

INSTRUCTIONS FOR ADMINISTERING AIR FORCE PROMOTION TESTS

AFPT 250, 1 February 2022



SUPERSEDES ALL AFPTs 250 dated prior to 1 February 2022

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I. ADMINISTERING INSTRUCTIONS AIR FORCE PROMOTION TESTS

1. TESTING ELIGIBILITY. Test security and control as outlined in AFMAN 36-2664 requires that every effort be made to eliminate/minimize potential test compromise by ensuring promotion tests are not administered to ineligible personnel. It is critical that testing officials establish a procedure to verify eligibility and testing requirements 24 hours before the testing date. Using the WAPS Information Retrieval (WIRE) System will ensure the testing information is current. WIRE will confirm ineligible Airmen are not tested and that other Airmen are not administered the wrong test(s). If there is disagreement between you and an Airman that cannot be resolved on the day of testing, reschedule the Airman for a later date after testing requirements have been confirmed.

2. ADMINISTRATION INSTRUCTIONS. Perform the following tasks in the order listed during each test administration session:

- 2.1. Using the Command Access Card (CAC), verify the identity of each Airman and issue applicable test booklet.
- 2.2. Instruct Airmen to fill out Section V (Confirmation of Testing) of the AF Form 1566 (WAPS Test Verification RIP).
- 2.3. Carefully provide instructions for filling out AF Personnel Test (AFPT) 851, Enlisted Promotion Testing Answer Sheet. IAW Section I. item 5, Instructions for Airmen, emphasize the importance of accuracy and the possible repercussion if information is NOT correct (ex. Miss-scans, possible no test(s) scores, not being considered for promotion on time).
- 2.4. Administer the test.
- 2.5. Collect answer sheets, test booklets (including maps and oversized illustration inserts), scratch paper, pencils, any other special equipment, and AF FORM 1566.
- 2.6. Make sure Airmen sign AF Form 1566.
- 2.7. Allow Airmen to initiate and/or complete AFPTs 230, AFPT Query. A partially completed query must be completed within 7 calendar days from the date the Airman takes the test.
- 2.8. Dismiss each Airman after you have accounted for all of their Controlled Test Material. If they are scheduled for another test, ensure there is a return time posted for each Airmen to see. Failure to return for the second test, (if scheduled), is considered a no-show.

3. TIME REQUIRED

Give instructions and pass out materials	30 minutes
Administer PFE	1 hour 45 minutes
Intermission	15 minutes
Read instructions and pass out materials	30 minutes
Administer Specialty Knowledge Test (SKT)	1 hour 45 minutes
TOTAL TIME	4 hours 45 minutes

NOTE: For large groups, allow more time for administrative functions. However, never change the actual testing time limit (1 hour 45 minutes).

4. TEST EXAMINERS CHECKLIST. Perform the following tasks before testing:

4.1. Review the AFPT 250 instructions booklet; AFMAN 36-2664; and applicable messages. Review each step to take if a test interruption should occur (see Part II of these instructions).

4.2. Review the Enlisted Promotions References and Requirements Catalog (EPRRC) for AFPTs authorized for use. Obtain the correct number and revision of AFPTs to be administered. Administer only current promotion tests (ex. AFPT edition date and revision number must correspond to the promotion cycle for which testing is being conducted). Tests are only valid for 1 year from the date on the booklet cover. NEVER administer obsolete tests.

4.3. Ensure required table space is available. Check the applicable EPRRC for SKTs requiring additional table space.

4.4. Obtain any special equipment or materials needed. Do not allow Airmen to use their own personal special equipment or materials when taking an SKT. (“Special equipment or materials” also include maps, oversized illustration inserts, and additional table space requirements.)

4.4.1. Check the EPRRC for instructions when special equipment or materials are required. These instructions give the source from which the special equipment or materials are provided or stock numbers to use when ordering items through supply channels. When a stock number is given, it is followed by “or equivalent” to allow the use of equivalent items furnished by other supply sources. These AFPTs are identified by a “stop sign” symbol containing the words “SPECIAL INSTRUCTIONS” on the front cover.

4.4.2. Make sure any special equipment or materials are available to Airmen before scheduling them to testing.

4.4.3. Make sure enough hand-held electronic calculators and a sufficient number of spares are operable and available for those SKTs authorizing use of calculators.

