Defense Language Institute English Language Center

Non-Resident ECL

Testing Guidelines

October 2024

TABLE OF CONTENTS

ENCLOSURES

Note: Digital copies and fillable forms are available at: https://www.dlielc.edu/

1 . <u>REFERENCES</u>

    (a) AFJI 16-103, Managing the Defense English Language Program, August 31, 1994.

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

    (c) DLIELC Instruction 1025.15, English Comprehension Level (ECL) Test Guidelines, 1 July 2017 (hereby superseded).

    (d) DLIELC Instruction 1025.9, Oral Proficiency Interview Program Guidelines, October 13, 2011 (hereby superseded).

    (e) DLIELC English Language Training Support for Security Cooperation (SCO Handbook at (https://www.dlielc.edu/)

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

    (g) Web-based Defense Language Testing–English Comprehension Level–ECL User's Guide, prepared by DMDC, 2 December2022

    (h) Handbook for the American Language Course Placement Test (ALCPT), March 2023

    (i) AFI 36-4003/AR 621-8/MCO 1550.24A/OPNAVINST 1550.12A, Managing the Defense English Language Program, 14 January 2015

    (j) Country Exemption Policy for English Comprehension Level (ECL), Test of English as a Foreign Language (TOEFL), and Oral Proficiency Interview (OPI), Defense Security Cooperation Agency (DSCA) Policy 21-68 30 December 2021 https://samm.dsca.mil/policy-memoranda/dsca-21-68

2. <u>PURPOSE</u>

2.1. These Defense Language Institute English Language Center (DLIELC) guidelines prescribe 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 stateside and overseas sites to determine the English language proficiency of international military students (IMS) being considered for Security Cooperation-sponsored training. This test is also used to assess the English proficiency level of non-native speakers of English for US 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.

2.2. Enclosures E.1. to E.12. of this publication provide additional guidance for test administration, test security documentation, and DLIELC contact information.

3.   APPLICABILITY

IAW references (a)-(j), these guidelines apply to all Security Cooperation Organizations (SCO) and US-based Test Control Officers (TCO) 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 or Department of Defense (DoD)-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.

4.   DEFINITIONS

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

4.2. American Language Course Placement Test (ALCPT). A multiple-choice English language proficiency test consisting of a listening section and a reading section. When kept secure, the ALCPT gives scores comparable to those of the ECL. Where authorized by DLIELC/Testing, ALCPTs can be used to pre-screen candidates for readiness to take the ECL, and for placement and progress checks within an English language training program (ELTP) based on the American Language Course (ALC) curriculum. For policies and procedures governing acquisition, control, and administration, see the ALCPT Handbook available at https://dlielc.edu/testing/ALCPT%20Handbook.pdf.

4.3. Booklet Number. A four-digit identification number printed on the cover of the paper and pencil (PP) ECL test booklet that is also to be entered on each answer sheet (e.g., 0004).

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

4.5. Certificate of Destruction (Encl E8). DLIELC Certificate of Destruction, used to document the destruction of PP ECL test materials listed on the form.

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

4.7. DLIELC/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 Testing Guidelines.

4.8. English Comprehension Level (ECL). The DoD test for assessing proficiency in English. The term ECL also refers to the test score (i.e., an ECL score).

4.9. ECL Request Form (Encl E7). The request form completed by the TCO annually (or as necessary) to indicate the quantity of PP ECL test materials needed.

4.10. ECL Roster (Encl E9). A record of an ECL test site's examinee information, such as name, test date, test form administered, and ECL score.

4.11. ECL Test Administration Log (Encl E6). A log that documents the movement of PP ECL materials from and to a designated, secured area. When ECLs are transported from their secure location, they should be signed out when removed and signed in when they are returned.

4.12. ECL Test Form(s). Statistically equivalent versions of PP ECL tests or online CAT ECL sub banks.

4.13. Memorandum for Record (TCO Appointment MFR) (Encl E5). The letter by which the chief of the user agency appoints the TCO/ATCOs for the ECL test site.

4.14. Military Entrance Processing Stations (MEPS). Locations that screen and process applicants into the US Armed Forces.

4.15. Paper and Pencil ECL test (PP). A paper version of the ECL that is used worldwide by test sites that do not use the online CAT ECL version administered by DMDC.

4.16. Prescreening for the ECL. Administering the ALCPT to candidates for Security Cooperation-sponsored training slots prior to administering the ECL. Only candidates scoring within 5 points of their required ECL score should be ECL tested (maximum of three candidates tested on the ECL per training slot).

4.17. Required ECL score. The minimum ECL score required for IMSs to enter a specific Security Cooperation-sponsored (IMET- or FMS-funded) training or participate in US flying exercises, and for nonnative English speakers to enter US military accession programs or meet job specialty qualification. If there are multiple lines of training, the required ECL score is the highest ECL requirement.

