September 10, 2015
DLIELC 1025.15
332 TRS/EEF

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

DLIELC Instruction 1025.15

SUBJECT: English Comprehension Level (ECL) Test Guidelines

References: (a)   DLIELC 1025.15, subject as above, March 24, 2015 (hereby superseded)

(b)   AFI 16-105, Joint Security Cooperation Education and Training (JSCET), 3 January 2011

(c)   AFMAN 16-101, International Affairs and Security Assistance Management, 15 February 2011

(d)   Web-based Defense Language Testing – English Comprehension Level – ECL User's Guide, prepared by DMDC, 14 February 2014

(e)   Handbook for the American Language Course Placement Test (ALCPT), April 2013

(f)   DLIELC English Language Training Support for Security Cooperation Offices, FY 15

1. <u>REISSUANCE AND PURPOSE</u>

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

2. <u>APPLICABILITY</u>

This instruction applies to all Security Cooperation Offices (SCOs) and US-based Test Control Officers (TCOs) of all services or agencies responsible for the selection of IMSs to attend International Military Education and Training (IMET), Foreign Military Sales (FMS) or other Security Cooperation-sponsored training. It also applies to services or agencies using the ECL test for the selection, placement or reclassification of US military personnel or for determination of their English language competency for certain courses or jobs.

3. <u>DEFINITIONS</u> (See Encl E1)

4. <u>POLICY</u>

    4.1.   The ECL test is the primary instrument used for assessing the English language proficiency of IMSs scheduled to attend Security Cooperation Education and Training Programs (SCETP)(Ref b), and of international participants in certain US-sponsored exercises (Ref c).

    4.2.   The ECL may also be used as a criterion in the recruitment of US military personnel who are not native speakers of English, or in the determination of their eligibility for commissioning, attending specific courses, or obtaining certain jobs.

    4.3.   The ALCPT will be used by in-country English Language Training Programs (ELTPs) for ECL prescreening purposes.

    4.4.   ECL test scores are valid for 105 calendar days from the date of the last ECL administration to the report date recorded on the Invitational Travel Order (ITO).

    4.5.   User agencies will not copy or duplicate any portions of the ECL or ALCPT test, nor will they release any ECL test materials to host-country or other unauthorized personnel. Discussion of ECL test items with host-country and other unauthorized personnel is also prohibited.

5. <u>RESPONSIBILITIES</u>

    5.1.   The chief of the user agency will:

        5.1.1. Contact DLIELC/Language Testing Flight

(Testing)to establish a new paper and pencil (PP) or online CAT ECL test site (See Encl E2 for contact information).

5.1.2. Assume overall responsibility for security of the site's ECL testing program and all of its ECL and ECL- related test materials, including those for the online CAT ECL test.

5.1.3. Investigate all test losses and compromises, real or suspected, and report findings to the appropriate combatant command and to DLIELC/Testing (See Encl E2 for contact information). (See section 6.1.3. for reporting procedures).

5.1.4. Select and appoint TCOs and ATCOs. (See paragraph 6.1.4.).

5.1.5. Notify DLIELC/Testing in the event of the terminal absence of the TCOs and ATCOs from the site without likelihood of replacement within a reasonable time, or in the event of the site's closing or going inactive for an extended period of time.

5.1.6. Follow the provisions of this instruction in all cases, unless a specific waiver for each exception has been granted by DLIELC/Testing (See Encl E2 for contact information).

5.2. The TCO will:

5.2.1. Maintain test security at all times (See sections 6.2.1. and 6.2.2.).

5.2.2. Obtain new PP ECL test materials before the start of each fiscal year, and as needed throughout the fiscal year (See section 6.2.3.).

5.2.3. Destroy all outdated PP ECL test material only if BOTH conditions have been met: 1) it is the end of a fiscal year; AND 2) new ECL test materials have arrived; and whenever directed by DLIELC/Testing (See section 6.2.4 for destruction procedure).

5.2.4. Schedule ECL tests according to purpose and procedures outlined in sections 6.2.5, 6.2.6, and 6.2.7.

5.2.5. Administer and score PP ECL tests according to the procedures outlined in Encl E3 (Administration and Scoring Procedures for PP ECL Tests), and read aloud the instructions for the PP ECL Tests (Encl E4) at the time of test administration.

5.2.6. Administer online CAT ECL tests according to the procedures outlined in Encl E5 (Administration Procedures for

Online CAT ECL Tests), and read aloud the instructions for the Online CAT ECL Tests (Encl E6) at the time of test administration.

5.2.7. Maintain an ECL continuity book containing current copies of ECL-related documents (See section 6.2.11. for contents).

5.2.8. Follow the provisions of this instruction in all cases, unless a specific waiver for each exception has been granted by DLIELC/Testing (See Encl E2 for contact information).

5.3. All ATCOs will assume and carry out the responsibilities of an absent TCO.

5.4. Test proctors will assist TCO and ATCOs only in distributing and collecting PP ECL test material and in the overall monitoring of the PP and online CAT ECL test administrations. The proctor should not transport, score, or otherwise handle the PP ECL.

5.5. DLIELC/Testing will:

5.5.1. Maintain test security at all times for all PP and online CAT ECL test sites.

5.5.2. Assign TCNs to new ECL (PP and online CAT) test sites.

5.5.3. Maintain a current list of TCOs and ATCOs for PP and online CAT ECL test sites.

5.5.4. Provide guidance and instructions to PP and online CAT ECL test sites for obtaining, controlling, administering, and destroying all ECL and ECL-related test material.

5.5.5. Provide guidance and instructions to online CAT ECL test sites for registering with DMDC for the delivery of the online CAT ECL test.

5.5.6. Maintain used answer sheets for one year for PP ECL sites.

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

6. <u>PROCEDURES</u>

6.1. The chief of the user agency will:

6.1.1. Send DLIELC/Testing a TCO Appointment MFR (Encl E7) and a justification of the program's need to conduct ECL testing in order to establish a new ECL test site (See Encl E2 for contact information). To be established as (or to convert to) an online CAT ECL test site, additional procedures for registration and access to the online delivery system set by DMDC must be followed (See Encl E5 and Ref d).

6.1.2. Assume overall responsibility for security of the site's ECL testing program and all of its ECL and ECL- related test materials by ensuring that:

6.1.2.1. Passwords for the online CAT ECL can be accessed only by the appointed TCO and ATCOs.

6.1.2.2. PP ECL materials are used only by the appointed TCO and ATCOs of the site and may not be permanently transferred to other locations in the country or exchanged for those of other locations unless the transfer or exchange is authorized by DLIELC/Testing.

