



**DEPARTMENT OF THE NAVY**  
NAVY RECRUITING DISTRICT, NEW ORLEANS  
400 RUSSELL AVE BLDG 192  
NEW ORLEANS, LOUISIANA 70143-5077

NAVCRUITDISTNOLAINST 1230.1D

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11 Feb 2015

NAVCRUITDIST NEW ORLEANS INSTRUCTION 1230.1D

From: Commanding Officer, Navy Recruiting District New Orleans

Subj: ARMED SERVICES VOCATIONAL APTITUDE BATTERY TESTING

Ref: (a) COMNAVCRUITCOMINST 1130.8J w/CH-7  
(b) USMEPCOM Regulation No. 611-1

Encl: (1) USMEPCOM Form 601-4-3-E

1. Purpose. To establish requirements for the Armed Services Vocational Aptitude Battery (ASVAB) Student Testing Program.
2. Cancellation. NAVCRUITDISTNOLAINST 1230.1C.
3. Background. References (a) and (b) provide general information and requirements for ASVAB tests. Since recruiting duties frequently require proctoring students in high schools, problems occasionally occur due to neglect or lack of knowledge. This instruction establishes individual responsibilities for personnel assigned to the recruiting district.
4. Responsibilities:
  - a. Executive Officer shall ensure test schedules are received from the Test Control Officer at each Military Entrance Processing Station.
  - b. The Education Specialist shall:
    - (1) Monitor the proper administration of the ASVAB.
    - (2) Attempt to schedule additional schools to test.
    - (3) Conduct ASVAB interpretations at the schools that test.
  - c. Recruiting Operations Officer (R-OPS) shall monitor the accomplishment of the test requirements of references (a) and (b).

d. Divisional Leading Chief Petty Officer (DLCPO) shall ensure each station receives the test schedule and assist the R-OPS in monitoring proper proctoring procedures.

e. Leading Chief Petty Officers/Leading Petty Officer (LCPO/LPO) shall schedule the test dates, for each school assigned, on the daily planner and assign the responsible proctor(s).

f. The Proctor(s) shall:

(1) Report to the test session no later than 30 minutes prior to test start time.

(2) Ensure that Enclosure (1) USMEPCOM Form 601-4-3-E is signed.

(3) Remain in the testing area throughout the entire test session.

(4) Assist in distribution and collection of test material.

(5) Remain at test site until dismissed by the Testing Administrator (TA), this is the only person who can dismiss proctors.

(6) If a student should ask you a question concerning a specific problem, explain to them that they need to "reread the question again".

(7) Ensure students:

(a) Work in the correct test section only.

(b) Are not making stray marks on the answer sheet or test booklet.

(c) Are not cheating, distracting, or assisting other students.

(d) Ensure booklet inventory is completed before students are dismissed.

5. General Information:

a. All proctor or TA misconduct will be reported to the Military Entrance Processing Station (MEPS) Commander, Service Commander, and a report will be submitted to the Interservice Recruiting Council (IRC) Chairman.

b. It is the LPO's responsibility to ensure he/she has the schedule for each month.

c. Proctor to Student Ratio:

# of Students	# of Proctors required
1 - 40	1
41 - 80	2
81 - 120	3
121 - 160	4
161 - 200	5

d. Recruiting of any kind is prohibited during the conduct of the ASVAB test.

/s/  
C. A. STOVER

Distribution List:  
Electronic only, via  
<http://www.cnrc.navy.mil/neworleans/>