4.18. Security Cooperation Organization (SCO). A DoD element located in a foreign country responsible for security assistance/cooperation. 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).

4.19. Test Control Number (TCN). The number assigned by DLIELC/Testing to identify each official ECL test site.

4.20. Test Control Officer (TCO). An individual appointed by the chief of a user agency to obtain, control, and administer the ECL. All TCOs (and ATCOs) must be US citizens. Additionally, they must be military officers or 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.

4.21. 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.

4.22. 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.

5. POLICY

5.1. ECL Management.

5.1.1. 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 a), and of international participants in certain US-sponsored exercises (Ref b), or authorized DoD personnel (Ref e).

5.1.2. The ECL test 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.

5.1.3. The ALCPT will be used by authorized non-resident ELTPs in the US and in-country ELTPs for ECL prescreening purposes. For policies and procedures governing the acquisition, control, and administration of the test, see the ALCPT Handbook available at: https://dlielc.edu/testing/ALCPT%20Handbook.pdf.

5.1.4. ECL test scores are valid for 180 calendar days from the date of the ECL test administration to the report date of the initial training recorded on the ITO.

5.1.5. User agencies will not copy, scan, or duplicate any portions of the ECL or ALCPT tests, nor will they release any ECL test materials to any unauthorized personnel.

5.1.6. Any discussion of ECL or ALCPT test items with instructors, host-country, or other unauthorized personnel is strictly prohibited. ECL and ALCPT content can only be discussed by TCOs/ATCOs with DLIELC/Testing.

5.2. Scheduling and Requirements.

5.2.1. For all CONUS direct-entry IMS testing, schedule ECL tests for the following purposes and according to the following guidelines:

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

5.2.1.2. The TCO will use one of the CONUS ECL forms/online CAT sub banks to administer the entry ECL test to direct-entry IMSs 3-5 days after their arrival at their first training location in the US.

5.2.1.3. Only recent (within 180 days) DLIELC graduates or recent ECL-qualified graduates from a Defense Security Cooperation Agency (DSCA)-approved CONUS ELTP and students from countries listed as "Exempt from All English Language Testing," per Ref e and per the annual DSCA policy message (available at: https://www.dlielc.edu/) will not be tested.

5.2.1.4. IMSs who do not achieve their required ECL score on their entry ECL test will be retested with a different ECL form or online CAT sub bank 1-2 days after their entry ECL test. (Note: Resident DLIELC IMSs who do not achieve their required ECL score on their entry ECL test will be retested with a different CAT sub bank 5 working days after their entry ECL test.)

5.2.1.5. To administer a second retest (i.e., 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 12 for contact information) to request the second retest, providing the necessary background information (e.g., dates and scores of two previous ECL administrations).

5.2.1.6. 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.

5.2.1.7. The TCO will report all failing scores to the MILDEP and to DLIELC/Testing. (See Encl 12 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 will keep DLIELC/Testing informed of the MILDEP's decision.

5.2.2. For all OCONUS ECL test sites and authorized non-resident ELTPs in the US, schedule ECLs for the following purposes and according to the following guidelines:

5.2.2.1. Ensure that overseas and non-resident ELTP locations use the ALCPT rather than the ECL for measuring student progress upon completion of in-country ELTPs and for ECL prescreening purposes. More information about the uses and score interpretations of the ALCPT can be found in Ref d, available online at: https://dlielc.edu/testing/ALCPT%20Handbook.pdf.

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

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

5.2.2.4. Ensure that no candidate is tested more than three times in any one fiscal year.

5.2.2.5. Use ECL test forms/online CAT sub banks in a randomized sequence (e.g., 18E, 18L/18N5, 18N3, etc.) so all forms are used once before any one form is used again. Each ECL form can be used a maximum of twice per fiscal year.

5.2.2.6. Conduct ECL testing no more than once every 14 days without a waiver from DLIELC/Testing. All ECL testing should be consolidated at one location. 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. If an ECL test site needs to administer an ECL less than 14 days from the previous ECL, a one-time waiver describing the circumstances must be requested at least 48 hours in advance from DLIELC/Testing. (See Encl 12 for contact information.) Administering ECL tests less than 14 days apart without a waiver is in violation of these regulations.

5.2.2.7. Ensure that examinees who do not obtain their required ECL scores do not retest until after 30 calendar days have elapsed. Examinees who need to take an ECL retest should be retested with a different ECL test form/online CAT sub bank AND should be enrolled in a full-time intensive ELTP during the 30-day waiting period.

5.2.2.8. Ensure that examinees who obtain their required ECL scores more than 180 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 form or online CAT sub bank.

