

DLIELC 1025.15
August 31, 1998
LEACT

SUBJECT: English Comprehension Level (ECL) Test Guidelines

References: (a) DLIELC 1025.15, subject as above, August 15, 1997 (hereby superseded)

(b) Handbook for the American Language Course Placement Test(ALCPT), July 1997

(c) AR 12-15/SECNAVINST 4950.4/AFR 50-29, Joint Security Assistance Training Regulation, February 28, 1990

(d) English Language Training Support for Security Assistance Officers, FY 98-99

1. REISSUANCE AND PURPOSE

This instruction prescribes policies and procedures governing acquisition, control, and administration of the ECL test. The ECL test is used to determine English language proficiency of international military students (IMs) being considered for assignment in the continental United States (CONUS) or training in International Military Education and Training (IMET) or Foreign Military Sales (FMS) programs. This test is also used to determine the English proficiency level of US military members who are not native speakers of English.

2. APPLICABILITY

The provisions of this instruction apply to all Security Assistance Offices (SAOs) and CONUS Test Control Officers (TCOs) of all services or agencies responsible for the selection of IMs to attend IMET or FMS training. It also applies to services or agencies using the ECL test for selection or placement of US military personnel (including Reserve Officer Training Corps [ROTC], Military Entrance Processing Stations [MEPS], and National Guard and Reserve units).

3. DEFINITIONS

3.1. Alternate Test Control Officer (ATCO). A person appointed by the chief of a user agency to act in the absence of

the TCO, and who assumes all of the responsibilities of the TCO as outlined in paragraph 5.2 below.

3.2. American Language Course Placement Test (ALCPT). A multiple-choice English language proficiency test consisting of both a listening part and a reading part. When kept secure, the ALCPT gives similar scores to the ECL. It can be used to evaluate civilian employees of the US military who are not native speakers of English or as a placement or graduation test in in-country English language training programs (ELTPs). (See Ref b.)

3.3. DLIELC Form 1025.15(A), ECL Test Administration Log (Encl E1). A standard form used to log the ECL test contents each time an ECL is removed from its secured area. Completed forms are returned to DLIELC at the end of the fiscal year.

3.4. ECL, Department of Defense (DoD) test for evaluating proficiency in English (Encl E2). The term ECL also refers to the score on the test: an ECL score.

3.5. Proctor. A person assigned by the user agency to assist in monitoring the administration of the ECL test. Proctors must be US citizens who are employees of the US Government.

3.6. SAO. An in-country office responsible for security assistance. SAOs 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 Attache Offices (DAO).

3.7. TCO. A person appointed by the chief of a user agency, and authorized to obtain, control, and administer the ECL test, as outlined in paragraph 5.2., below. All TCOs and ATCOs must be US citizens, and must be US military officers or noncommissioned officers (NCOs) in the rank of E-5 or above, or Civil Service employees of the US Government in the grade of GS-05 or above.

3.8. Test and Measurement Section (LEACT). The DLIELC office which is responsible for the development, maintenance, and distribution of the ECL Test.

3.9. Test Site Control Number (TCN). The number assigned by DLIELC which identifies a particular ECL test site.

3.10. User Agency. Any US Government office or agency, including SAOs and CONUS offices, authorized to administer the ECL test to IMSs, US military personnel, or civilians.

4. POLICY

The ECL test is the primary instrument used for measuring the English language proficiency of international students scheduled to attend IMET or FMS training and for language selection/place- ment of US military personnel. The ALCPT, not the ECL, is used for prescreening purposes. User agencies are not to copy or duplicate any portions of the ECL test, nor can they release any ECL test materials to host-country or other unauthorized personnel.

5. RESPONSIBILITIES

5.1. The Chief of the User Agency will:

5.1.1. Assume overall responsibility for security of the ECL testing program and ECL test materials.

5.1.2. Select and appoint TCOs and ATCOs.

5.1.3. Arrange for an investigation if loss/compromise of ECL test forms is suspected.

5.2. The TCO will:

5.2.1. Maintain test security at all times.

5.2.2. Receive (and open) controlled test materials.

5.2.3. Request/justify additional ECL forms if required.

5.2.4. Inventory ECL materials every six months and upon appointment of a new TCO. Notify the appropriate unified command and the Commandant, DLIELC, immediately of any discrepancy. (See Encl E3 for telephone numbers.)

