



**UNITED STATES MARINE CORPS**  
 Voluntary Education Center  
 Building 3088 Roan St  
 Marine Corps Base  
 Quantico Virginia 22134-5126

**TEST REQUEST FORM**

**PRIVACY ACT STATEMENT:** DATE REQUIRED BY THE PRIVACY ACT OF 1974 (TITLE 5, U.S. CODE 552A)

1. IN CONNECTION WITH THE ADMINISTRATION OF THIS TEST YOU WILL BE REQUIRED TO DISCLOSE YOUR SOCIAL SECURITY NUMBER (SSN). AUTHORITY FOR THIS REQUIREMENT IS PRESIDENTIAL EXECUTIVE ORDER NO. 9397, 22 NOV 43. YOUR SSN WILL BE USED TO VERIFY THAT THE SCORE YOU MAKE IS CORRECTLY TRANSCRIBED TO YOUR MILITARY PERSONAL RECORD, WHICH IS MAINTAINED PER AUTHORITY OF TITLE 5, U.S. CODE 301. IT IS MANDATORY THAT YOU DISCLOSE YOUR SSN AT THIS TIME.

<b>PERSONAL INFORMATION (REQUIRED)</b>		
<u>NAME:</u> (LAST, FIRST MI)	<u>RANK:</u>	<u>DODID:</u>
<u>CONTACT NUMBER:</u>	<u>WORK:</u>	<u>CELL:</u>
<u>EMAIL ADDRESS:</u>	<u>SIGNATURE:</u>	<u>DATE:</u>
<u>UNIT:</u>		
<u>SELECT RESERVE, ACTIVE DUTY, CIVILIAN:</u> <input type="radio"/> RESERVE <input type="radio"/> ACTIVE DUTY <input type="radio"/> CIVILIAN <input type="radio"/> RETIREE	<u>BRANCH of SERVICE</u>	
<u>REQUESTED TEST DATE:</u> (DATE(S) NOT AVAILABLE for OPI)	<u>REQUESTING LANGUAGE:</u> (IF APPLICABLE)	

**AVAILABLE TESTS: (CIRCLE THE TEST YOU ARE REQUESTING)**

- |                                 |           |                            |
|---------------------------------|-----------|----------------------------|
| 1. PROCTORED EXAM               | 5. DLPT   | 8. OPI                     |
| 2. PRACTICE GED                 | 6. PRAXIS | 9. AFCT-REVIEW MCO 1230.5C |
| 3. DLAB                         | 7. SAT    | 10. ACT                    |
| 4. FAA Airman Knowledge Testing |           | 11. TABE                   |
- FAA Supplement handouts available upon request.



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HAVE YOU TAKEN THIS TEST BEFORE? YES/NO      LAST TEST DATE? \_\_\_\_\_

Are you a Military Recruiter YES/NO  
 If yes, how long off Recruiter Duty \_\_\_\_\_

FOR PROCTOR REQUEST ONLY:	
INSTITUTION:	COURSE:

GUIDELINES FOR TESTING  
 (INITIAL BY EACH)

- ENSURE YOU ARE AWARE OF THE LOCATION AND TIME PRIOR TO TEST DATE
- MAKE SURE YOU ARRIVE PRIOR TO THE START TIME OF THE TEST. DOORS WILL BE LOCKED PROMPLY AT THE SCHEDULED START TIME. IF LATE, YOU MUST RESCHEDULE FOR ANOTHER TEST DATE
- THE MILITARY UNIFORM IS OPTIONAL; HOWEVER THE MILITARY MEMBER MUST HAVE A VALID MILITARY ID CARD TO TAKE THE TEST
- THE MILITARY MEMBER MUST WAIT A PERIOD OF 180 DAYS CALENDAR DAYS BEFORE THEY MAY RE-TAKE THE AFCT/DLAB/DLPT TEST TO OBTAIN A BETTER SCORE WITH A NEW COMMAND APPROVAL
- IF THERE ARE CHANGES IN THE MEMBERS SCHEDULE DUE TO LEAVE, DEPLOYMENTS, TAD OR TRAINING SCHEDULES, THE MEMBER MUST NOTIFY THE MILITARY TESTING COORDINATOR AT 703-784-4012 OR VEC\_TESTING@USMC.MIL A MINIMUM OF 24 HOURS IN ADVANCE OF THE ASSIGNED TEST
- DURING SCHEDULED BREAKS, YOU MUST RETURN PROMPTLY TO THE TESTING ROOM. IF YOU ARE NOT BACK IN YOUR SEAT BY THE REQUIRED TIME, YOUR TEST COULD BE TERMINATED
- ALL EXAMS MUST BE REGISTERED TWO WEEKS PRIOR TO THE TEST DATE.
- RETIREEES/DOD CIVILIAN/ACTIVE DUTY DEPENDENTS (ACDU) MUST COMPLETE LANGUAGE WAIVER BEFORE TESTING DATE WILL BE APPROVED. PER MCO 1230.5C, SECTION 8.
- ACTIVE DUTY RETAINS PRIORITY FOR TESTING AVAILABILITY.



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REQUIRED INFORMATION:		
APPLICANT SIGNATURE:		DATE:
THE COMMANDING OFFICER'S SIGNATURE ACKNOWLEDGES THAT THE ABOVE MENTIONED APPLICANT IS AUTHORIZED TO TEST ON THE SPECIFIED DATE.		
PRINT NAME & RANK OF COMMANDING OFFICER:	SIGNATURE:	DATE:
EMAIL ADDRESS:		

FOR MORE INFORMATION REGARDING TESTING, PLEASE CONTACT THE MCB QUANTICO TESTING OFFICE AT 703.432.0117 OR VIA EMAIL AT [quanticovectesting@usmc-mccs.org](mailto:quanticovectesting@usmc-mccs.org)

[Please submit your test request form at least two weeks prior to your requested test date.](#)