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

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

5.2.3.1. Agencies in the US that provide ELTP for US military, family members, or civilians should use the ALCPT rather than the ECL for measuring student progress upon completion of ELTPs, and for ECL prescreening purposes. More information about the uses and interpretations of the ALCPT can be found in Ref d, available online at: https://dlielc.edu/testing/ALCPT%20Handbook.pdf.

5.2.3.2. The ECL 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.

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

6. <u>RESPONSIBILITIES</u>

6.1. Paper/Pencil (PP) ECL test sites.

6.1.1. The chief of the user agency will:

6.1.1.1. Assume overall responsibility for security of the ECL testing program and ECL test materials and ensure that the procedures outlined in paragraphs 7.2 through 7.4 are followed.

6.1.1.2. Select and appoint TCOs/ATCOs and document selections on the TCO Appointment MFR (Encl E5).

6.1.1.3. Investigate all test losses and compromises, verified or suspected.

6.1.1.4. Alert DLIELC/Testing, destroy ECL materials on site (IAW procedures outlined in paragraphs 7.2.4. through 7.2.4.3), and submit a DLIELC Certificate of Destruction to DLIELC/Testing in the event of the permanent departure of the TCO and ATCO(s) 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.

6.1.2.   The TCO will:

6.1.2.1. Maintain test security at all times. ECL test materials must be stored and secured on the premises of the user agency. (See section 7.1.2.12.)

6.1.2.2. Follow the procedures outlined in paragraphs 7.2 through 7.4.

6.1.2.3. Create a test schedule, rotating test forms in an unpredictable order to avoid overexposure. The TCO will keep a record of examinees' names, scores, test dates, and test forms used in order to avoid re-testing a candidate with the same test form. (See Encl E9 for a sample ECL Roster.)

6.1.2.4. Ensure that a minimum of one test proctor for each 15 examinees is maintained at all times. When needed, the TCO will arrange for US citizens who are government employees to serve as additional proctors. If additional proctors are needed, a TCO or ATCO must be present at all times.

6.1.2.5. Administer and score the PP ECL test. (See Encl E1 for instructions.)

6.1.2.6. Send used answer sheets to DLIELC/Testing once a month, as outlined in Encl E1, paragraphs 30-32.

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

6.1.2.8. Follow the provisions of this instruction in all cases, unless a specific waiver has been granted by DLIELC/Testing. Submit a request for a waiver when unable to comply with the provisions of this instruction. (See Encl 12 for contact information.)

6.1.3. The ATCO will assume and perform the duties of an absent TCO.

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

6.1.5. DLIELC/Testing will:

6.1.5.1. Monitor test site security measures at all times.

6.1.5.2. Obtain TCO Appointment MFRs before shipping ECL materials and maintain a current list of TCOs.

6.1.5.3. Provide instructions for obtaining, controlling, administering, and destroying the ECL.

6.1.5.4. Specify the ECL test forms to be sent to each test site and authorize appropriate quantities of test materials, based on the particular needs of the test site as identified on the ECL Request Form and as justified by the site's submission of used ECL answer sheets.

6.1.5.5. Ship new ECL tests annually by certified mail, provided the site is in compliance and up-to-date with ECL test policies, documentation, and used answer sheet submission.

6.1.5.6. Maintain used answer sheets for one year.

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

6.2. Online CAT ECL testing sites.

6.2.1. The chief of the user agency will:

6.2.1.1. Assume overall responsibility for security of the online CAT ECL testing program.

6.2.1.2. Select and appoint TCOs/ATCOs and document selections on the TCO Appointment MFR (Encl E5).

6.2.1.3. Arrange for an investigation if compromise of the online CAT ECL test files or data is suspected.

6.2.2.   The TCO of the online CAT ECL will:

6.2.2.1. Maintain test site security at all times.

6.2.2.2. Maintain DMDC and DLIELC online CAT ECL testing information and passwords. (See Encl E3 for details on online CAT Administration Procedures.)

6.2.2.3. Assess online CAT ECL test requirements annually and establish a testing schedule for the fiscal year.

6.2.2.4. Ensure that candidates are registered for the CAT ECL under the same identification number every time (either EEN or DoD ID). The TCO will keep a record of examinees' names, scores, test dates, and EENs. TCOs should avoid issuing more than one EEN per candidate. (Encl E9 provides a sample of an ECL Test Roster that can be adapted for this purpose.)

6.2.2.5. Ensure that a minimum of one TCO/ATCO for every 15 examinees is maintained at all times. When needed, the TCO will arrange for US citizens who are government employees to serve as additional proctors. When additional proctors are needed, the TCO or ATCO must be present at all times.

6.2.2.6. Schedule test sessions, administer tests, and retrieve score reports. (See Encl E3 for details.)

6.2.2.7. To avoid test overexposure, administer the online CAT ECL as a final language qualification assessment to a maximum of three candidates per training slot.