6.1.2.3. All test takers are properly identified by TCO and/or ATCOs prior to test administration.

6.1.2.4. Review of or access to controlled test materials is restricted only to authorized TCOs and ATCOs or DLIELC/Testing personnel.

6.1.2.5. Only TCOs and ATCOs may discuss the content of test materials orally and/or in writing with DLIELC/Testing.

6.1.2.6. No test materials are reproduced or copied in any way, including digitally capturing booklet pages or audio clips, during test administrations or at any other time.

6.1.2.7. Test materials are removed from their secured location or from the testing room only by TCOs and ATCOs.

6.1.2.8. All ECL test materials are accounted for at all times.

6.1.2.9. Outdated ECL test material is not disclosed or released to any individuals other than the TCOs and

ATCOs or DLIELC/Testing personnel.

6.1.2.10. ECL test materials are properly labelled for mailing to prevent unauthorized disclosure (See Encl E3 for proper labelling procedures).

6.1.2.11. Only appointed TCOs and ATCOs open or handle packages containing test materials.

6.1.2.12. All controlled ECL test materials (booklets, scoring keys, CDs, used answer sheets) are properly secured and stored in a standard safe or in a metal cabinet equipped with a key and bar-locking mechanism when not in use. ECL test materials must be stored and secured on the premises of the user agency, except when materials are logged out by the TCO or ATCOs for temporary administration at an alternate in-country location.

6.1.2.13. Test takers do not bring paper, pencils/pens, books, dictionaries, phones, any electronic devices, etc. into the testing room.

6.1.2.14. Test takers do not take notes at any point during the test administration.

6.1.2.15. TCOs and/or ATCOs are in the presence of test takers at all times during a test administration.

6.1.3. Investigate all test losses and compromises, real or suspected, and report findings to DLIELC/Testing (See Encl E2 for contact information).

6.1.3.1. Notify DLIELC/Testing as soon as a test compromise is suspected.

6.1.3.2. Send a complete report of the investigation, including findings and a statement of corrective action taken, to the appropriate combatant command and to DLIELC/Testing within 30 calendar days from the date on which the test was reported lost or compromised (See paragraph 6.2.2.4.1. for information on the contents of the report).

6.1.4. Select and appoint TCOs and ATCOs and document selections on the TCO Appointment MFR (Encl E7). Submit the TCO Appointment MFR by mail, email, or fax to DLIELC/Testing (See Encl E2 for contact information). Ensure new MFRs are submitted as

TCOs and ATCOs depart site and new ones are appointed.

6.1.5. Notify DLIELC/Testing in the event of the permanent absence of the TCOs and ATCOs from the site without likelihood of replacement within a reasonable time, or in the event of the site's closing or going inactive for an extended period of time.

6.1.6. Follow the provisions of this instruction in all cases, unless a specific waiver for each exception has been granted by DLIELC/Testing (See Encl E2 for contact information).

6.2. The TCO will:

6.2.1. Maintain test security at all times of online CAT ECL test sites and materials, following provisions outlined in this instruction and IAW Ref d.

6.2.2. Maintain test security at all times of PP ECL test sites, following provisions outlined in this instruction.

6.2.2.1. Store all controlled ECL test materials (booklets, scoring keys, CDs, used answer sheets) in a standard safe or in a metal cabinet equipped with a key and bar-locking mechanism. ECL test materials must be stored and secured on the premises of the user agency, except when materials are logged out by the TCO or ATCOs for temporary administration at an alternate in-country location.

When ECL test materials are logged out by the TCO or ATCOs for transport to a temporary testing location, they must be double wrapped and remain in the physical possession of the TCO or ATCOs at all times. Upon completion of test administration at a temporary location, the TCO or ATCOs will return ECL test materials to the permanent secure storage site on the premises of the user agency.

6.2.2.2. Record on the ECL Test Administration Log (Encl E8) the removal of any test materials from their secure storage area and their subsequent return. The TCO will submit a copy of this log to DLIELC/Testing at the end of each fiscal year by mail, email, or fax (see Encl E2 for contact information).

6.2.2.3.   Document a thorough physical inventory of all ECL test materials every six months and upon assuming or relinquishing TCO duties.   Notify the appropriate combatant

command and DLIELC/Testing of any discrepancy (See Encl E2 for contact information).

6.2.2.4.   Immediately report the loss, compromise, or suspected compromise of any form of the ECL test by phone or email to the appropriate combatant command and, if applicable, MILDEP, and to DLIELC/Testing (See Encl E2 for contact information). Treat the ECL test form(s) in question as compromised and immediately secure and stop using it.

6.2.2.4.1.   The report will include the test form(s) and booklet number(s), date or probable date of loss or compromise, location, and supposed geographical extent of the compromise, as well as verification that all testing with the form in question has stopped.

6.2.2.4.2.   The report will also specify which parts of the test are missing, comprised, or suspected of compromise (i.e., "ECL Form 16B: booklets 0127 and 0128 missing, score key missing," etc.).

6.2.3.   Obtain new PP ECL test material (for paper and pencil ECL test sites) before the start of each fiscal year. NEW ECL MATERIAL SHOULD NOT BE USED BEFORE 1 OCTOBER.

6.2.3.1.   Ensure that all ECL documentation is current: used answer sheets have been mailed in regularly (see paragraph 6.2.9.); MFRs are up-to-date; and that the ECL Test Log (Form 1025.15A), Packing List, and Certificate of Destruction for the previous fiscal year have been submitted.

6.2.3.2.   Assess ECL test requirements annually and submit a completed ECL Questionnaire (Encl E9) to DLIELC/Testing (See Encl E2 for contact information).

6.2.3.3.   Upon receiving the new ECL test package for the fiscal year, immediately open and inventory it; annotate any discrepancies on the packing list (included in the box); sign and date one copy of the packing list and send it by mail, email, or fax to DLIELC/Testing (See Encl E2 for contact information).

6.2.3.4.   Request and justify the need for additional ECL forms or booklets during the fiscal year using the

ECL Questionnaire (Encl E9) and submitting it to DLIELC/Testing (see Encl E2 for contact information).

      6.2.4. Destroy all outdated PP ECL test material only if BOTH conditions have been met: 1) it is the end of a fiscal year; AND 2) new ECL test materials have arrived; and whenever directed by DLIELC/Testing or the chief of the user agency.

      6.2.4.1. Document destruction action on Certificate of Destruction AF Form 1565 (Encl E10). Itemize all of the materials to be destroyed, including test booklets, CDs, and scoring keys, and their quantities on this form. Materials should be identified by form number (i.e., 16A), booklet number (i.e., 0127), and item type (i.e., scoring key, CD, etc.).