4.5. Ensure test booklets that have been used for other administrations are serviceable and contain no marks. Do not administer Single-use test booklets more than once.

4.6. Display any locally developed visual aids.

4.7. Verify AFPT 237, Testing Roster, to confirm eligibility requirements.

4.8. Obtain a stock of blank answer sheets (AFPTs 851) and AF FORM 1566.

4.9. Lay out sharpened #2 pencils (with serviceable erasers) and scratch paper.

4.10. Check timepiece (electric timer, stopwatch, electric wall clock, or sweep- second-hand watch). If possible use a timer with an auditory signal.

4.11. Inspect the testing room and assign test proctors to their areas, if used.

4.12. Before reading the instructions for Airmen, complete the following actions:

4.12.1. Allow Airmen to enter the testing room. However, do not allow them to bring any physical books, notebooks, pads, calculators or cell phones. Newer electronic devices such as, watches with cell phone capabilities, fit-bits, or google glasses are strictly prohibited. Failure to follow this instruction will result in immediate test termination.

- 4.12.2. Tell Airmen that smoking, eating, or drinking is not allowed in the testing room. Also inform them that they may not write on scratch paper provided for testing prior to the actual test administration start time.
 - 4.12.3. Positively identify each Airman by examining his or her CAC (Military Identification Card). Have each Airman verify their social security number (SSN) on the AF FORM 1566 (if preprinted) and SSN on the testing roster. The CAC must be current and valid. If an Airman arrives without his or her CAC or the CAC is not current and valid, the Airman will not be allowed to test and will be reported as a no-show IAW AFMAN 36-2664 para A9.14.2. Ensure Airmen are in an authorized uniform (AFOSI agents must be tested in civilian clothes).
 - 4.12.4. Have each Airman initial AFPT 237, Testing Roster, in the "Amn Initial" column.
 - 4.12.5. Issue each Airman an answer sheet (AFPT 851) and AF FORM 1566 (if appropriate).
 - 4.12.6. For SKTs, and PFEs ensure the correct test booklet is given to each Airman. Tell Airmen not to open their test booklets until told to do so.
 - 4.12.7. Make sure each Airman has only the required materials.
 - 4.12.8. Provide any special instructions for local testing room procedures.
- 4.13. Before administering promotion tests, complete the following actions:
- 4.13.1. Identify the required test booklets for a testing session and bring only needed booklets to the test room. If test booklet security container is located in another location, TEs may bring extra booklets for use as needed as long as the physical security of test booklets is maintained.
 - 4.13.2. Distribute test booklets only after all Airmen are seated.
 - 4.13.3. Do not issue a PFE or SKT booklet where a cover is torn, ripped, or where it appears that the contents of the booklet may have been altered. If the booklet has been altered, initiate a test compromise investigation in accordance with (IAW) AFMAN 36-2664. After the testing session give the booklet to AFOSI until completion of the investigation. Upon completion of the investigation, if AFOSI has determined the booklet will not be needed, the TCO and a witnessing official will take possession of the booklet and destroy it IAW AFMAN 36-2664. All changes in possession of Controlled Test Material must be documented on AF Form 310, Document Receipt and Destruction Certificate. Tests returned after an investigation must be destroyed within one day of the date of return. Annotate this destruction using the online barcode system.

5. INSTRUCTIONS FOR AIRMEN. In the following instructions, read aloud those directions that are indented and in italics. Your instructions are in bold; do not read these aloud. Use your natural voice and do not depart from the printed text. Do not modify or skip any part of these instructions except as indicated.

START:

You must review your DVR and arms record to ensure your records are accurate. Missing or incorrect data that cannot be verified at the time of promotion selection will affect your promotion status and may result in rescoring of your promotion record and subsequent nonselection. Pay close attention to your EPRs and decorations.

PAUSE, THEN SAY:

*At this time, if anyone has any books/study materials/reference materials, notepads, calculators, watches with special features, cell phones, or any other electronic devices in their possession, they need to remove them from the test room or place them in a box at the front of the room. **(repeat)**, at this time, if anyone has any books/study materials, notepads, calculators, watches with special features, cell phones, or any other electronic devices in their possession, they need to remove them from the test room or place them in a box at the front of the room.*

PAUSE, THEN SAY:

These are prohibited items. Anyone found with these or similar items in their possession after test booklets have been opened will have their test immediately terminated and will not be permitted to retest. Furthermore, the scores on their test will be invalidated and they will receive a score of zero.