6.2.2.8. Maintain an ECL continuity book containing current copies of ECL-related documents. (See section 7.2.8 for contents.)

6.2.2.9. Follow the provisions of this instruction in all cases unless a specific waiver has been granted by DLIELC/Testing.

6.2.2.10. Submit a request for a waiver at least 48 hours in advance when unable to comply with the provisions of this instruction. (See Encl 12 for contact information.)

6.3. ATCO of the online CAT ECL.

6.3.1. Assume and perform the duties of an absent TCO as defined in paragraph 6.2.

6.3.2. Test proctors can assist the TCO/ATCO in the overall monitoring of the test administration, but the TCO or ATCO must be in the room at all times.

6.4. DLIELC/Testing.

6.4.1. Monitor test site security measures at all times.

6.4.1.1. Obtain and maintain a current list of TCOs and ATCOs for online CAT ECL test sites.

6.4.1.2. Provide instructions for accessing and administering the online CAT ECL test. (Encl E3)

6.4.1.3. Provide guidance and instructions to online CAT ECL test sites for registering with DMDC for the delivery of the online CAT ECL test. (Encl E3)

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

7. PROCEDURES

7.1. Chief of User Agency

7.1.1. Send DLIELC/Testing a TCO Appointment MFR (Encl E5) and a justification of the program's need to conduct ECL testing in order to reopen or establish a new ECL test site (see Encl 12 for contact information). To be established as (or to convert to) an online CAT ECL test site, procedures for registration and access to the online delivery system set by DMDC must be followed. (See Encl E3 and Ref c.)

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

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

7.1.2.2. 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 personnel.

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

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

7.1.2.5. Any discussion of ECL test items with instructors, host-country, or other unauthorized personnel is strictly prohibited. ECL content can only be discussed by TCOs/ATCOs with DLIELC/Testing personnel.

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

7.1.2.7. Test materials are removed from their secured location or from the testing room only by TCOs/ATCOs and annotated on the ECL Test Administration Log.

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

7.1.2.9. Outdated ECL test material is not disclosed or released to any individuals other than the TCOs and ATCOs or DLIELC/Testing personnel.

7.1.2.10. ECL test materials are properly labelled for mailing to prevent unauthorized disclosure. (See Encl E1 for proper labeling procedures.)

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

7.1.2.12. 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.

7.1.2.13. Test takers do not bring paper, pencils/pens, books, dictionaries, phones, smart watches, any web-enabled or electronic devices, etc. into the testing room.

7.1.2.14. Test takers do not take notes at any point during the test (including on their answer sheets).

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

7.1.2.16. When scoring the PP ECLs, no marks should be made below the header on the answer sheet, as the test scorer should count the correct answers mentally. Marking on the answer sheets creates a test security risk because each "corrected" answer sheet effectively becomes another key. Only TCOs and ATCOs listed on the most current MFR are permitted to handle the answer sheets.

7.1.3. Investigate all test losses and compromises, real or suspected, and report findings to DLIELC/Testing. (See Encl 12 for contact information.)

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

7.1.3.2. 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 paragraphs 7.2.2.4 through 7.2.2.4.2 for details on the content of the report.)

7.1.4. Select and appoint TCOs and ATCOs and document selections on the TCO Appointment MFR (Encl E5). Submit the TCO Appointment MFR by mail or email to DLIELC/Testing. (See Encl 12 for contact information.) Ensure new MFRs are submitted as TCOs and ATCOs depart, and new ones are appointed.

7.1.5. In the event of the permanent absence of the TCOs and ATCOs from the site without likelihood of replacement, or in the event of the site's closing or going inactive for an extended period of time, immediately notify DLIELC/Testing.

7.1.6. Follow the provisions of this instruction in all cases, unless a specific waiver for each exception has been granted by DLIELC/Testing. (See Encl 12 for contact information.)

7.2. TCO

7.2.1. Maintain test password security at all times of online CAT ECL test sites, following provisions outlined in this instruction and IAW Ref c.

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

7.2.2.1. 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 on the ECL Test Administration Log. 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 and annotate on the ECL Test Administration Log.

7.2.2.2. Record on the ECL Test Administration Log (Encl E6) 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 or email. (See Encl 12 for contact information.)

7.2.2.3. 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 12 for contact information.)

7.2.2.4. Immediately report the loss, compromise, or suspected compromise of any form of the ECL by phone or email to the appropriate combatant command and, if applicable, MILDEP, and to DLIELC/Testing (see Encl 12 for contact information). Treat the ECL test form(s) in question as compromised and immediately secure and stop using it.

7.2.2.4.1. 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.

