

1025.15 ECL Test Guidelines FAQs

(for July 2017 version)

Red = Answers; Green = Paragraph number in the 1025.15; (E) = Enclosure (appendix)

Blue letter/number = page number in the 1025.15;

General

1. What are the requirements to be appointed a TCO or ATCO? 3.1 p2, 3.20 p4

CONUS & OCONUS: **US citizen, and either,**

Military: **E-5 or above (any Officer rank)**

Civilian: **USG employee GS-05 or above (or the equivalent)**

2. Where can I find and download a copy of the DLIELC Instruction 1025.15 and other needed Documents?

http://www.dlielc.edu/testing/ecl_site.php

DLIELC Homepage > Testing Information > ECL Testing > ECL Site paperwork (under Heading: ECL Site Management)

Docs:

DLIELC Instruction 1025.15

MEMORANDUM FOR RECORD – TCO APPOINTMENT

ECL Test Administration Log (ECL LOG)

CERTIFICATE OF DESTRUCTION 1025.15(A)

ECL ROSTER (**CONUS sites only**)

FY__ SERIES ECL REQUEST FORM (FYXXX ECL QUESTIONNAIRE)

ECL Validity Period/Administration

3. How long is an ECL valid for?

CONUS & OCONUS: **105 days** (starting from the day test is taken until Training start date on ITO) **4.4 p5**

4. How long does a candidate have to wait to retake the ECL?

CONUS: **FOTs: 1-2 days**

5.1.4 p6

OCONUS: **30 days** **5.2.7 p7**

DLIELC: 5 working days **5.1.4 p6**

MEPS: 30 days **5.3.4 p8**

5. How many times can a candidate retake the ECL?

CONUS: **2 retakes** **5.1.5 p6**

(2nd with prior approval from

DLIELC/EEF and the MILDEP

See #6 below)

OCONUS: **max 3 times/fiscal year** (see #3) **5.2.4 p7**

6. How often can a test site administer the ECL?

CONUS: **as necessary** **5.14, 5.15 p6**

(When an IMS arrives at their training location, unless they arrived from DLI or a country that is exempt, they are tested upon arrival.

If they don't pass, they are given a second ECL W/I 1-2 days. If they don't pass ECL #2, the TCO must petition DLIELC/EEF and the MILDEP for a 3rd ECL. If that is granted, then the candidate is usually tested W/I 3-4 days, or after a weekend.)

OCONUS: **max every 14 days** **5.2.6 p7**

(to test less than 14 days apart, for special circumstances only, a one-time Waiver from DLIELC/EEF is required: see entire regulation on **5.2.6 p7**)

Test Materials

7. How must ECL test materials be secured?

CONUS & OCONUS:

All controlled ECL test materials (booklets, scoring keys, CDs, used answer sheets) are to be 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. 6.1.2.1 p9, 7.1.2.12 p13, 7.2.2.1 p15

8. Who besides the TCOs and ATCOs can be an ECL test proctor?

CONUS & OCONUS: **US citizens who are also US government employees 3.21 p4**

9. Who may handle test materials?

CONUS & OCONUS: **TCOs and ATCOs 7.1.2.7, 7.1.2.11 p13 7.1.2.16 p14**
(Test Proctors - **ONLY** under TCO and/or ATCO presence and **only** for distributing and collecting materials during tests. 6.1.4 p10, 7.4 p17 - a Proctor may not transport, score, or otherwise handle the PP ECL)

10. How are testing materials to be destroyed?

CONUS & OCONUS: Shred or burn the test booklets, break CDs, and cut up scoring keys with scissors. 7.2.4.1 p17

Answer Sheets

11. How often must used Answer Sheets be mailed to DLIELC/EEF?

CONUS & OCONUS: **Once a month 6.1.2.6 p9, 7.2.3.1 p16, 7.2.6 p17, (E1)# 33 p24**

12. How can used answer sheets be sent to DLIELC Testing?

(Please read entire instructions) (E1) #28-33 pp 23, 24

CONUS & OCONUS: **Certified or registered mail – 7.2.6 p17, (E1) #31-33 p23, 24, E12 p41**
(If certified/registered mail is not available, Diplomatic Pouch may be used)
(Answer Sheets must be double wrapped: envelope within an envelope)

*** SEE (E1) #28-33 p 23,24 FOR COMPLETE HANDLING INSTRUCTIONS FOR USED ANSWER SHEETS**

13. How are answer sheets scored?

CONUS & OCONUS: (Read all) E1 #23-27 p23

14. What information must the TCO/ATCO write on each answer sheet header?

CONUS & OCONUS: (see example below)

(E1)# 3 p20, (E10) whole page p38

DLIELC 1025.15, July 2017

Rectangular Snip

E10. ENCLOSURE 10

Sample DLIELC Form 6748a, Test Answer Sheet

The image shows a DLIELC Test Answer Sheet form with handwritten entries and red annotations. The form includes a header section with a logo on the left and a grid of bubbles for answers. The header section contains the following fields:

- STUDENT NAME: Lt. Wiz Oroz
- INSTRUCTOR NAME/TCO: Johnson
- COUNTRY/LOC CODE: Omega
- PROJECT: IMET 02 WCN 5135
- SPONSOR SERVICE: B
- TEST DATE: 02 Jan 18 (year, month, day)
- TEST ID: 2002E
- RAW SCORE: 83 CONV. SCORE: — REQ ECL: 80

Annotations include:

- A red bracket on the right side of the form, labeled "SITE NUMBER", pointing to the TCN field (212).
- A red bracket on the left side of the form, labeled "CONUS ONLY", pointing to the PROJECT field (IMET 02 WCN 5135).

Below the header section, there is a grid of bubbles for answers, numbered 1 through 108. A text box at the bottom of the form contains the following text:

IAW Encl E1 (paragraphs 26-27), do not make any marks below the header. Test-takers' bubbled answers are the only marks allowed in this space.