      6.2.4.2. Destroy all outdated PP ECL test material from the previous fiscal year after all ECL test material for the new fiscal year has been received, inventoried, and quality checked. Shred or burn the test booklets; break CDs; and cut up scoring keys with scissors.

      6.2.4.3. Sign the Certificate of Destruction AF Form 1565 (Encl E10) and have a witness attest by signature to the destruction of the test materials. RETURN THIS FORM TO DLIELC/Testing (See ENCL E2 FOR CONTACT INFORMATION) WITHIN 30 CALENDAR DAYS OF DESTRUCTION.

      6.2.5. For all OCONUS ECL test sites, schedule ECL tests for the following purposes and according to the following guidelines.

      6.2.5.1. Ensure that overseas locations use the ALCPT rather than the ECL test for measuring student progress upon completion of internal English Language Training Programs (ELTPs) and for ECL prescreening purposes. More information about the uses and score interpretations of the ALCPT can be found in Ref e, available online at: http://dlielc.edu.

      6.2.5.2. Assess annual ECL test requirements and establish ECL testing schedule for the fiscal year.

      6.2.5.3. Administer the ECL as a final language qualification assessment to a maximum of three candidates per training slot.

6.2.5.4. Ensure any one candidate is not tested more than three times in any one fiscal year.

6.2.5.5. Use ECL test forms/ CAT sub banks in a randomized sequence (i.e., 16E, 16C, 16A, 16D, etc.) so all forms are used once before any one form is used again.

6.2.5.6. Conduct ECL testing no more than once every two weeks without a waiver from DLIELC/Testing. All ECL testing should be consolidated at one location on one day each month so that each ECL test form is used only one time during the fiscal year. If multiple test administrations are required in one day, only one test form is used per day, ensuring that candidates do not have contact with one another in between test sessions.

6.2.5.7. Ensure that examinees who do not obtain their required ECL scores do not retest until after 30 calendar days have elapsed.

6.2.5.7.1. Examinees who need to take an ECL retest should be retested with a different ECL test form/CAT sub bank.

6.2.5.7.2. Examinees who need to take an ECL retest should be enrolled in a full-time intensive English Language Training Program (ELTP) during the 30-day wait period.

6.2.5.8. Ensure that examinees who obtain their required ECL scores more than 105 days before the report date for their CONUS (within the US) training, and who need to take an ECL retest, be retested with a different PP ECL test form or online CAT sub bank.

6.2.5.9. Observe established procedures for OCONUS ECL testing in support of major US-sponsored military exercises (i.e., Red Flag, Green Flag, Air Mobility Rodeo, etc.) IAW Ref c.

6.2.6. For all CONUS (direct-entry IMS testing within the US), schedule ECL tests for the following purposes and according to the following guidelines.

6.2.6.1. IMSs who achieve their required ECL scores in-country will take the ECL at their first training location in the US, per Ref b.

6.2.6.1.1. The TCO will use one of the CONUS ECL forms/CAT sub banks to administer the entry ECL test to

direct-entry IMSs 3-5 days after their arrival to their first training location in the US.

6.2.6.1.2. Only recent (within 105 days) DLIELC graduates and students from countries listed as "Exempt from All English Language Testing," per Ref f and per the annual Defense Security Cooperation Agency (DSCA) policy message (available online at http://www.dlielc.edu/Testing/dsca.pdf), will not be tested.

6.2.6.2. IMSs who do not achieve their required ECL score on their entry ECL test will be retested with a different ECL form or CAT sub bank 1-2 days after their entry ECL test.

6.2.6.2.1. To administer a second retest (a third entry ECL), the TCO must obtain permission from the appropriate military department (MILDEP) AND DLIELC/Testing. The TCO can contact DLIELC/Testing (See Encl E2 for contact information) to request the second retest, providing the necessary background information.

6.2.6.2.2. At CONUS ECL test sites where ECL testing of IMSs is conducted by the Base Education Office as a service for the International Military Student Office (IMSO), the request for a waiver to administer a second ECL retest can be made by the IMSO in place of the TCO. In such cases, however, the IMSO should keep the TCO informed of these actions so the TCO can maintain accurate records.

6.2.6.3. The TCO will report all failing scores to the MILDEP and to DLIELC/Testing (See Encl E2 for contact information). If an IMS does not achieve the required ECL score on a second retest, the TCO should immediately inform the MILDELP and DLIELC/Testing. The MILDEP is responsible for determining subsequent action, and the TCO should keep DLIELC/ Testing informed of the MILDEP's decision.

6.2.7. For ECL testing of US military personnel at MEPS, schedule ECL tests for the following purposes and according to the following guidelines.

6.2.7.1. Agencies in the US that provide English language training programs (ELTPs) for US military, family members, or civilians should use the ALCPT rather than the ECL test for measuring student progress upon completion of internal ELTPs and for ECL prescreening purposes. More information about

the uses and interpretations of the ALCPT can be found in Ref e, available online at: http://dlielc.edu.

6.2.7.2. The ECL test and not the ALCPT is used in the official selection process to determine the English language

proficiency of nonnative speakers of English entering the US military. It may also be used as a prerequisite for certain US military training courses or for job reclassification.

6.2.7.3. TCOs should aim to consolidate ECL testing as much as possible through regularly scheduled testing dates.

6.2.7.4. An examinee who does not achieve the required ECL score cannot be retested until 30 calendar days have elapsed; he or she must be retested with a different ECL form/CAT sub bank.

6.2.8. Administer and score PP ECL tests according to the procedures outlined in Encl E3 (Administration and Scoring Procedures for PP ECL Tests), and read aloud the instructions for the PP ECL Tests (Encl E4) at the time of test administration.

6.2.9. Return all used answer sheets monthly to DLIELC/Testing (See Encl E2 for contact information).

6.2.10. Administer online CAT ECL tests according to the procedures outlined in Encl E5 (Administration Procedures for Online CAT ECL Tests), and read aloud the instructions for the Online CAT ECL Tests (Encl E6) at the time of test administration.

6.2.11. Maintain an ECL continuity book containing updated copies of ECL testing-related documents.

6.2.11.1. These documents include TCO Appointment MFRs, ECL Questionnaires, signed packing lists, Certificates of Destruction (AF Form 1565), ECL test administration logs (Form 1025.15A), ECL test rosters, DLIELC Instruction 1025.15, and any other records or communications of importance.