7.2.2.4.2. The report will also specify which parts of the test are missing, compromised, or suspected of compromise (e.g., "ECL Form 18B: booklets 0127 and 0128 missing, score key missing," etc.).

7.2.3. Obtain new PP ECL test material (for PP ECL test sites) before the start of each fiscal year. New ECL material must not be used before 1 October.

 7.2.3.1. Ensure that all ECL documentation is current: used answer sheets have been mailed in monthly (see paragraph 7.2.6), MFRs are up-to-date, and that the ECL Test Log (Encl E6), Packing List, and the DLIELC Certificate of Destruction (Encl E8) for the previous fiscal year have been submitted.

7.2.3.2. Assess ECL test requirements annually and submit a completed ECL Request Form (Encl E7) to DLIELC/Testing (see Encl 12 for contact information).

7.2.3.3. Upon receiving the new ECL test package for the fiscal year, immediately open and inventory it, annotate any discrepancies on the Packing List/Receipt (included in the box), sign and date one copy of the Packing List/Receipt, and send it by mail or email to DLIELC/Testing. (See Encl 12 for contact information.)

7.2.3.4. Request and justify the need for additional ECL forms or booklets during the fiscal year using the ECL Request Form (Encl E7) and submit it to DLIELC/Testing. (See Encl 12 for contact information.)

7.2.4. Destroy all outdated PP ECL test material only if both conditions have been met: 1) it is the end of a fiscal year (30 Sept); AND 2) new ECL test materials have arrived.

7.2.4.1. Document destruction action on the DLIELC Certificate of Destruction (Encl E8). Itemize all the materials to be destroyed, including test booklets, CDs, and scoring keys, and their quantities on this form. Materials should be identified by ECL form number (e.g., 18H), booklet number (e.g., 0127), and item type (e.g., scoring key, CD, etc.).

7.2.4.2. After 1 October, when the new materials for the next fiscal year have been received, inventoried, and quality checked, destroy all outdated PP ECL test material from the previous fiscal year. Shred or burn the test booklets, break CDs, and cut up scoring keys with scissors.

7.2.4.3. Have a witness attest by signature to the destruction of the test materials on the DLIELC Certificate of Destruction (Encl E8). Return this form to DLIELC/Testing (see Encl 12 for contact information) within 30 calendar days of destruction.

7.2.5. Administer and score PP ECL tests according to the procedures outlined in Administration and Scoring Procedures for PP ECL Tests (Encl E1) and read aloud the Instructions for the PP ECL Tests (Encl E2) at the time of test administration.

7.2.6.   Return (via diplomatic pouch or certified mail) all used answer sheets to DLIELC/Testing monthly. (See Encl 12 for contact information.)

7.2.7.   Administer online CAT ECL tests according to the procedures outlined in Administration Procedures for Online CAT ECL Tests (Encl E3) and read aloud the Instructions for the Online CAT ECL Tests (Encl E4) at the time of test administration.

7.2.8.   Maintain an ECL continuity book containing updated copies of ECL testing-related documents for the previous and current fiscal years. These documents include DLIELC Testing Guidelines, signed Packing Lists/Receipts, TCO Appointment MFRs (Encl E5), ECL Test Administration Log (Encl E6), ECL Request Form (Encl E7), DLIELC Certificate of Destruction (Encl E8), ECL Test Rosters (Encl E9a CONUS) / (Encl E9b OCONUS), and any other records or communications of importance. This continuity book may be kept in electronic or paper form, but TCOs must ensure that all A/TCOs, including newly incoming A/TCOs, can access the continuity book.

7.2.9.   Follow the provisions of this instruction in all cases, unless a specific waiver for each exception has been granted by DLIELC/Testing. (See Encl 12 for contact information.)

7.3. ATCO assumption of duties. All ATCOs will assume and perform the duties of an absent TCO.

7.4. Test proctors. Test proctors can 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.

7.5. DLIELC/Testing.

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

7.5.2. Assign TCNs to new ECL test sites.

7.5.3.   Maintain a current list of TCOs and ATCOs for all ECL test sites.

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

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

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

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

7.5.8. Maintain used answer sheets for PP ECL sites and scores for online CAT ECL sites for one year.

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

8. <u>REVIEW AND SIGNATORIES</u>

8.1. This directive shall be reviewed annually or upon changes to governing directives.

8.2. The OPR for this directive is the DLIELC/Testing Branch Chief. Please direct questions/inquiries to dli.testing@us.af.mil, Commercial: 210-671-4889 or DSN: (312) 473-7567.