PAUSE, THEN SAY:

*Within the past 24 hours, has anyone experienced a condition that is verifiable and genuinely stressful and that you feel makes you incapable of testing at this time? For example, have you just been notified of a death or serious illness in your immediate family? **TE: Do not administer a test to an Airman who has just experienced conditions that are verifiable and genuinely stressful. Reschedule the Airman for testing at a more appropriate time.***

PAUSE, THEN SAY:

*If you feel sick and think it may affect your performance on the test, you may be excused now to report to the clinic or appropriate facility. **(TE: Indicate “clinic” or the appropriate facility. The clinic or the appropriate facility should verify the Airman’s visit before you reschedule the Airman for testing).** You should not take your test today if you are not feeling well at this time. You must obtain verification of your condition from a medical facility before your testing can be rescheduled. Upon verification, I will schedule you for testing at a later date.*

PAUSE, THEN SAY:

*Is there anyone who has just completed a full day’s work (8 hours or more) before reporting for testing? **(TE: Do not administer a test to an Airman who has just completed a full day’s work. Reschedule the Airman for testing at a more appropriate time)***

PAUSE, THEN SAY:

It is important that you pay close attention to all the instructions I am about to give. Raise your hand to ask questions if you do not understand something. Inform me immediately if your ability to effectively complete the test is affected by high noise level, poor lighting, extreme heat or cold, or some other distraction. I will now distribute your test booklets – do not open the booklets until instructed to do so. Failure to follow this instruction will result in immediate termination of your test.

PAUSE, THEN SAY:

You will start by verifying or completing your AF Form 1566. If you have any other pencils or pens out, please put them away and use the pencils that have been provided to you. After these actions are completed, we will begin filling out the answer sheet prior to taking your test. Do not bubble in any answers in block K until told to begin testing. Your testing session will be terminated if you do so. The information you will be providing is subject to the Privacy Act.

PAUSE, THEN READ SAY:

The Privacy Act

AUTHORITY: 10 U.S.C. 8013; 44 U.S.C. 3101; and Executive Order 9397.

PRINCIPAL PURPOSE: Provides a systematic means of notifying Airmen for promotion testing and provides a permanent record of testing or non-testing.

ROUTINE USES: May specifically be disclosed outside the DoD as a routine use pursuant to 5 U.S.C. 552a(b)(3).

DISCLOSURE IS VOLUNTARY: However, election not to complete the form constitutes refusal to test and renders the individual ineligible for promotion under the Weighted Airman Promotion System for the current promotion cycle.

PAUSE, THEN SAY:

Are there any questions about the Privacy Act statement?

PAUSE FOR QUESTIONS, THEN SAY:

Please take out your AF FORM 1566. If it is blank, you must fill it in. If your AF FORM 1566 is completed, you must verify your information.

PAUSE, THEN SAY:

*Is there anyone who does **NOT** wish to compete for promotion and does **NOT** desire to test?*

(PAUSE) *If so, you may decline this opportunity to test by entering your signature and today's date in Section IV. **(PAUSE)** By declining to test, you render yourself ineligible for promotion consideration for this cycle, and you will not be able to test again until the next promotion cycle and (for Senior Airmen only) will void your entitlement to separation pay when the separation reason is high year of tenure. **(PAUSE)** For anyone declining, bring me your test materials and AF FORM 1566, and I'll excuse you from this testing session. **(TE: When Airmen bring their AF FORM 1566s, sign and date the "WITNESS/SIGNATURE DATE" line in Section IV)***

PAUSE, THEN SAY:

At the top of your AF FORM 1566, look at Sections I through III. It should include this promotion cycle; your grade; name (last, first, and middle initial); SSN; control AFSC; as well as your organization and office symbol. If any of this information is incorrect, line it out and fill in the correct information. (PAUSE) Fill in this information if it is not on your AF FORM 1566.

(TE: Read the following directions only when administering the PFE at this time, you must verify the accuracy of your control AFSC.)

Your control AFSC determines which test(s) you are required to take. The control AFSC listed on your AF FORM 1566 must be the control AFSC you held as of the promotion eligibility cutoff date. If you have recently retrained or entered a Special Duty Identifier (SDI), your CAFSC effective date is established in accordance with Air Force Classification policy. You must also ensure your CAFSC is updated properly if you have returned from an SDI. The promotion eligibility cutoff date for individuals competing for promotion is:

- *If promotion is to Staff Sergeant (SSgt), the cutoff date is 31 March.*
- *If promotion is to Technical Sergeant (TSgt), the cutoff date is 31 January.*

(TE: There is no need to cover each cycle unless there is an Airman from each cycle testing) The PFE only has one version.