6.2.11.2. It is recommended that the ECL continuity book be maintained for the previous and current fiscal years.

6.2.12. Follow the provisions of this instruction in all cases, unless a specific waiver for each exception has been granted by DLIELC/Testing (See Encl E2 for contact information).

6.3. All ATCOs will assume the responsibilities of an absent TCO.

6.4. Test proctors will assist TCO and ATCOs only in distributing and collecting PP ECL test material and in the overall monitoring of the PP and online CAT ECL test administrations.   The proctor should not transport, score, or otherwise handle the PP ECL.

6.5. DLIELC/Testing will:

6.5.1. Oversee test security at all times for all PP and online CAT ECL test sites.

6.5.2. Assign TCNs to new ECL (PP and online CAT) test sites.

6.5.3. Maintain a current list of TCOs and ATCOs for PP and online CAT ECL test sites.

6.5.4. Provide guidance and instructions to PP ECL test sites for obtaining, controlling, administering, and destroying all ECL and ECL-related test material.

6.5.5. Authorize the appropriate quantities of ECL test materials based on the site's individual testing needs, as indicated on the ECL questionnaire and as justified by the site's submission of used ECL answer sheets during the previous fiscal year.

6.5.6. Coordinate the shipping of ECL test materials to PP ECL test sites that are in compliance with ECL test policies outlined in this instruction.

6.5.7. Provide guidance and instructions to online CAT ECL test sites for registering with DMDC for the delivery of the online CAT ECL test.

6.5.8. Maintain used answer sheets for one year for PP ECL sites.

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

7. <u>SUMMARY OF REVISIONS</u>

This revision reflects organizational and office symbol changes.

8. <u>EFFECTIVE DATE</u>

This instruction is effective immediately.

JEFFREY T. COOPER, Colonel, USAF
Commandant

Enclosures-13
1. Definitions
2. DLIELC/Testing Contact Information
3. Administration and Scoring Procedures for PP ECL Tests
4. Read-aloud Instructions for PP ECL Tests
5. Administration Procedures for Online CAT ECL Tests
6. Read-aloud Instructions for Online CAT ECL Tests
7. TCO Appointment MFR
8. ECL Test Administration Log, DLIELC Form 1025.15a
9. ECL Questionnaire
10. Certificate of Destruction AF Form 1565
11. Description of ECL Test and Contents of Standard PP
    ECL Test Package
12. Sample ECL Test Roster
13. Sample DLIELC Form 6748a, Test Answer Sheet

E1. <u>ENCLOSURE 1</u>

<u>Definitions</u>

E1.1. Alternate Test Control Officer (ATCO). A person who has been appointed by the chief of a user agency to act in the absence of the Test Control Officer (TCO) (see E1.18) and who assumes all of the responsibilities of the TCO. All ATCOs must be US citizens. Additionally, they must be US military officers or noncommissioned officers (NCOs) in the rank of E-5 or above, or US Government Civil Service employees in the grade of GS-05 or above, or the equivalent.

E1.2. American Language Course Placement Test (ALCPT). A multiple-choice English language proficiency test consisting of a listening part and a reading part. When kept secure, the ALCPT gives scores comparable to those of the ECL. Where authorized, it can be used in lieu of the ECL to evaluate the language ability of US military or civilian government employees who are not native speakers of English, or as a placement or graduation test for in-country English Language Training Programs (ELTPs). (See Ref e).

E1.3. Booklet Number. A four-digit identification number printed on the top right corner of the cover of the PP ECL test booklet that is also entered on each answer sheet (i.e., 0004).

E1.4. CAT ECL. A computer-adaptive online version of the ECL test that can be delivered worldwide via the internet.

E1.5. Certificate of Destruction (Encl E10). AF Form 1565, Entry, Receipt and Destruction Certificate, used to document the destruction of paper and pencil ECL test materials listed on the form.

E1.6. Defense Manpower Data Center (DMDC). The US government office responsible for the delivery of the online CAT ECL.

E1.7. English Comprehension Level (ECL). A Department of Defense (DoD) test for assessing listening and reading comprehension proficiency in English. (See Encl E11 for a description of the ECL.) The term ECL also refers to the test score (i.e., an ECL score).

E1.8. ECL Questionnaire (Encl E9). The request form completed by the TCO annually (or as necessary) to indicate the quantity of paper and pencil ECL test materials needed.

E1.9. ECL Roster (Encl E12). A record of an ECL test site's examinee information, such as name, test date, test form administered, and ECL score.

E1.10. ECL Test Administration Log (Encl E8). DLIELC Form 1025.15a, a log that documents the removal of paper and pencil ECL materials from and their return to a designated, secured area.

E1.11. ECL Test Form(s). Statistically equivalent paper and pencil versions of ECL tests or online CAT sub banks.

E1.12. Memorandum for Record (TCO Appointment MFR)(Encl E7). The letter by which the chief of the user agency appoints the TCO/ATCOs for the ECL test site.

E1.13. Military Entrance Processing Stations (MEPS). Locations that screen and process applicants into the United States Armed Forces.

E1.14. Paper and Pencil ECL test (PP). A paper version of the ECL test that is used worldwide by test sites that do not have the online CAT ECL version.

E1.15. Prescreening for the ECL. Administering the ALCPT to candidates for Security Cooperation-sponsored training slots prior to administering the ECL. This procedure ensures only those candidates scoring the highest on the ALCPT will be tested with the ECL (maximum of 3 candidates tested on the ECL per training slot, see paragraph 6.2.5.4.).

E1.16. Required ECL score. The minimum ECL score required for international military students (IMSs) to enter Security Cooperation-sponsored (IMET- or FMS-funded) training or to participate in US flying exercises, and for nonnative English speakers to enter US military accession programs or to meet job specialty qualification.

E1.17. Security Cooperation Office (SCO). An in-country office responsible for security assistance. SCOs include, but are not limited to, Military Assistance Advisory Groups (MAAG), Offices of Military Cooperation (OMC), Offices of Defense Cooperation (ODC), Defense Logistics Groups (DLG) and Defense Attaché Offices (DAO).

E1.18. Test Control Officer (TCO). An individual appointed by the chief of a user agency to obtain, control, and administer

the ECL test. All TCOs must be US citizens. Additionally, they must be US military officers or noncommissioned officers (NCOs) in the rank of E-5 or above, or US Government Civil Service employees in the grade of GS-05 or above, or the equivalent.

E1.19. Test Proctor. A person assigned by the user agency to assist in monitoring the administration of the PP and online CAT ECL tests. Proctors must be US citizens who are also US government employees.