REZA M. KEIVANZADEH, Civ, USAF
Testing Branch Chief, 332d Training Squadron

SIMONE SHEN, Lt Col, USAF
Commander, 332d Training Squadron

ENCLOSURES

E1. ENCLOSURE 1

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 5.2

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 web-enabled and/or capable of photographing or retaining test material) into the testing room on the date of the test. In addition, TCO will inform examinees 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, the TCN for the site, and the required ECL score. The test ID should be entered as the two-digit fiscal year and letter of the test form (e.g., 18H) (Encl E10 provides a sample of a completed answer sheet header).

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 to every 15 examinees. When needed, the TCO will arrange for US citizens who are government employees to serve as additional proctors (see paragraph 6.1.2.4). In the event additional proctors are needed, the TCO or ATCO must be present at all times.

6.   Quality check the audio CD prior to the test administration date for sound quality. In case of defects on any CD, contact DLIELC/Testing for guidance. (See Encl 12 for contact information.)

On the test date, the TCO will:

7.   Log out the appropriate ECL test materials on the ECL Test Administration Log (Encl E6). For test security, scoring keys should not be removed from the secure area.

8.   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 7.2.2.4 through 7.2.2.4.2 for procedures for reporting ECL test compromises.)

9.   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.

10. 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.

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

When examinees arrive, the TCO will:

12. 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) are permitted in the test room after the test booklets have been distributed to examinees.

13. 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.

14. 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.

15. 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.

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

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

18. Read the instructions aloud in English, using the script found in Encl E2. 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:

19. 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.

20. 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 or email to the combatant command and to

DLIELC/Testing. (See Encl 12 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 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 7.2.4.

21. Return all test materials to the secure area.

22. Annotate number of examinees and time materials were checked in on the ECL Test Administration Log (Encl E6).

To Score the PP ECL, the TCO will:

23. 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. 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.

24. 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.

25. Not make any marks on the used answer sheets, except in the header. Any marking (e.g., Xs) of incorrect items creates a test security risk because a corrected answer sheet becomes another scoring key.

26. 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:

27. Not copy, scan, alter, or destroy any used answer sheet.

28. Maintain a record of examinee information such as name, test dates, test form administered, and ECL scores. The sample ECL Test Roster (Encl E9) can be used for this purpose.

29. Ensure the answer sheet headers have been filled out completely. (See sample DLIELC Form 6748a, Encl E10.)

30. Double wrap used answer sheets (not copies) for shipment and label the inner envelope/package with the following:

FOR OFFICIAL USE ONLY

TEST MATERIAL

TO BE OPENED BY THE NONRESIDENT ECL TEST MANAGER ONLY

31. Write the mailing address for DLIELC/Testing on the outside envelope. (See Encl 12 for the mailing address.)

32. 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.

E2. ENCLOSURE 2

Read-Aloud Instructions for PP ECL Tests

1. After the two pencils have been passed out to each examinee, the TCO will follow the instructions and read aloud the script that appears in the gray boxes.

> - Ladies and gentlemen, you are here to take an English exam. Do your best.
>
> - Do not talk or communicate in any way during the exam.
>
> - 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?
>
> - 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.
>
> - The test has two parts. Part one is listening and has 50 items. You will hear each item only once.
>
> - After you hear the item, 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. (A visual aid may be helpful in demonstrating how to mark answer sheets correctly.)
>
> - Part two is reading. The items for part two are in your booklet. Read each item in part two and mark your answer sheet.
>
> - Do not mark more than one answer for each item.

```
-  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 40 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?

-  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 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 40 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 your test booklets.

- Remain in your seats until I (we) have collected all test
  materials.
```

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

<u>E3. ENCLOSURE 3</u>

<u>Administration Procedures for Online CAT ECL Tests</u>

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 DOD ID numbers to DLIELC/Testing after a signed TCO Appointment MFR (Encl E5) has been submitted to DLIELC/Testing. (See Encl 12 for contact information.)

2. DLIELC/Testing will register all TCOs and ATCOs in the Enterprise Monitoring and Management of Accounts (EMMA) so they will become designated test administrators.

3. 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 Help Desk at DSN 312-698-5000 or 1-800-372-7437 with this information to obtain the one-time, temporary password.

4. Receive information from DLIELC/Testing 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.

5. Review the "English Comprehension Level and American Language Course Placement Test – User's Guide" (available on the DMDC website) for specific information on the administration of the online CAT ECL (Ref c).

Before the test, the online CAT ECL TCO will:

6. Obtain a list of examinees and ensure each candidate is tested IAW sections 5.1. and 5.2.

7. 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 with any questions and/or error messages that occur.

8. 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 web-enabled and/or capable of photographing or retaining test material) into the testing room on the date of the test. In addition, the TCO will inform examinees how they may obtain results.

9. Arrange for and assign any necessary proctors, at a ratio of at least one to every 15 examinees. When needed, the TCO will arrange for US citizens who are government employees to serve as additional test proctors (see paragraph 6.1.2.4). In the event additional proctors are needed, the TCO or ATCO must be present at all times.