5.2.5. Log test materials upon receipt and before/after each use.

5.2.6. Return or destroy test materials when directed by DLIELC or when an ECL is replaced; document destruction action on

a certificate of destruction, and mail the certificate to the Test and Measurement Section (LEACT). (See Encl E3 for mailing address.)

5.2.7. Schedule tests and rotate test forms to avoid overexposure. (Keep a record of examinees' names, scores, and test forms used in order to avoid testing a candidate again with the same test.)

5.2.8. Arrange for any necessary test proctors for the ECL administration.

5.2.9. Ensure positive identification of all ECL test examinees.

5.2.10. Administer and score the ECL.

5.2.11. Send used answer sheets to LEACT within five days after test administration at CONUS test sites, and monthly at test sites outside the continental United States (OCONUS).

5.2.12. Ensure overseas locations use the ALCPT, and not the ECL, for students in internal programs and prescreening purposes.

5.2.13. Follow the provisions of this instruction in all cases, unless a specific waiver has been granted.

5.2.14. Submit a request for waiver when unable to comply with the provisions of this instruction. (Refer to Encl E3 for address.)

5.3. The ATCO will:

5.3.1. Assume the responsibilities of an absent TCO.

5.3.2. Carry out the responsibilities of the TCO as directed.

5.4. The Test Proctor will assist the TCO/ATCO in distributing and collecting test materials and in the overall monitoring of the test administration.

5.5. DLIELC will:

5.5.1. Maintain test security at all times.

5.5.2. Assign TCN.

5.5.3. Obtain and maintain appointment letters before shipping ECL materials, and maintain a current list of TCOs.

5.5.4. Determine the number of ECL forms and which forms will be sent to each test site, based on the particular needs of the test site.

5.5.5. Provide (and replace annually) ECL forms and send the tests by certified mail, provided DLIELC has a current TCO appointment letter on file.

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

5.5.7. Authorize waivers of the requirements and procedures in this instruction.

6. PROCEDURES

Paragraphs 6.1 through 6.8 describe procedures for the TCO unless otherwise specified, common to all types of ECL testing. Paragraphs 6.9, 6.10, and 6.11 give specifics that are peculiar to overseas, CONUS IMS (course entry) testing, and testing of US personnel, respectively.

6.1. Obtaining, Storing, and Accounting for the ECL.

6.1.1. The TCO will:

6.1.1.1. For established sites, reference the TCN in all correspondence with DLIELC.

6.1.1.2. Upon receiving the ECL test package, sign and date one copy of the DLIELC Test Kit Receipt ("Picking List") and return it to LEACT. (See Encl E3 for mailing address.)

6.1.1.3. Store controlled test materials (booklets, scoring key, and test tape) in a standard safe or in a metal file cabinet equipped with a key and bar locking mechanism and log materials out whenever they are removed from secure storage.

6.1.1.4. Document a thorough physical inventory of all test materials every six months, and also upon assuming or relinquishing the TCO duties.

6.1.2. The Chief of the User Agency will:

6.1.2.1. Send LEACT a letter of appointment to establish a new test site. The letter will contain the names and sample signatures of the TCO and ATCO(s) and a brief description of the objective. (See Encl E3 for mailing address.) Upon receipt, LEACT will forward a letter to the agency, assigning a TCN.

6.1.2.2. When a new TCO or ATCO replaces an incumbent TCO or ATCO, promptly submit an appointment letter which states the appointment is "vice" the previous TCO or ATCO, and which includes sample signature(s).

6.2. Preparation Before Test Administration Date.

6.2.1. The TCO will obtain a list of examinees, and ensure each candidate is tested only after an appropriate interval. (See paragraphs 6.9, 6.10, and 6.11 for specifics.)

6.2.2. The TCO will ensure examinees are informed they are not to bring such items as paper, books, dictionaries, etc., into the testing room on the day of the test, and they will need to present photo identification before taking the exam. If pencils will not be provided, tell them to bring two soft lead pencils with erasers. They should also be informed as to how they may obtain their results.

6.2.3. The TCO will arrange for and assign any necessary proctors, at a ratio of at least one for every 15 examinees.

6.2.4. The TCO will select a well-lighted, ventilated, quiet room (with facilities for playing the tape) for the test administration.