E1.20. Language Testing Flight (Testing). The DLIELC office responsible for the development, maintenance, and distribution of the ECL test. Testing also ensures that nonresident ECL test sites comply with the provisions of DLIELC Instruction 1025.15.

E1.21. Test Control Number (TCN). The number assigned by DLIELC to identify a particular ECL test location.

E1.22. User Agency. Any US government office or agency, including SCOs and offices within the US, authorized to administer the ECL test to IMSs, civilians, or US military personnel.

E1.23. Validity period of ECL. 105 calendar days from the date of the last ECL administration to the report date recorded on the Invitational Travel Order (ITO).

E2.   ENCLOSURE 2

Contact Information

Mailing address: DLIELC/Testing
                      2230 ANDREWS AVE
                      JBSA LACKLAND, TX 78236-5207

E-mail: DLI.Testing@us.af.mil

Telephone: Commercial (210) 671-4889; DSN 473-4889
Fax: Commercial (210) 671-0211; DSN 473-0211

Use these addresses to:

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

Use the website http://dlielc.edu to:

- get general information about DLIELC/Testing and to find electronic versions of the following ECL test site documents: DLIELC Instruction 1025.15, TCO Appointment Memorandum for Record, ECL Questionnaire, Certificate of Destruction (Form AF IMT 1565) and ECL test log (Form 1025.15A).

E3. ENCLOSURE 3

Administration and Scoring Procedures for PP ECL Tests

Before the test date, the TCO will:

1. Obtain a list of examinees and ensure each candidate is tested for the purposes and according to the procedures outlined in section 6.2.5.

2. Ensure examinees are informed that they will need to present photo identification before taking the exam and will not be allowed to bring non-testing-related items (including, but not limited to, papers, books, dictionaries, cell phones, and all devices capable of photographing or retaining test material) into the testing room on the date of the test. In addition, TCO will inform them how they may obtain results.

3. Fill out the test answer sheet header, to include the examinee's name, the name of the TCO or ATCO administering the test, the country, the date of the test, and the TCN for the site. The test ID should be entered as the four-digit fiscal year and letter of the test form (for example, 2014B) (Encl E13 provides a sample of a completed answer sheet header). It is also necessary to include the required ECL score on the answer sheet.

4. For the test administration, select a well-lit, ventilated, quiet room with the capability to play a CD.

5. Arrange for and assign any necessary proctors, at a ratio of at least one for every 15 examinees. When needed, the TCO will arrange for US citizens who are government employees to serve as additional proctors (See Encl E1.19). In the event additional proctors are needed, a TCO or ATCO must be present at all times.

6. Quality check the audio CD prior to test administration date for sound quality. In case of defects on any CD, contact DLIELC/Testing for guidance (see Encl E2 for contact information).

On the test date, the TCO will:

1. Log out the appropriate ECL test materials on the ECL Test Administration Log, DLIELC Form 1025.15A (Encl E8). For test security, scoring keys should not be removed from the secure area.

2. Check test booklets for missing pages or for any marks. If any booklet is missing any pages, that test form is to be treated as a suspected compromise and use of that test form should stop immediately. (See section 6.2.2.4. for procedures for reporting ECL test compromises).

3. Inform test proctors to keep in mind the following when monitoring:

     a. Watch for signals from examinees such as pencil tapping, foot scraping or tapping, coughing, hand, foot or finger signals, or any other systematic movements.

     b.   Deter suspected signaling by standing quietly behind an examinee who is signaling.

     c. Do not assist examinees at any point during the test with any questions relating to test content.

4. Check the volume of the audio equipment in the testing room with a non-test-related CD to ensure the sound can be heard adequately in all areas of the testing room; then set up the audio portion of the test.

5. Have two sharpened soft-lead pencils with erasers ready for each test taker.

When examinees arrive, the TCO will:

1. Be present in the testing room at all times during the ECL test administration. *Only TCOs, ATCOs, proctors, and examinees are allowed in the testing room while the examination is in progress. No Foreign Service Nationals (FSNs) may be permitted in the test room after the test booklets have been distributed to examinees.

2. Place signs stating "QUIET--TESTING IN PROGRESS" (in both English and the host-country language) on the door of the testing room and in adjoining areas to limit outside noise.

3. Positively identify each examinee. The TCO can normally accomplish this by checking the name on each examinee's photo identification against the list of test takers.

4. Seat examinees far enough from each other in the testing room to preclude any test compromise. Examinees should not be allowed to choose where they will sit; they should be randomly

assigned to seats and informed of their seat assignments only as they enter the testing area.

5. Ensure the examinees leave all non-testing related items (including, but not limited to, papers, books, dictionaries, cell phones, and all devices capable of photographing or retaining test material) outside the testing room.

6. Pass out two sharpened soft-lead pencils with erasers to each test taker.

7. Read the instructions aloud in English, using the script found in Encl E4. Directions should be read verbatim. (Supplementary directions may be given if necessary, but it is best to keep directions as standardized as possible across test administrations). An interpreter may be used for assistance in giving preliminary directions, but he or she must leave the room before the test begins.

After the test administration, the TCO will:

1. Collect and verify the return of all test materials (booklets and answer sheets) from the remaining examinees as quickly as possible before they are permitted to leave the testing room.

2. Check all the answer sheets and booklets to ensure the booklets are intact and unmarked.

    a. If booklets are not intact, immediately report the loss, compromise, or suspected compromise of the ECL form(s) by phone, fax, or email to the combatant command and to DLIELC/Testing (See Encl E2 for contact information). Treat the ECL test form(s) in question as compromised and immediately secure and stop using them.

    b. Erase all pencil marks on any ECL test booklets. If some marks cannot be removed and the test booklet can no longer be used for ECL testing, immediately stop using the test booklet and destroy it according to destruction procedures outlined in section 6.2.4.

3. Return all test materials to the secure area.

4. Annotate number of examinees and time materials were checked in on the ECL Test Administration Log, Form 1025.15A (Encl E8).

To Score the PP ECL, the TCO will:

1. Score answer sheets in a private area separate from examinees, host-country personnel, FSNs, or unauthorized US personnel. Completed answer sheets will not be shown to or handled by any of the aforementioned individuals.

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

3. Get the correct scoring key from the secured storage area. The TCO will place the scoring key over the answer sheet and use the black marks at the left to ensure the two are aligned.

4. Not make any marks on the used answer sheets, except for the boxed-in areas which include student name and TCN, when scoring the answer sheet. Any marking (i.e., Xs) of incorrect items creates a test security risk because a corrected answer sheet becomes another scoring key.

