer ECL no more often than 2 weeks
    - o request a waiver from DLI to test sooner
  - keep an updated record of everyone tested to:
    - o avoid re-testing a candidate with the same ECL form
    - o confirm a qualifying score is attained within 105 days of US training.
  - wait **30 calendar days before retesting** a candidate
    - o candidate must be enrolled in an intensive English language course during this time
  - randomly rotate the ECL forms used, using each form once before using any a 2nd time
8. Conduct tests according to Instruction 1025.15:
  - check candidates government photo ID
  - keep a record of everyone tested
  - TCO/ATCO alone complete the header section of the answer sheet prior to the test session
  - on the answer sheet, fill in the test **FORM** (version) only after the test and with no students present
  - provide additional **proctors (US citizens who are government employees) to monitor** large groups
    - 1 monitor for every 15 test candidates.
  - provide candidates with pencil, blank answer sheet, and unmarked ECL test booklet
  - only photo ID brought into test room
  - No notes, no communication of any kind (gestures, strange postures, movements, sounds, etc.)
  - score the test in secure area, no students or unauthorized personnel present
  - no marks on answer sheets, no photocopies made
9. Mail DLI all used answer sheets monthly
10. Immediately communicate to DLIELC the following:
  - Loss or compromise of a test form or used answer sheet
    - o *immediately stop all testing with said materials*
  - Need for a waiver to conduct additional test sessions.
  - MFR with any change of TCO or ATCOs
  - Change of contact information (i.e. physical or email addresses).
11. Maintain all documents and records in a Continuity Book