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.

PERSONAL INFORMATION (REQUIRED)

NAME: (LAST, FIRST MI) RANK: DODID:

CONTACT NUMBER: WORK: CELL:

EMAIL ADDRESS: SIGNATURE: DATE:

UNIT:

SELECT RESERVE, ACTIVE DUTY, CIVILIAN: BRANCH of SERVICE

- o RESERVE
- o ACTIVE DUTY
- o CIVILIAN
- o RETIREE

REQUESTED TEST DATE: (DATE(S) NOT AVAILABLE for OPI) REQUESTING LANGUAGE: (IF APPLICABLE)

AVAILABLE TESTS: (CIRCLE THE TEST YOU ARE REQUESTING)

1. PROCTORED EXAM 4. DLPT 7. OPI
2. DLAB 5. ACT 8. AFCT-REVIEW MCO 1230.5C
3. FAA AIRMAN KNOWLEDGE TESTING 6. SAT 9. TABE
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 PROMPTLY 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 mccsqaucovvectesting@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.

RETIREES/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.

Marines should utilize alternative self-study guides to prepare for retaking of the AFCT. Examples of self-study guides are: ASVAB study guides which can be procured at any local library and Peterson’s on-line Academic Skills course http://www.nelnetsolutions.com/dantes. This resource has been approved by DoD and is available to any service member.

AFCT-Please be sure your Military record is updated (Degree earned, Licensure, MCI Training. This information can be uploaded by using your login credentials to myepar and should be reflected in your 3270.

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 703.784.4012 OR VIA EMAIL AT mccsquanticovectesting@usmc.mil

Please submit your test request form at least two weeks prior to your requested test date.

DoD Approved AFCT study guides - MCO 1230.5C, page 15, paragraph 5.a.(1)(h)

Visit library and Peterson’s On-Line Academic Skills course at

http://www.neilnetsolutions.com/DantesNet/
http://library.usmc-mccs.org/cgi-bin/mail.pl

This resource has been approved by DoD and is available to any service member.

REASONABLE ACCOMMODATION: Please let us know when you register if you require reasonable accommodations.