5. Count the number of correct answers on the answer sheet, using the scoring key as a guide. This number is the ECL score. The TCO will enter this number in the space marked "Raw Score" on the answer sheet. If possible, more than one authorized person (TCO/ATCO) should score each answer sheet to ensure accuracy. If BOTH a TCO AND an ATCO are not available, the TCO should count the number of correct answers twice for each answer sheet to verify the score.

After scoring, the TCO will:

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

2. Maintain a record of examinee information such as name, test dates, test form administered. and ECL scores. The sample ECL Test Roster (Encl E12) can be used for this purpose.

3. Ensure the answer sheet headers have been filled out completely. (See sample DLIELC Form 6748a, Encl E13).

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

> **FOR OFFICIAL USE ONLY**
>
> **TEST MATERIAL**
>
> **TO BE OPENED BY THE NONRESIDENT ECL TEST MONITOR ONLY**

5. Write the mailing address for DLIELC/Testing on the outside envelope. (See Encl E2 for the mailing address).

6. Send the used answer sheets by certified or registered mail to DLIELC/Testing once a month. Answer sheets can be shipped via diplomatic pouch if certified/registered mail is not available.

E4. ENCLOSURE 4

Read-Aloud Instructions for PP ECL Tests

1. After the pencils (two per examinee) have been passed out to examinees, the TCO will follow the instructions and read aloud the script that appears in blue.

- Ladies and gentlemen, you are here to take an English examination. Do your best.

- You should have with you two pencils and an eraser.

- Do not talk or communicate in any way during the examination.

- If, for any reason, you must leave the room before finishing the test, I (we) will pick up your testing materials, and you will not be permitted to return to the testing room.

- If you have any questions, raise your hand, and I (we) will come to help you.

- Are there any questions? *(Pause for questions.)*

- I (we) will now give you your answer sheets.

2. Distribute the answer sheets that already have a TCO- completed header section and then say:

- Check the information on your answer sheet to be sure it is correct. (Pause.)

- The test consists of two parts. Part one is listening and has 66 questions. You will hear each question only once.

- After you hear the question, mark the correct answer, a, b, c or d, on your answer sheet. Make a heavy dark mark, completely filling in the circle around the correct answer.

- Part two is reading. The questions for part two are in your booklet. Read each question in part two and mark

- your answer sheet.

- Do not mark more than one answer for each question.

- Answer every item, even if you are not sure of the correct answer.

- If you make a mistake or an extra mark, erase it completely.

- Use only a pencil, and mark only your answer sheet. Do not write in the test booklet or take any notes on anything at any time during the test.

- Continue with part two of the test as soon as part one is finished. You will have 30 minutes to finish part two.

- If you finish early, raise your hand, and I (we) will go to you and collect your test materials.

- Are there any questions? (Pause for any questions. A visual aid may be helpful in demonstrating how to mark answer sheets correctly.)

- I (we) will now pass out the test booklets. Write the booklet number on your answer sheet. Stay in your places and do not talk. Do not open your test booklets until you are told to do so.

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

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

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

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

6. Ensure that the test proctors circulate quickly and quietly around the room to check that answer sheets are being marked properly and that only test material is present on test takers' desks.

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

- Part two will be reading. Read the directions for part two. You have 30 minutes to complete part two.

- Remember, do not write in the test booklet.

- Mark only your answer sheet.

- If you finish early, raise your hand, and I (we) will go to you and collect your test materials.

- You may begin now.

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

- At 10 minutes before the end of the test give a warning such as, "The test will end in ten minutes."
- At one minute before the end of the test, give another warning such as, "The test will end in one minute."

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

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

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

11. When the allotted time is over say:

- Stop! The test is over.

- Put down your pencils and close the test booklet.
- Remain in your seats until I (we) have collected all test materials.

12. Collect answer sheets first and then the test booklets. Be sure all test materials have been collected before the examinees are dismissed.

E5. ENCLOSURE 5

Administration Procedures for Online CAT ECL Tests

To become established as an online CAT ECL test site, the TCO will:

1. Submit via encrypted email or by telephone a list of TCO and ATCO names and Social Security Numbers to DLIELC/Testing after a signed TCO Appointment MFR (Encl E7) has been submitted to DLIELC/Testing (See Encl E2 for contact information).

        DLIELC/Testing will register all TCOs and ATCOs in the Defense Enrollment Eligibility Reporting System (DEERS) so they will become designated test administrators.

2. Receive from DMDC a User Account Code and User ID that will allow the TCO to obtain a one-time, temporary password for the Web-based Defense Language Testing System DLIELC/Testing will inform the TCO of his or her DMDC User Account Code and User ID, and the TCO will then call the DMDC support center at DSN 312- 698-5000 or 1-800-372-7437 with this information to obtain the one-time, temporary password.

3. Receive information from DMDC on how to set up computer specifications to run online CAT ECL tests, and from this point on, receive support from DMDC for troubleshooting online CAT ECL delivery issues.

4. Review the "Web-based Defense Language Testing – English Comprehension Level – ECL User's Guide" (available on the DMDC website) for specific information on the administration of the online CAT ECL (Ref d).

Before the test, the TCO will:

1. Obtain a list of examinees and ensure each candidate is tested for the purposes and according to the guidelines outlined in section 6.2.5.

2. Register examinees in the DLPT system, providing all the information in the test taker profile screen. Contact the DMDC support center at 1-800-372-7437, or at DSN 312-698-5000 (OCONUS), with any questions and/or error messages that occur.

3. Ensure examinees are informed that they will need to present photo identification before taking the exam and will not be allowed to bring non-testing-related items (including, but not limited to, papers, books, dictionaries, cell phones, and all devices capable of photographing or retaining test material) into the testing room on the date of the test. In addition, TCO will inform them how they may obtain results.

4. Select a well-lit, ventilated, quiet room for test administration.

5. Arrange for and assign any necessary proctors, at a ratio of at least one for every 15 examinees. When needed, the TCO will arrange for US citizens who are government employees to serve as additional test proctors (See Encl E1.19). In the event additional proctors are needed, a TCO or ATCO must be present at all times.

On the test date, the TCO will:

Inform test proctors to keep in mind the following when monitoring:

     a. Watch for signals from examinees such as tapping, foot scraping, coughing, hand, foot or finger signals, or any other systematic movements.

     b. Deter suspected signaling by standing quietly behind an examinee who is signaling.

     c. Do not assist examinees at any point during the test with any questions relating to test content.

When the examinees arrive, the TCO will:

1. Place signs stating "QUIET--TESTING IN PROGRESS" (in both English and the host-country language) on the door of the testing room and in adjoining areas to limit outside noise.