If everything is correct, place your initials and today's date beside the control AFSC on your AF FORM 1566 at this time.

(TE: There is no need to cover each cycle unless there is an Airman from each cycle testing)

If everything is correct, place your initials and today's date beside the control AFSC on your AF FORM 1566 at this time.

PAUSE, THEN SAY:

For everyone testing, you need to complete the portion in Section V that begins "I was administered the following test(s) on the date(s) indicated." In the space provided, enter today's date. Enter the AFPT number and revision number (if not preprinted) and the test booklet copy number located on your test booklet front cover.

(TE: The following instructions are for completing the SPECIAL EQUIPMENT part of the AF FORM 1566 only when administering the SKT. If administering the PFE tell Airmen to skip the SPECIAL EQUIPMENT part of the 1566).

PAUSE, THEN SAY:

Next, you are going to complete the SPECIAL EQUIPMENT part of your AF FORM 1566. Look at the front cover of your SKT. (PAUSE) If there is a "stop sign" symbol containing the words "SPECIAL INSTRUCTIONS" on the front cover, your test requires special equipment or materials (including extra table space or oversized illustration inserts), and you should check "YES" next to "SPECIAL EQUIPMENT REQUIRED." (PAUSE) If your test does not have one of these symbols, you should check "NO." Each of you must place your initials on the line next to the "SPECIAL EQUIPMENT REQUIRED" information. You may not use ANY personal equipment under any circumstance.

PAUSE, THEN SAY:

If your SKT requires special equipment or materials (including extra table space or oversized inserts), you must now check to ensure all required equipment has been issued to you. (PAUSE) if your test booklet front cover has a "SPECIAL INSTRUCTIONS" symbol on it and you checked "YES" for "SPECIAL EQUIPMENT REQUIRED," open your test booklet to the inside front cover and compare the information there with the actual equipment you have been provided. Check the inside front cover against the outside front covers of the oversized inserts to ensure you have the correct insert(s). (PAUSE) If the information matches the equipment identification, check "YES" following the "SPECIAL EQUIPMENT ISSUED" statement. Then, place your initials on the appropriate line

PAUSE, THEN SAY:

Is there anyone who doesn't have all of the required special equipment or materials (including extra table space or oversized illustration inserts) to complete testing? (PAUSE) If you don't, do NOT mark either "YES" or "NO" for the "SPECIAL EQUIPMENT ISSUED" statement, and do NOT initial this portion of your AF FORM 1566. (PAUSE) For those who don't have the needed equipment and if I do not have it available, I will reschedule you for testing at a more appropriate time.

(TE: Reschedule all Airmen who do not have the required special equipment or materials)

*If you checked "YES" for "SPECIAL EQUIPMENT ISSUED," you are indicating you either have all the special equipment necessary for testing or you are waiving your right to use such equipment when taking your SKT. (PAUSE) If you don't have all the special equipment and you checked "YES," you will not be allowed another opportunity to take the SKT. Your scores on this administration of the test will be final. **TE: If an Airman decides not to test due to lack of equipment but has already checked "YES," annotate the Airman's AF FORM 1566 with a note to this effect and then sign and date the AF FORM 1566 in the margin.***

(TE: Continue reading the following instructions for completing the 1566 when administering Promotion Testing)

Below the SPECIAL EQUIPMENT part of the AF FORM 1566, there appears a "test compromise statement." (PAUSE) Please read this statement now. (PAUSE) This indicates you confirm testing and have been briefed that discussion, disclosure, or unauthorized possession of Controlled Test Material is a violation of Article 92 of the UCMJ, punishable by up to 2 years of hard labor and a dishonorable discharge. (PAUSE) Following this statement, fill in today's date. Then, sign your payroll signature.

PAUSE, THEN SAY:

Next, you are going to complete each of the blocks on your answer sheet. (PAUSE) Use only the number 2 pencils you have been provided. (PAUSE) Carefully print and mark all necessary entries on your answer sheet. Be sure to fill the ovals completely, and do not mark outside of them. Examples of correct and incorrect marks are shown at the top of your answer sheet. It is your responsibility to mark your answer sheet properly. Do not bubble in any answers in block K until told to begin testing. Your testing session will be terminated if you do so.

