

Statement of Understanding  
ASVAB Single Site Test (SST) Program  
Procedures and Guidelines

The ASVAB Single Site Test (SST) Program is provided to Alaska's Schools on a voluntary basis. Single Sites are identified as schools that the Anchorage Education Services Specialist (ESS) is unable to routinely service due to their location who are part of School Districts that elect not to participate in the ASVAB LEA Self-Administered Program.

This agreement between the USMEPCOM and Single Site Schools will permit the ASVAB Career Exploration Program to be implemented in Rural Alaska at a NO-COST basis to the Government for administration. Neither the U.S. Government or D.O.D., nor its entities (USMEPCOM, Anchorage MEPS, and its employees) shall be responsible for any financial expenses incurred with the administration of the SST Program other than postal expense of materials from the Anchorage MEPS to the school.

1. **Test Kits** shall be provided to Single Site Schools as scheduled. The Test must be administered **Not Later Than** one week upon receipt of Test Kit.

**A. Test security is of utmost importance.** All ASVAB Test material (Test Booklets, Administration Manual, completed answer sheets with spine, and used scratch paper) is considered Controlled Test Material, and shall be safeguarded as such.

1. Only the assigned Educator, hereinafter know as the Test Administrator, shall handle Controlled Test Material.
2. Testing materials and results shall not be shared with Military Recruiters, School Staff, et al.
3. The Test Administrator shall inventory Test Kits/Test Booklets (by quantity and serial number) and inspect them for damage upon receipt.
4. The Test Administrator shall notify the Anchorage Education Services Specialist (ESS) at (800) 323-0513 upon receipt of Test Kit. The Test Administrator shall identify any missing Test Books/pages or evidence of shipment tampering if evident.
5. Test Administrators shall ensure that Test Booklets and other Controlled Test Material **are secured in a locked file cabinet (in version and serial number sequence), in a locked access-controlled room when not in use.**

**B.** The ASVAB Test shall be administered in accordance with the ASVAB Career Exploration Program Manual for Administration: "Student"; DD Form 1304-5AM dated May 2003, provided in the Test Kit. Guidance for Test Preparation and Pre/Post Test Procedures is located in the Manual for Administration (Sections I and II).

1. **Only the standard eight part battery Test shall be administered.** All directions shall be read out loud to the students in English per the guidance in the Manual for Administration (Section III)
2. ASVAB Testing is ONLY authorized for **currently enrolled students, grades 10-12.**
3. No breaks shall be permitted until after the fourth part, (with the exception of single tester controlled bathroom breaks per the Administration Manual). Group Breaks (after part four) are at the discretion of the Test Administrator.
4. The Test Administrator shall ensure equitable Test Version distribution and adequate student seating distances from like Versions; annotating Version usage in the spaces provided in the Remarks section of the Student ASVAB Test Record.
5. If there are more than 25 students in the Test Session, then the Test Administrator must have Proctor assistance. Required Proctors must sign the Proctor Certification portion of the Student ASVAB Test Record. The Proctor "Duties and Responsibilities Briefing" sheet is provided in the Test Kit.
6. No special needs accommodations/extended time shall be provided the students testing without the prior permission of the Anchorage ESS.

C. ASVAB Test Administrative requirements:

1. **The Test Administrator must assure that all required blocks of the Student Answer Sheet (per example provided in the Test Kit) are filled out,** and that the student has signed/dated the Privacy Act Statement on page two of the answer sheet. If the required entries on the three-part answer sheet aren't completed, then that student's test won't be scored.
2. Before completion of the Test session, the Test Administrator shall complete Part C "Test Session Data" and the Remarks section of the Student ASVAB Test Record; USMEPCOM Form 601-4-3-E in black or blue/black ink. (Sample provided in Test Kit).
3. **Upon completion of Testing and before dismissing students,** the Test Administrator shall inventory the Test Booklets (by version/serial number, including verifying all Test Booklet pages are accounted for), and other Controlled Test Material.

4. Repackage the Student Answer sheets with the Test Kit and ship (**within 48 hours of test completion**) to the Testing Section for scoring at:

Anchorage MEPS  
ATTN: MCO-WAN-T  
1717 C Street  
Anchorage, AK 99501-5161

5. The Test Administrator must assure the Test Kit is shipped via **U.S. Postal Service Certified Mail or FEDEX** for tracking purposes. The Test Administrator shall immediately notify the Anchorage ESS of shipment/tracking number via phone call at: (800) 323-0513.

2. **Agreement to Participate:** The \_\_\_\_\_  
School agrees to participate in the ASVAB SST Program on a voluntary basis at NO-COST to the U.S. Government and its entities; to provide the Test Administrator and Proctors as necessary; and to abide by the Procedures and Guidelines detailed above.

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Name of School

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School address and telephone number

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Printed Name of School Official

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School Official's Signature

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Date

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Requested Test Date

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Statement of Understanding: Single Site Test Program, Dec 08