2. Positively identify each examinee. The TCO can normally accomplish this by checking the name on each examinee's photo identification against the list of test takers.

3. Seat examinees far enough from each other in the testing room to preclude any test compromise. Seats should be

randomly assigned and test takers informed of their seat assignments only as they enter the testing area.

4. Ensure the examinees leave all non-testing-related items (including, but not limited to, papers, books, dictionaries, cell phones, and all devices capable of photographing or retaining test material) outside the testing room.

5. Follow log-in procedures as stated in the "Web-based Defense Language Testing – English Comprehension Level – ECL User's Guide" (Ref d).

6. Be present in the testing room at all times during the ECL test administration. *Only TCOs, ATCOs, proctors, and examinees are allowed in the testing room while the test is in progress. No Foreign Service Nationals (FSNs) may be permitted in the test room after the directions have been read aloud (step 7).

7. Read the directions aloud in English, using the script found in Encl E6. Directions should be read verbatim. (Supplementary directions may be given if necessary, but it is best to keep directions as standardized as possible across test administrations.) An interpreter may be used for assistance in giving preliminary directions, but he or she must leave the room before the test begins.

After the test, the TCO will:

1. Ensure the test taker notifies TCO, ATCO, or test proctor once he or she has completed the test.

2. Retrieve scores following instructions stated in the "Web- based Defense Language Testing – English Comprehension Level – ECL User's Guide" (Ref d).

3. Annotate number of examinees and date on the ECL Test Administration Log, DLIELC Form 1025.15A (Encl E8).

4. Maintain a record of examinee information, such as name, test date, test form administered, and ECL scores. The sample ECL Test Roster (Encl E12) can be used for this purpose.

E6. ENCLOSURE 6

Read-Aloud Instructions for Online CAT ECL Tests

1. After the examinees have been seated and the test delivery system has been checked for functionality, the TCO will follow the instructions and read aloud the script that appears in blue.

- Ladies and gentlemen, you are here to take an English examination. Do your best.

- Do not talk or communicate in any way during the examination.

- If, for any reason, you must leave the room before finishing the test, you will not be permitted to return to the testing room.

- If you have any questions, raise your hand, and I (we) will come to help you.

- If you finish early, raise your hand and wait for a test monitor to dismiss you. Please leave quietly.

- Are there any questions? *(Pause for questions.)*

2.   At this time, the TCO will verify that the examinees are ready to begin and say:

- Are you ready? Now, put on your headset and click on "Take Test" to begin the test.

3. If an examinee finishes the test early, the TCO or a test proctor will quietly approach the examinee and verify that the test has been completed. After this verification, the examinee can be dismissed from the test room.

4. When the allotted time is over, the TCO will say:

-Stop! The test is over.
-Please remain in your seats until we have verified that your test is complete.

5. The TCO and/or a test proctor will then check each
examinee's computer to verify the test has been completed.
After this verification, examinees can be dismissed from the
test room.

\

E7. ENCLOSURE 7

TCO APPOINTMENT MFR

MEMORANDUM FOR RECORD

SUBJECT: Appointment of English Comprehension Level (ECL) Test Control Officer (TCO) and
Alternate Test Control Officer (ATCO)

REF: DLIELC Instruction 1025.15 (latest issue)

1. The following personnel are appointed subject duties for Site #_____ IAW reference, effective
_____ or until officially relieved or released from appointment. Signatures below
signify that the appointee has read and understood DLIELC Instruction 1025.15 and agrees to follow its
provisions.

TCO (print or type name)	RANK	SERVICE
E-MAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
E-MAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
E-MAIL ADDRESS	SIGNATURE	
ATCO (print or type name)	RANK	SERVICE
E-MAIL ADDRESS	SIGNATURE	

2. Appointments above supersede those of the previous TCO/ATCOs (provide names):

_____   _____   _____

3. Please mail to: DLIELC/LEAT   **OR** FAX to: **OR** Email to:
2235 ANDREWS AVE   DSN (312) 473-0211   DLI.Testing@us.af.mil
JBSA LACKLAND, TX 78236-5259   COMM (210) 671-0211

_____   _____
Signature of Appointing Official (Installation Commander or SAO)   Date

_____   _____
Name/Rank/Title of Appointing Official (typed or printed)   E-mail Address

33

E8. ENCLOSURE 8

ECL Test Administration Log (DLIELC FORM 1025.15A)

NOTE: Test Log (DLIELC 10215.A): Whenever ECL materials are removed from their secure location, this information MUST be supplied.

SITE NUMBER:	DEFENSE LANUGAE INSTITUTE ENGLISH LANGUAGE CENTER ECL TEST ADMINISTRATION LOG							Page ____ of ____
TEST FORM	**BOOKLET NUMBERS**		**NO. OF EXAMINEES**	**DATE TEST ADMINISTERED MM/DD/YY**	**TIME MATERIALS CHECKED OUT**	**SIGNATURE OF TEST ADMINISTRATOR (TCO OR ATCO ONLY)**	**TIME MATERIALS CHECKED IN**	**SIGNATURE OF TEST ADMINISTRATOR (TCO OR ATCO ONLY)**
	FROM	**TO**						

E9. ENCLOSURE 9

ECL Questionnaire

FY__ SERIES ECL QUESTIONNAIRE / REQUEST FORM

Please use the *Memorandum for Record* to indicate any TCO or ATCO additions/changes and **inform DLIELC/LEAT if TCO is scheduled to rotate/PCS.** If ECL materials are not required, annotate below and return this form with a *Certificate of Destruction* (AF Form 1565) for all ECL materials.

ECL SITE NUMBER: _____

TEST CONTROL OFFICER: _____

ALTERNATE TEST CONTROL OFFICER(S): _____

MAILING ADDRESS

Activity: _____

Street: _____

City/State/Zip: _____

PHYSICAL ADDRESS (if different from mailing address):

Activity: _____

Street: _____

City/State/Zip: _____

Comm Phone: _____

DSN Phone: _____

Comm FAX: _____

DSN FAX: _____

E-mail: _____

Message Address: _____

FY__ SERIES TEST MATERIALS REQUEST

NUMBER OF ECL FORMS REQUIRED: _____

NUMBER OF TEST BOOKLETS PER FORM: _____

COPY OF *DLIELC INSTRUCTION 1025.15*: YES ☐ NO ☐

1 CD WILL BE SENT PER FORM.

NUMBER OF ECL ANSWER SHEETS (FORM 6748A) REQUIRED FOR FY___: _____
    IS THE ECL ADMINISTERED IN A LANGAUGE LAB? YES ☐ NO ☐
    IF SO, HOW MANY POSITIONS ARE IN THE LAB? _____

REMARKS: _____

PERSON COMPLETING THIS FORM: _____

DATE: _____

Submit this form to your ECL Test Site Monitor or to DLI.Testing@us.af.mil.
All ECL forms and *DLIELC Instruction 1025.15* are available at http://www.dlielc.edu/Testing/ecl_site.html.