6.2.5. The TCO will fill out the test answer sheet header information, to include the examinee's name, name of the TCO or ATCO, name of the examinee's country, date of the test, and Test Site Control Number (in TCN block). Do not enter the test form (ID) until after the test is administered. A sample of a completed answer sheet, DLIELC Form 6748, DLIELC ECL Test Answer Sheet (Encl E4), is attached.

6.2.6. The TCO will listen to each tape before the test administration date to ensure mechanical and sound quality.

6.3. Preparation On the Day of the Test.

6.3.1. The TCO will log out the appropriate testing materials on the ECL Test Administration Log. For purposes of test security, do not remove score keys from the secure area; do not score the tests in the testing room.

6.3.2. The TCO will check to ensure no pages are missing from any of the booklets, and no pages are marked from previous administrations.

6.3.3. In the testing room, before the examinees arrives, the TCO will remind proctors to be continuously alert during the testing period by directing their attention to the examinees, and not by listening to or reading the test itself. Ensure that all test administrators understand that monitoring involves carefully listening and watching for signals such as: pencil tapping, foot scraping, coughing, mike tapping, signals by hand, foot or fingers, or any other systematic moves. Ensure that test administrators understand the use of appropriate methods to stop suspected signaling, such as standing quietly in back of the signaler. Ensure that examinees complete the ECL test without any assistance.

6.3.4. The TCO will place the test tape on the machine and check the volume to make sure the recording can be heard clearly at all places where the examinees will be seated, taking precautions not to erase the tape during this procedure. (In case of erasure, return the tape to the Logistics Branch [LERW] for a replacement tape. See Encl E3 for mailing address.)

6.3.5. When the examinees arrive, the TCO will place a sign saying "QUIET-- TESTING IN PROGRESS" (or words to that effect in both English and the host-country language) on the door and in adjoining areas to limit outside noise.

6.3.6. The TCO will ensure positive identification of each examinee. The TCO can normally accomplish this by checking each examinee's photo identification.

6.3.7. The TCO will separate examinees far enough from each other in the testing room to preclude any test compromise.

6.3.8. The TCO will ensure that the examinees have no papers, books, dictionaries, etc., with them, and they each have two sharpened soft-lead pencils with erasers.

6.3.9. The TCO will be present at all times in the testing room during the administration of the ECL test. Only

TCOs, ATCOs, proctors, and examinees are allowed in the testing room during the actual testing.

6.4. Giving The Directions.

6.4.1. The TCO will give the directions clearly, in English, using the script below. (Supplementary directions may be given if necessary, but it is best to keep directions as standardized across test administrations as possible.) An interpreter may be used for assistance in giving preliminary directions, but must leave the testing room before the TCO distributes the test booklets, as must any other unauthorized personnel. The pretest briefing should not take more than 15 minutes.

6.4.2. Before distributing the answer sheets only, the TCO will say to the examinees:

LADIES AND GENTLEMEN, YOU ARE HERE TO TAKE AN ENGLISH EXAMINATION. DO YOUR BEST. YOU SHOULD HAVE WITH YOU A PENCIL AND ERASER. DO NOT TALK DURING THE EXAMINATION. IF, FOR ANY REASON, ANYONE 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 TEST ROOM. IF YOU HAVE ANY QUESTIONS RAISE YOUR HAND, AND I (WE) WILL COME TO HELP YOU.

ARE THERE ANY QUESTIONS? (Pause for questions.)

I (WE) WILL NOW GIVE YOU YOUR ANSWER SHEETS.

6.4.3. The TCO will distribute only the answer sheets, and then say:

THE TEST CONSISTS OF TWO PARTS. PART ONE IS LISTENING AND HAS 66 QUESTIONS. YOU WILL HEAR THE QUESTIONS ON THE TAPE. AFTER YOU HEAR THE QUESTION, MARK THE CORRECT ANSWER, A, B, C, OR D, ON YOUR ANSWER SHEET. PART TWO IS READING. THE QUESTIONS FOR PART TWO ARE IN YOUR BOOKLET. READ EACH QUESTION IN PART TWO AND MARK YOUR ANSWER SHEET.

DO NOT MARK MORE THAN ONE ANSWER FOR EACH QUESTION. MAKE SURE YOU ANSWER EACH 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 A HEAVY, DARK MARK IN THE PROPER PLACE ON YOUR ANSWER SHEET. DO NOT WRITE IN THE TEST BOOKLET. CONTINUE WITH PART TWO OF THE TEST AS SOON AS PART ONE IS FINISHED. YOU WILL HAVE 29 MINUTES TO FINISH PART TWO. IF

YOU FINISH EARLY, RAISE YOUR HAND, AND I (WE) WILL COME AND TAKE YOUR TEST MATERIALS.