On the online CAT ECL test date, the TCO will:

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

    a. Watch for possible signs of cheating.

    b. Deter any suspicious behavior.

    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:

11. 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.

12. 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.

13. 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.

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

15. Follow log-in procedures as stated in the "English Comprehension Level and American Language Course Placement Test – User's Guide" (Ref c).

16. 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 FSNs are permitted in the test room after the directions have been read aloud (Encl 4).

17. Read the directions 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, the TCO will:

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

19. Retrieve scores following instructions stated in the "English Comprehension Level and American Language Course Placement Test – User's Guide" (Ref c).

20. Annotate number of examinees and date on the ECL Test Administration Log (Encl E6).

21. Maintain a record of examinee information, such as name, test date, test sub bank administered, and ECL scores. The sample ECL Test Roster (Encl E9) can be used for this purpose.

E4. ENCLOSURE 4

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 the gray boxes.

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

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

- 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?
```

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. When an examinee finishes the test, 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.

E5. ENCLOSURE 5

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 (date) _____ 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**

_____   _____

EMAIL ADDRESS   **SIGNATURE**

_____   _____   _____

ATCO (print or type name)   **RANK**   **SERVICE**

_____   _____

EMAIL ADDRESS   **SIGNATURE**

_____   _____   _____

ATCO (print or type name)   **RANK**   **SERVICE**

_____   _____

EMAIL ADDRESS   **SIGNATURE**

_____   _____   _____

ATCO (print or type name)   **RANK**   **SERVICE**

_____   _____

EMAIL ADDRESS   **SIGNATURE**

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

_____   _____   _____

3. Please: Mail to: DLIELC/TESTING   *or* Email:
                     2235 ANDREWS AVE   dli.testing@us.af.mil
                     JBSA LACKLAND, TX 78236-5259

_____   _____

Signature of Appointing Official (Installation Commander or SCO)   Date

_____   _____

Name/Rank/Title of Appointing Official (typed or printed)   Email Address

E6. ENCLOSURE 6

ECL Test Administration Log

Note: Whenever ECL Test Materials are removed from their secure location, this information must be supplied.

DEFENSE LANGUAGE INSTITUTE ENGLISH LANGUAGE CENTER
ECL TEST ADMINISTRATION LOG

Site Number: _____

PAGE _____ OF _____

Test Form (e.g., 18A)	Booklet Numbers From	Booklet Numbers To	Number of Examinees	Date Test Administered (dd/mon/yy)	OUT: Time Materials Checked Out	OUT: Signature of Test Administrator (TCO or ATCO Only)	IN: Time Materials Checked In	IN: Signature of Test Administrator (TCO or ATCO Only)

E7. <u>ENCLOSURE 7</u>

<u>ECL Request Form</u>

FY__ SERIES ECL REQUEST FORM

Please use the *Memorandum for Record* to indicate any TCO or ATCO changes and **inform DLIELC/Testing if TCO is scheduled to rotate/PCS.** If ECL materials are not required, annotate below and return this form with a *Certificate of Destruction* (DLIELC 1025.15(A)) for all ECL materials in country.

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 LANGUAGE 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 Manager or to DLI.Testing@us.af.mil.
All forms and *DLIELC Instruction 1025.15* are available at http://www.dlielc.edu/testing/testing.php.

E8. ENCLOSURE 8

