

Condensed Overview of TCO Duties

For Sites Using Paper/pencil Tests

1. Order new FY ECL test materials
2. Check and Inventory received test materials
3. Sign the Packing List and send to DLI immediately, electronically or via mail with answer sheets, after receiving new shipment
4. On or after 1 October, fill in Certificate of Destruction (2 signatures) and destroy previous year's ECLs
 - (AF Form 1565 included in shipment)
5. Send to DLI, electronically or via mail with answer sheets, immediately after destroying old material
 - 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 TCO/ATCOs (*no FSNs*)
 - Maintain the required log-out/-in of all test materials
7. Prevent test overexposure or compromise
 - Use ECL to qualify **ONLY** candidates within-range of CONUS training (max. 3 tested @ training slot)
 - Use ALCPT to screen those with unknown language capabilities
 - Administer ECL no more often than once every 2 weeks
 - Request a waiver from DLI to test more frequently
 - Keep an updated record of everyone tested to:
 - Prevent re-testing a candidate with the same ECL form
 - Confirm a qualifying score is attained within 105 days of US training
 - Wait **30 calendar days before retesting** a candidate who hasn't achieved qualifying score
 - 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 form a 2nd time
8. Conduct tests according to Instruction 1025.15:
 - Check candidates' government photo ID(s)
 - Keep a record of everyone tested
 - TCO/ATCO must 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, answer sheet with header prefilled, and unmarked ECL test booklet
 - Only photo ID brought into test room
 - No notes, electronic devices, 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
 - *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