ARE THERE ANY QUESTIONS? (Pause for any questions. A visual aid may be helpful in demonstrating how to correctly mark answer sheets.)

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. (Repeat the following three times:) DO NOT OPEN YOUR TEST BOOKLETS UNTIL YOU ARE TOLD TO DO SO.

6.4.4. The TCO will ensure that only authorized personnel (TCOs, ATCOs, proctors, and examinees) are present in the testing room. Interpreters must leave the testing room at this point, before the booklets are distributed.

6.4.5. The TCO will distribute the test booklets, passing a test booklet directly to each examinee. Ensure each examinee has written the number of his booklet on the answer sheet. If in a lab, additionally require the students to write the seat numbers on the answer sheets. Then say:

NOW, LISTEN TO THE DIRECTIONS ON THE TAPE AND BEGIN THE TEST.

6.4.6. The TCO will play the tape only once during the test. Do not stop the tape or replay any portion of it after the aural part has been started.

6.4.7. The TCO will ensure that in the first few minutes of the tape, the test monitors circulate quickly and quietly around the room, viewing the test materials of each examinee and checking to see that answer sheets are properly marked. Ensure also that the monitors are attentive to any problems that examinees may have with the audio reception.

6.4.8. When the listening part of the tape is finished, The TCO will say:

PART TWO WILL BE READING. READ THE DIRECTIONS FOR PART TWO. YOU HAVE 29 MINUTES TO COMPLETE PART TWO. IF YOU FINISH EARLY, RAISE YOUR HAND, AND I (WE) WILL COME AND TAKE YOUR TEST MATERIALS. YOU MAY BEGIN NOW.

6.4.9. The TCO will write the exact time the test will end on the chalkboard or a piece of paper which is visible to the

examinees. At 10 minutes and one minute before the end of the test, the TCO will give warnings such as, "The test will end in 10 minutes."

6.4.10. The TCO will ensure that if an examinee completes the test early, he/she remains in place and raises his/her hand. One of the test monitors will quietly approach the examinee, collect the test materials, and verify that no test components are missing. Only after an examinee's test materials have been verified as returned and complete will the TCO dismiss the examinee from the test room.

6.4.11. When the allotted time is over, the TCO will say: STOP! THE TEST IS OVER. PUT YOUR PENCILS DOWN AND CLOSE THE TEST BOOKLET. REMAIN IN YOUR PLACES UNTIL I (WE) HAVE COLLECTED ALL TEST MATERIALS.

6.5. Posttest Procedures.

6.5.1. The TCO will collect and verify the return of all test materials (booklets and answer sheets) from the remaining examinees as quickly as possible. As in the case of examinees who finish the test early, the TCO will dismiss each remaining examinee upon verifying that all test materials have been returned.

6.5.2. The TCO will conduct a final check of all the answer sheets and booklets, ensuring the booklets are intact and unmarked.

6.5.3. The TCO will return all testing materials to the secured area.

6.5.4. The TCO will annotate the DLIELC Form 1025.15(A). Send completed logs to LEACT at the end of the fiscal year. (See Encl E3 for mailing address.)

6.5.5. The TCO will write the test form ID (99A, 99B, etc.) on each used answer sheet.

6.6. Scoring Procedures.

6.6.1. The TCO will not score answer sheets in the presence of, or show answer sheets to the examinees, host-country personnel, foreign nationals, or unauthorized US personnel.

6.6.2. Except for the boxed-in areas which include student name, TCN, etc., the TCO will not put any marks on the used answer sheets. Marks such as X's on incorrect items may create a test security risk, since a "corrected" answer sheet is essentially another key to the correct answers.

6.6.3. The TCO will scan each answer sheet to ensure there is only one answer marked for each test item. If there are two or more marks for any one item, erase all marks for that item. The examinee will not receive credit for the item.

6.6.4. The TCO will select the correct scoring key. For example, use the Form A scoring key to score answer sheets for Form A of the ECL test. Place the scoring key over the answer sheet, ensuring that they are aligned. (Use the black marks at the left to align.)