In the upper left-hand portion of your answer sheet, you will find Block A, labeled LAST NAME (First 5 Letters). Working from left to right print the first five letters of your last name in these columns. (PAUSE) If your last name contains less than five letters, leave the unused column(s) blank. (PAUSE) Immediately below, completely darken the ovals containing the corresponding letters.

PAUSE, THEN SAY:

In Block B, labeled SOCIAL SECURITY NUMBER, print your SSN without dashes or spaces. (PAUSE) Immediately below, completely darken the ovals containing the corresponding numbers. Be sure your SSN is correct.

PAUSE, THEN SAY:

In Block C, labeled PAY GRADE, print the number of your present pay grade. (TE: Examples are senior airman -- 4, staff sergeant -- 5 (PAUSE) Immediately below, completely darken the oval containing the corresponding number.

PAUSE, THEN SAY:

In Block D, labeled TESTING DATE, print the date. (PAUSE) Immediately below, completely darken the ovals containing the corresponding month and day.

PAUSE, THEN SAY:

In Block E, labeled CYCLE, print the grade number of the promotion cycle for which you are being tested. (PAUSE) (TE: Furnish the grade number(s) of the promotion cycle for which Airmen are being tested. Examples are: "5" if Airmen are testing for staff sergeant; "6" if Airmen are testing for technical sergeant. It is a common error to put the number for your current rank. That is incorrect. Be sure to put the number for the grade you are testing. Immediately below, completely darken the oval containing the corresponding number.

PAUSE, THEN SAY:

In Block F, labeled TCO NUMBER, print TCO number. (TE: Furnish Airmen your local TCO number. STCOs furnish the TCO number of the TCO who provided the test booklets. For PFEs and SKTs, this number begins with "1" or "7," such as "1001" or "7055." (PAUSE) Immediately below, completely darken the ovals containing the corresponding numbers.

PAUSE, THEN SAY:

Carefully check the date at the bottom of the cover of your test booklet indicating when the test is obsolete. If your test is obsolete your test results will be invalid. Does anyone have an obsolete test? (PAUSE) (TE: Ensure that any Airmen with an obsolete test are given a current revision and then continue reading instructions). In Block G, labeled BOOKLET NUMBER, copy the test booklet copy number from your test booklet front cover. If the number contains less than five digits, precede the number with zeros. (PAUSE) Immediately below, completely darken the ovals containing the corresponding numbers.

PAUSE, THEN SAY:

In Block H, labeled REV. NO., copy the two-digit number revision from your test booklet front cover. (PAUSE) Immediately below, completely darken the ovals containing the corresponding numbers.

PAUSE, THEN SAY:

In Block I, labeled AFPT ID, copy the AFPT number from your test booklet front cover exactly as it appears. Under no circumstance should you copy the test ID from any location other than the front cover of the test booklet. Do not copy it from the test roster or AF FORM 1566. (TE Read: the following directions only when administering the PFE) Immediately below, completely darken the ovals containing the corresponding numbers and letter. If your test does not have a suffix, leave the last column blank.

(TE: Before dismissing Airmen from the testing room, ensure they have copied the AFPT IDs and Shred outs, if applicable from their assigned test booklets to Block I exactly as they appear on the test booklet front covers. This is critical because an incorrect ID causes a test answer sheet to reject.)

PAUSE, THEN SAY:

Once we begin the testing session, you may not leave the room for any reason, unless an emergency situation arises requiring evacuation of the entire testing room. Leaving the room for any other reason, including restroom breaks, will result in immediate termination of your test.

PAUSE, THEN SAY:

In Block J, read the test compromise and fitness statement, and then sign your payroll signature and fill in today's date. (TE: Furnish today's date.) (PAUSE) This indicates you confirm testing; you have been briefed that discussion, disclosure, or unauthorized possession of Controlled Test Material is a violation of Article 92, UCMJ, punishable by up to 2 years of hard labor and a dishonorable discharge; to the best of your knowledge, you are physically fit to take this test today; and you understand the consequences of leaving the testing room for any reason other than an emergency situation requiring evacuation of the entire testing room. Answer sheets that are not signed will not be processed by AFPC until the signature issue is resolved. This will delay the processing of your answer sheet and may potentially cause delay to your promotion consideration.