DLIELC Certificate of Destruction

CERTIFICATE OF DESTRUCTION OF ENGLISH COMPREHENSION LEVEL (ECL) TEST MATERIALS		1. Page _____ of _____ pages

I. CONTENT

2. TO 332TRS/Testing (DLIELC TESTING FLIGHT) 2235 ANDREWS AVE JBSA LACKLAND, TX 78236-5259	3. FROM	4. ECL TEST SITE NUMBER

5. INVENTORY OF MATERIALS DESTROYED

	TEST FORM ID	IDENTIFYING BOOKLET NUMBERS	NO. OF CDs	NO. OF ANSWER KEYS
1.	_____	_____ - _____	_____	_____
2.	_____	_____ - _____	_____	_____
3.	_____	_____ - _____	_____	_____
4.	_____	_____ - _____	_____	_____
5.	_____	_____ - _____	_____	_____
6.	_____	_____ - _____	_____	_____
7.	_____	_____ - _____	_____	_____
8.	_____	_____ - _____	_____	_____
9.	_____	_____ - _____	_____	_____
10	_____	_____ - _____	_____	_____
11.	_____	_____ - _____	_____	_____
12.	_____	_____ - _____	_____	_____

6. NOTES

II. CERTIFICATION

7. I CERTIFY THAT ALL ITEMS LISTED IN 5 ABOVE HAVE BEEN: ☐ destroyed IAW DLIELC I 1025.15 ☐ committed to central destruction facility on _____	8. DATE DESTROYED (YYYYMMDD)	9. I CERTIFY THAT THE ECL TEST ADMINISTRATION LOG FOR FY _____: ☐ accompanies this form ☐ has been submitted to DLIELC Testing
10. PRINTED NAME AND GRADE / RANK (Destroying official)	11. SIGNATURE	
12. PRINTED NAME AND GRADE / RANK (Witnessing official)	13. SIGNATURE	

E9a. ENCLOSURE 9

Sample ECL Test Rosters

CONUS (other formats permissible)

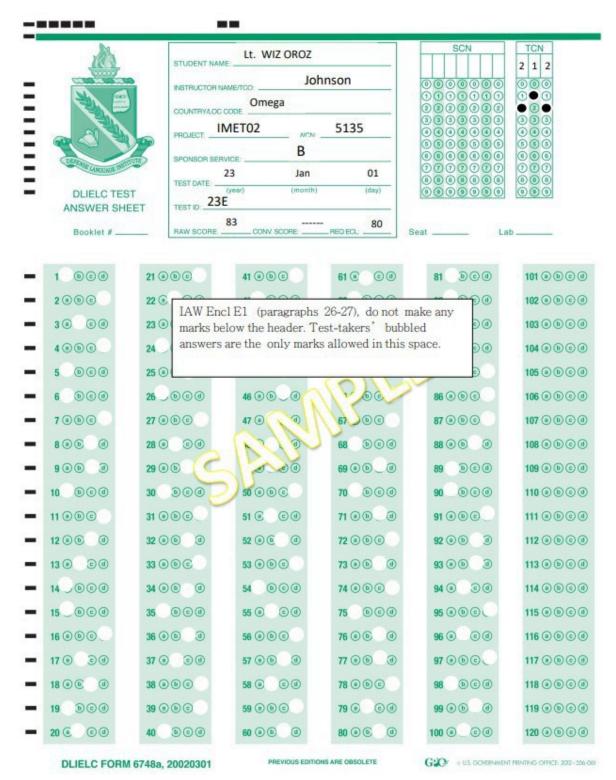| Test Version	Booklet #	Date of Test	Rank	Name (Last, First, MI)	2-letter Country Code	WCN	Required Score	Score	Disposition of Failed Students

E9b. ENCLOSURE 9

Sample ECL Test Roster

OCONUS (other formats permissible)

Your installation name and address	Site #	ECL Test date:
		ECL Test form #:

Seat #	Rank	Name	Service	WCN	Cand score	Req'd score

_____
TCO Name

_____
TCO signature

E10. <u>ENCLOSURE 10</u>

<u>Sample DLIELC Form 6748a, Test Answer Sheet</u>

E11. ENCLOSURE 11

Description of the ECL Test Formats 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 2024 are marked 24A, 24B, 24C, 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. The computer program delivers items according to the examinee's individual ability level.

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

E11.4.1. One copy of this instruction.

E11.4.2. The specified number of ECL booklets for each form furnished. 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. An estimated year's supply of answer sheets.

E11.4.6. ECL Test Administration Log.

E11.4.7. DLIELC Certificate of Destruction.

E11.4.8. DLIELC Packing List.

E11.4.9. Certified mail forms (CONUS sites only).

E12. ENCLOSURE 12

DLIELC/Testing Contact Information

Mailing address: DLIELC/TESTING
                         2235 ANDREWS AVE BLDG 7445 – RM 228
                         JBSA-LACKLAND TX 78236-5259

E-mail:

dlielc.332trs.etf**africom**workflow@us.af.mil
dlielc.332trs.etf**centcom-ksa**@us.af.mil
dlielc.332trs.etf**centcom**workflow@us.af.mil
dlielc.332trs.etf**conus**workflow@us.af.mil
dlielc.332trs.etf**eucom**workflow@us.af.mil
dlielc.332trs.etf**northcom**wrkflow@us.af.mil
dlielc.332trs.etf**pacom**workflow@us.af.mil
dlielc.332trs.etf**southcom**wrkflow@us.af.mil

Commercial telephone: **(210) 671-4889**; **DSN 473-4889** Use these addresses to:

- ship used answer sheets monthly by certified mail or diplomatic pouch;

- send in ECL documentation such as TCO appointment MFRs, signed and dated DLIELC Packing Lists/Receipts, 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;

- report failures of initial CONUS ECL tests and ECL retests. (*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 fail direct-entry ECL tests;

- 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 https://dlielc.edu/index.php to get general information about DLIELC/Testing and find electronic versions of the following ECL test site documents: TCO Appointment MFR, ECL Request Form, DLIELC Certificate of Destruction, ECL Roster, and ECL Test Log.