6.6.5. The TCO will count the number of correct answers (raw score) on the answer sheet using the scoring key. This number is the ECL score. Enter this number in the space marked "Conv Score" on the answer sheet. (Starting with the FY99 Series ECL test forms, the raw score equates to the examinee's ECL score, the score used for administrative decisions and actions. No conversion sheets are needed.) If possible, arrange for more than one authorized person (TCO/ATCO) to score each answer sheet to ensure accuracy. If two persons are not available, count the number of correct answers twice for each answer sheet.

6.6.6. The TCO will not make copies of the used answer sheets for any purposes. For reference, maintain a record of information such as names of examinees tested, test dates, and ECL scores.

6.7. Ensuring Test Security.

6.7.1. The chief of the user agency has overall responsibility for test security, and for ensuring those US military or civilian employees who handle and administer the ECL test conduct themselves in a way that does not result in possible compromise of the test. Potential compromise situations include, but are not limited to, the following:

6.7.1.1. Failing to properly identify examinees.

6.7.1.2. Reviewing, accessing, or allowing review of or access to, controlled test materials by any individual not specifically authorized.

6.7.1.3. Oral or written discussion concerning contents of test materials by an authorized person with an unauthorized person.

6.7.1.4. Bringing any unauthorized material into the examination room.

6.7.1.5. Reproducing or copying any test materials.

6.7.1.6. Unauthorized removal of test materials from the examination room.

6.7.1.7. Leaving examinees unsupervised during a test session.

6.7.1.8. Inability to account for the location or disposition of test material. Disclosing or releasing superseded test material to unauthorized personnel.

6.7.1.9. Improper packaging or labeling of test material for mailing which could result in unauthorized disclosure.

6.7.1.10. Opening of, or otherwise tampering with, any package containing test materials by an unauthorized person.

6.7.1.11. Improper storage of test materials.

6.7.2. ECL materials may be used only by the TCO/ATCO who requested them, and may not be transferred to or exchanged with other locations unless authorized by the Commandant, DLIELC.

6.7.3. TCOs in overseas locations must ensure that the ECL is not used for prescreening or other unauthorized purposes. The prescreening of candidates for CONUS training, internal evaluation in contractor-conducted training, and qualification in in-country programs is to be conducted with the ALCPT, not the ECL. If the ALCPT is properly controlled and administered, the results have a high correlation with the ECL test. The use and interpretation of the ALCPT are covered in reference b. A copy of this handbook is normally included with ECL kits shipped overseas.

6.8. Reporting And Investigating The Loss Or Possible Compromise Of ECL Tests.

6.8.1. The TCO will:

6.8.1.1. Treat the test as compromised.

6.8.1.2. Immediately stop using and secure the test form or forms involved.

6.8.1.3. Immediately report loss, compromise, or suspected compromise of any form of the test by electrical means to the unified command and to the Commandant, DLIELC. The report will provide the test identification, date or probable date of loss or compromise, location and geographical extent of the jeopardized area, verification that all testing with the suspected form within the jeopardized area has been stopped, and the parts of the test which are missing, compromised, or suspected of compromise (for example, ECL Form 99A: booklets 5 and 6 missing, score key missing, etc.).

6.8.2. The Chief of the User Agency will:

6.8.2.1. Conduct an internal investigation and/or arrange for an external investigation by an outside agency to determine facts concerning loss or compromise.

6.8.2.2. Send a complete report of the investigation, including findings and a statement of remedial action taken, to the appropriate unified command and to the Commandant, DLIELC, within 30 calendar days from the date on which the test was reported lost or compromised. (See Encl E3 for mailing address.) The user agency will not resume testing with the suspected test forms until so authorized by DLIELC.

6.9. Overseas Testing Management Procedures.

6.9.1. The TCO will rotate the use of ECL test forms in a randomized sequence so all forms are administered once before any form is used again.

6.9.2. The TCO will request additional test forms (up to a maximum of 12) as needed. Send requests for additional test forms with justification to LEACT (see Encl E3 for mailing address); use the same address to request additional test answer sheets.

6.9.3. The TCO will consolidate all ECL testing at one location on one day each month. This would represent the ideal testing arrangement, since each ECL test form would then be used only one time. Under no circumstances should ECL testing be conducted more than once every two weeks at any test site.