STUDENT ASVAB TEST RECORD <small>(For use of this form, see USMEPCOM Reg 601-4)</small>		School Code: _____ School Year: _____	Page 1 of 2
<b>SECTION I - Scheduling Information</b>			Test Session Number: _____
School: _____ Street Address: _____		Test Option: _____	
School Contact: _____ City: _____ State: _____ Zip: _____		Split Option: _____	
School Phone: _____ Ext _____ County: _____ Service Assigned: _____		Test Option 2: _____	
E-mail: _____ Fax: _____ Service Open Season? _____		Testir _____	
Scheduled Test Date: _____ Start Time: _____		Time Zone: _____	
Students Scheduled: _____ 12th: _____ 11th: _____ 10th: _____ Other: _____ Total Scheduled: _____			
Mandatory For: _____ 12th: _____ 11th: _____ 10th: _____ Other: _____ Total Proctors Required: _____			
School Student Pop: _____ 12th: _____ 11th: _____ 10th: _____ Other: _____			
Test Location: _____ Multiroom Test? _____ Break Requested? _____ Initial SY Exam? _____			
Lapboards Required? _____		Initial Exam Ever? _____	
<b>Test Administrator Information</b>	OPM Region Conducting Test: _____ Alternate OPM Region: _____ Number OPM TAs Required _____		
	Military TAs Required? _____ Number Mil TAs Required: _____		
<b>Recruiter Information</b>	Responsible Recruiter: _____ Phone: _____		
	E-mail: _____		
<b>Remarks</b>			
<b>SECTION II - School Confirmation</b>			
Date Confirmation Letter Mailed: _____		Date school contacted to confirm test (5 days prior): _____	
Dates TA/Proctor Support Confirmed: TA _____		Proctor _____	
<b>SECTION III - Test Session Data</b>			
Date Tested: _____		Number of Test Booklets Used: _____	
		Was Proctor Support Sat _____	
Test Started On Time? _____			
Number of Students Tested: 12th _____		11th _____ 10th _____ Other _____ Total Tested _____	
Remarks (Explain negative responses from above) _____			
Proctor Certification: I certify that I have read and understand the ASVAB Proctor duties and responsibilities.			
Arrival Time	Signature	Print Name	Print Rank/Grade
			Print Service/Organization
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

SECTION IV - ASVAB Proctor Duties and Responsibilities	Page 2 of 2
<b>1. Duties and Responsibilities:</b>	
<ul style="list-style-type: none"><li>a. The role of the proctor is particularly important in the Student Testing Program. If the proctor does the job properly, much of the temptation to cheat is gone and the possibility of test loss/compromise is greatly reduced.</li><li>b. The military proctor is a representative of the Department of Defense, the U.S. Armed Services, and his or her respective Service. The proctor is on display, and attitudes toward the military by those who observe the test situation are directly affected by the proctor's conduct. He or she must be a professional at all times.</li><li>c. Regardless of rank, rate, or grade, each proctor must remember that he or she is responsible to the Test Administrator (TA), and while at the test site the TA is in charge of the test session.</li><li>d. Proctors will not congregate in groups during the test session. Proctors will patrol their assigned areas continuously while directions are being read and while the test is being administered. Within the assigned areas, the proctors will:<ul style="list-style-type: none"><li>(1) Assist in distributing and collecting test materials as directed by the TA. Opening test books and viewing test questions is prohibited.</li><li>(2) Ensure that all students in the assigned area have the required test materials prior to beginning the test and that unused test materials are returned to the TA for securing and that test booklets are inventoried, by serial number, before students are dismissed.</li><li>(3) Assist the TA in collecting test materials when the students are released for a school emergency or other unplanned event.</li><li>(4) Assist students with those sections of the answer forms which pertain to identification, address, and release agreement.</li><li>(5) Throughout the test session, ensure that the students:<ul style="list-style-type: none"><li>(a) Throughout the test session, ensure that the students, work on the proper test subsection,</li><li>(b) Use the proper section on the answer sheet for each test subsection,</li><li>(c) Do not make pencil marks in the test booklet,</li><li>(d) Do not make stray marks on their answer sheets,</li><li>(e) Do not cheat (immediately report any incidents of cheating to the TA,)</li><li>(f) Do not distract or assist other students,</li><li>(g) Do not use calculators, cellular phones, cameras, electronic translators, or other mechanical devices during the test.</li></ul></li><li>(6) Not in any way assist students in answering test questions. Student may ask questions, but must be told only to "REREAD THE QUESTION."</li><li>(7) Not become involved in extended discussions with anyone in the test room or otherwise disturb student concentration.</li></ul></li><li>e. Proctors will remain in the testing room during the entire test session.</li><li>f. The proctor must remember that active recruiting is prohibited during the test session. He/she should let actions, attitude, and appearance do the recruiting during the test session.</li><li>g. The proctor feels that the TA or other proctor did not demonstrate ethical conduct or that the TA did not administer the test in a professional manner, the particulars should be relayed to the IRC chairman and the violator's Commanding Officer.</li></ul>	
<b>2. Your duties and responsibilities while proctoring play a vital part in determining the success of the Student Testing Program. You should approach them with a positive attitude.</b>	
<b>3. Your MEPS Point of contact is:</b>	
Name _____	
Phone _____	