E10. ENCLOSURE 10

AF FORM 1565 – Certificate of Destruction

ENTRY, RECEIPT AND DESTRUCTION CERTIFICATE	1. LOCAL CONTROL/REGISTER PAGE NO.	2
		PAGE OF PAGES

I.	REMOVAL AND ENTRY DATA

3. TO: **DLIELC/LEAT** **2235 ANDREWS AVE** **JBSA LACKLAND, TX 78236-5259**	4. **FROM** *(To be filled in when certificate is required by originator)*

5. BASIC DOCUMENT *(Title, date, and control number)*	6. AMENDMENT *(Change no., date, copy no., and control/register page no.)*

7. DESCRIPTION OF SECTION(S) AMENDED. *(Part, Chapter, annex attachment, appendix, etc.)*	8. REMOVE PAGE(S)	9. ENTER PAGE(S)

II.		CERTIFICATE OF RECEIPT		
10. ☐ I acknowledge receipt of document described in item 6.			11. ☐ I acknowledge receipt of removed pages.	
12. DATE	13. ORGANIZATION AND OFFICE	14. SIGNATURE AND GRADE		15. HIGHEST CLASSIFICATION OF PAGES

III.	CERTIFICATE OF REMOVAL AND ENTRY

16. I certify that all applicable pages listed in item 8 have been removed. All applicable pages listed in item 9 have been entered in copy # _____ of basic document. DISCREPANCIES: ☐ None. ☐ As listed on reverse.

17. DATE	18. ORGANIZATION AND OFFICE	19. SIGNATURE AND GRADE	20. HIGHEST CLASSIFICATION OF PAGES REMOVED

IV.	CERTIFICATE OF DESTRUCTION

21. I certify that all removed pages have been ☐ destroyed ☐ committed to the special destruction act according to AFR 205-1

22. DATE DESTROYED	23. PRINTED NAME AND GRADE *(Destroying official)*	24. SIGNATURE
25. CERTIFICATE NO.	26. PRINTED NAME AND GRADE *(Witnessing official)*	27. SIGNATURE

AF IMT 1565, 19720221, V2   PREVIOUS EDITION WILL BE USED.   DLIELC/LEAT (OVERPRINT)

AF IMT 1565, 19720221, CONTINUATION SHEET

Site Number: _____

	TEST FORM ID	BOOKLET NUMBERS	CDs/CASSETTES	ANSWER KEYS
1.	_____	_____ to _____	_____	_____
2.	_____	_____ to _____	_____	_____
3.	_____	_____ to _____	_____	_____
4.	_____	_____ to _____	_____	_____
5.	_____	_____ to _____	_____	_____
6.	_____	_____ to _____	_____	_____
7.	_____	_____ to _____	_____	_____
8.	_____	_____ to _____	_____	_____
9.	_____	_____ to _____	_____	_____
10.	_____	_____ to _____	_____	_____
11.	_____	_____ to _____	_____	_____
12.	_____	_____ to _____	_____	_____

AF IMT 1565, 19720221, V2

E11. ENCLOSURE 11

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

E11.1. Description of the ECL test.

E11.1.1. 15 forms of the PP ECL test are developed by DLIELC/Testing each fiscal year; three forms are for use within the US, and 12 forms are for use overseas and with MEPS. These forms are identified by a two-digit number (the fiscal year) and a letter of the alphabet (A through O). For example, the 15 forms produced for fiscal year 2016 are marked 16A, 16B, 16C, etc. All items are multiple-choice with four options, a, b, c, or d.

E11.1.2. The ECL test is divided into a listening section and a reading section. The listening section tests the examinee's comprehension of vocabulary in spoken English. In the listening part, the examinee hears questions, statements, dialogs or announcements one time only on the test recording. The reading section tests the examinee's ability to recognize correct vocabulary and grammatical forms in written material. In the reading part, the examinee reads questions, statements, dialogs or paragraphs.

E11.2. Characteristics of the PP ECL test.

E11.2.1. Each PP ECL test form has 100 items. The listening section is first. The listening items are recorded on a CD, and test takers hear each item only one time. After listening to the item, the examinee selects one of four responses that appear in the test booklet and indicates his/her response by blackening a circle marked a, b, c, or d on the answer sheet. For the reading section, both the stem and the options appear in the test booklet. After reading the stem, the examinee indicates his/her response by blackening a circle marked a, b, c, or d on the answer sheet

E11.3. Characteristics of the Online CAT ECL.

E11.3.1. The online CAT ECL is divided into two parts: a listening section and a reading section. Unlike the PP ECL test, the online CAT ECL is not a fixed-item test. The computer program delivers items according to the examinee's individual

ability level; and once enough items are delivered for the
program to determine an ability level, no more items are
administered. The average number of items for examinees is 18
for listening and 18 for reading.

E11.4. Contents of a standard PP ECL package:

E11.4.1. One copy of this instruction, and for overseas
ECL test sites, one copy of DLIELC Instruction 1025.7, Planning
and Programming Security Assistance English Language Training.

E11.4.2. The specified number of ECL booklets for each
form furnished on the ECL Questionnaire (Encl E9). The total
number of ECL test forms furnished will depend on each site's
testing needs.

E11.4.3. One copy of the scoring key for each ECL form
furnished.

E11.4.4. One audio CD of the listening portion of the test
for each ECL form furnished.

E11.4.5. A warning card, to be kept with test materials,
to remind the TCO of test security precautions.

E11.4.6. An estimated year's supply of answer sheets.

E11.4.7. ECL Test Administration Log (DLIELC Form 1025.A).

E11.4.8. Certificate of Destruction AF Form 1565, Entry,
Receipt and Destruction Certificate.

E11.4.9. DLIELC Packing List.

E11.4.10. Certified mail receipt forms.

E12. ENCLOSURE 12

Sample ECL Test Roster (other formats permissible)

Test Version	Booklet #	Date of Test	Rank	Name (Last, First, MI)	2-letter Country Code	WCN	Required Score	Score	Disposition of Failed Students

E13. ENCLOSURE 13

Sample DLIELC Form 6748a, Test Answer Sheet