6.9.4. The TCO will ensure that examinees who fail to obtain a required ECL score after completing the test do not retest before 30 calendar days have elapsed. Make sure the examinee retests with a different test form. He/she should be enrolled in a full-time intensive English language program during this 30-day period.

6.9.5. The TCO will ensure that a person who attains the required ECL score more than 105 days before the report date for his/her CONUS course is retested with a different form of the test before departure. ECL test scores are valid for 105 calendar days from the date of testing.

6.9.6. The TCO will prepare the used answer sheets (not copies) for shipment with a double wrapping, and label the inner envelope or package:

FOR OFFICIAL USE ONLY

TEST MATERIAL

TO BE OPENED BY THE NONRESIDENT ECL TEST MONITOR ONLY

6.9.7. The TCO will include the mailing address for LEACT in the inner envelope or package. (See Encl E3 for mailing address.)

6.9.8. The TCO will use the LEACT mailing address on the outer envelope or package. Once a month, the TCO will send answer sheets, by certified or registered mail. Ensure the TCN is entered at the top right-hand corner of each answer sheet. Refer to paragraph 6.2.5. of this instruction for procedures on preparing answer sheets for examinees.

6.9.9. The TCO will submit the completed Form 1025.15(A) to LEACT at the end of the year. (See Encl E3 for mailing address.)

6.10. Procedures in Managing the Testing of International Military Personnel Within CONUS.

6.10.1. For IMSs undergoing or scheduled to attend IMET- or FMS-sponsored training, the TCO will fill in the answer sheets with the project (FMS or IMET), worksheet control number (WCN), and sponsoring service (B for Army, D for Air Force, and P for Navy) in addition to the information required in paragraph

6.2.5. above. A sample of a completed answer sheet (Encl E4) is attached.

6.10.2. The TCO will use one of the three ECL test forms provided to administer entry tests to all direct-entry international students three to five days after their arrival.

(DLIELC graduates are not tested.) The delay in testing is to allow for jet-lag recovery and adaptation to their new environment.

6.10.3. The TCO will schedule any student who fails to achieve the required ECL on course entry for a second ECL test (use a different form) within one or two days. Only two test administrations are authorized per student (initial test and one retest). To administer a second retest, the TCO must obtain permission from the appropriate military department (MILDEP) and the Commandant, DLIELC. Call (DSN 473-3539 or commercial 210-671-3539) or FAX (DSN 473-0211 or commercial 210-671-0211) LEACT to provide pertinent information in requesting DLIELC waivers.

6.10.4. The TCO will report all failing scores to the MILDEP and LEACT. (See Encl E3 for mailing address.) If a student fails a second time to achieve the required ECL, immediately inform MILDEP and DLIELC by telecommunication. The MILDEP is responsible for determining subsequent action.

6.10.5. The TCO will return used answer sheets for all international students to LEACT within five days after test administration. Call LEACT concerning questions about testing procedures or interpretation of results.

6.10.6. The TCO will submit the completed Form 1025.15(A) to LEACT at the end of the year. (See Encl E3 for mailing address.)

6.11. Testing US Military Personnel.

6.11.1. Depending on the particular circumstances and appropriate service regulations and policies, DLIELC will furnish two or more forms of the ECL for CONUS and overseas locations that use the ECL test for official selection or placement of US military personnel. Call Operations and Overseas Branch (LEOX) at DSN 473-3783, to informally request information concerning testing materials. Send formal requests through appropriate service channels. Base Education Officers should use the ALCPT, not the ECL, for other programs.

6.11.2. Where testing circumstances allow, TCOs should consolidate the testing of examinees as much as possible through the use of regularly scheduled testing dates. An unsuccessful candidate must not be retested before 30 days have elapsed.

6.11.3. Agencies in CONUS or outside CONUS which train US military, family members, or civilians should use the ALCPT for measuring student progress or to establish a trainee's English language qualifications. See DLIELC Catalogs for information about procuring the ALCPT, and reference b for information on the administration and interpretation of the ALCPT.

6.11.4. The TCO will forward all used ECL answer sheets to LEACT within five days of test administration, and submit the completed Form 1025.15(A) to LEACT at the end of the year. (See Encl E3 for mailing address.)

6.12. Requesting a Waiver. When user agencies find that compliance with any requirement or procedure in this publication is impractical or impossible due to unique local circumstances, they may request a waiver for that requirement or procedure. To obtain a waiver, the TCO will submit a letter to the Commandant, DLIELC, who may authorize a waiver to the requirements and procedures in this instruction. (See Encl E3 for mailing address.)

7. EFFECTIVE DATE

This instruction is effective immediately.

MICHAEL J. DUFFEE, Colonel, USAF
Commandant

Enclosures-4

1. DLIELC Form 1025.15(A), ECL Test Administration Log
2. Description of an ECL Test, and Contents of a Standard ECL Test Package
3. List of Addresses
4. Sample DLIELC Form 6748, Test Answer Sheet

< INSERT: Sample; DLIELC ECL Test Admin Log/graphic >

E2. ENCLOSURE 2

Description of an ECL Test and Contents of a Standard ECL Test Package

E2.1. Description of the ECL Test

E2.1.1. Three different forms of the ECL test are available for use in CONUS and 12 different forms are available for use overseas. These forms are identified by a number (the year) and a letter of the alphabet (A thru O). For example, the 15 forms produced for fiscal year 1999 are marked 99A, 99B, 99C, etc. Each form has 100 items. All items are multiple choice with four options.

E2.1.2. The ECL test is divided into two parts: an oral part (66 items) and a reading part (34 items). Part I, the oral part of the test, is recorded on tape. This part is designed to determine the examinee's ability to understand spoken English. During this part of the test, the examinee hears questions or statements on the test tape. The examinee selects one of four options for each item in the test booklet. Then, the examinee marks an answer sheet indicating his/her choice by blackening a circle marked a, b, c, or d.

E2.1.3. The second part of the test, the reading part, is designed to test the examinee's ability to recognize correct grammatical forms and to understand written material. Both the stem and the options appear in the test booklet. Answers to the reading items are marked on the answer sheet in the same manner as for the oral part.

E2.2. Contents of a Standard ECL Package

The number of test forms furnished will depend on your requirements. Each ECL package contains the following:

E2.2.1. One copy of this instruction and for overseas sites, one copy each of the Handbook for the American Language Course Placement Test (ALCPT) and DLIELC Instruction 1025.7, Planning and Programming Security Assistance English Language Training.

E2.2.2. The specified number of ECL booklets for each form furnished.
(NOTE: The number of booklets can be changed at the request of the TCO.)

E2.2.3. Two copies each of the scoring key for each ECL form furnished.

E2.2.4. Two cassette copies of the test tape for each ECL form furnished.

E2.2.5. A WARNING card, kept with test materials, reminding the TCO of test security precautions.

E2.2.6. An estimated year's supply of answer sheets and an estimated year's supply of DLIELC Form 1025.15(A).

E2.2.7. Certificate of Destruction (blank)

E2.2.8. Memorandum for Record (blank, for appointment of new TCO/ATCO)

E2.2.9. DLIELC Test Kit Receipt (Picking List)

E3. ENCLOSURE 3

List of Mailing Addresses

E3.1. Use the following addresses for appropriate correspondence. Be sure to include the TCN of your test site when contacting DLIELC.

E3.2. Send letters of appointment of TCO/ATCO, return used answer sheets or test administration logs, return the signed and dated DLIELC Test Kit Receipt, forward the certificate of destruction, report failing scores within CONUS, request additional test forms, request permission for a second retest within CONUS, and request authorized waivers:

DLIELC/LEACT
2235 ANDREWS AVE
LACKLAND AFB TX 78236-5259

Telephone: Commercial (210) 671-3539/4889
DSN 473-3539/4889
FAX: Commercial (210) 671-0211; DSN 473-0211

Note: The appropriate MILDEP must also be notified of failing scores for direct entries within CONUS.

E3.3. To send initial notification and final investigation report of test compromise:

DLIELC/CC
2235 ANDREWS AVE
LACKLAND AFB TX 78236-5259

Message address: DLIELC LACKLAND AFB TX//CC//
FAX Number: Commercial (210) 671-0211 or DSN 473-0211
Telephone: Use numbers in para 2 above.
E-mail: johnsonp@lackland.af.mil

The report must also be submitted to the appropriate unified command.

E3.4. To correspond with the office responsible for shipping test materials:

DLIELC/LER
2235 ANDREWS AVE

DLIELC 1025.15, Aug 98

LACKLAND AFB TX 78236-5259

Telephone: Commercial (210) 671-4711/3645; DSN 473-4711

FAX: Commercial (210) 671-3063; DSN 473-3063