PAUSE, THEN SAY:

You have now completed the identification portion of your answer sheet. The remainder of the answer sheet in Block K is for your test question responses. (PAUSE) It is your responsibility to mark your answers properly.

PAUSE, THEN SAY:

Is there anything up to this point that you do not understand, or does anyone need additional materials to take the test? (TE: Answer all questions.)

PAUSE FOR QUESTIONS, THEN SAY:

Before we begin this testing session, does anyone need to use the restroom or get a drink of water? (PAUSE) If you do, please do so now. (TE: Allow Airmen to take a short break (5 – 10 minutes) if necessary.)

PAUSE, THEN SAY:

Now, turn to page 1 of your test booklet, and read the directions to yourself while I read them aloud.

PROMOTION FITNESS EXAMINATION DIRECTIONS

This Promotion Fitness Examination (PFE) contains 80 questions. Questions 1 through 60 are standard multiple choice items based on Air Force Handbook 1. Questions 61 through 80 are situational judgement items based on Air Force foundational competencies. Your PFE score is the percent of questions answered correctly (questions 1 through 60) or the most/least effective response selected (questions 61 through 80) out of the total questions scored. Each question has four choices. One of the four choices has been identified as the correct answer (questions 1 through 60) or the most/least effective response (questions 61 through 80) by senior NCO subject-matter experts. Read each question carefully and select the choice you think is the correct answer or most/least effective response. Be sure to answer all of the test questions.

Do not mark on this PFE booklet unless authorized to do so by the test examiner. Mark all your answer choices on the answer sheet. Do not leave any stray marks on your answer sheet. If you decide to change an answer already penciled on the answer sheet, be sure to completely erase your first mark, and then fill in your new choice. Scratch paper is provided for your use during the testing session. Return all scratch paper to the test examiner when you have completed testing.

If you are unsure which choice is the correct or most/least effective answer, mark the one you think is correct (questions 1 through 60) or the most/least effective response (questions 61 through 80), and proceed on to the next question. If testing time allows, you may review the questions. However, if you skip any questions, and there is an emergency requiring a testing session termination, you will not be permitted to return to skipped questions when testing resumes.

PAUSE, THEN SAY:

You have exactly 1 hour and 45 minutes to complete this test.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

THIS IS A MULTIPLE USE TEST BOOKLET DO NOT MARK ON THE TEST

SPECIALTY KNOWLEDGE TEST DIRECTIONS

This Specialty Knowledge Test (SKT) contains 100 questions. Your SKT score is the percent of questions answered correctly out of the total questions scored. Each question has four choices. One of the four choices has been identified as the correct answer by senior NCO subject-matter experts. Read each question carefully and select the choice you think is the correct answer. Be sure to answer all of the test questions.

Do not mark on this SKT booklet unless authorized to do so by the test examiner. Mark all your answer choices on the answer sheet. Do not leave any stray marks on your answer sheet. If you decide to change an answer already penciled on the answer sheet, be sure to completely erase your first mark, and then fill in your new choice. Scratch paper is provided for your use during the testing session. Return all scratch paper to the test examiner when you have completed testing.

If you are unsure which choice is the correct answer, mark the one you think is correct, and proceed on to the next question. If testing time allows, you may review the questions. However, if you skip any questions, and there is an emergency requiring a testing session termination, you will not be permitted to return to skipped questions when testing resumes.

You have exactly 1 hour and 45 minutes to complete this test.

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

THIS IS A MULTIPLE USE TEST BOOKLET DO NOT MARK ON THE TEST

PAUSE, THEN SAY:

*While you are taking your test, if you identify a question that you believe is obsolete or faulty, write the question number on the scratch paper provided and bring this to my attention at the end of the testing session. **(PAUSE)** At that time, I will check to determine if the question has already been identified for deletion from scoring. If not and you have a complaint, you may complete a test query form. **(PAUSE)** This form must be initiated before you leave the testing room today. If you leave without filling out a query form you may not return to initiate one at a later time. I will then send your query to AETC SAS Airman Advancement (AA) where it will be evaluated and a determination made as to whether or not that particular question is obsolete or faulty. **(PAUSE)** Do not discuss your complaints with anyone other than the TCO, TE, or STCO and do not submit written complaints outside TCO channels. AA does not provide responses to queries.*

PAUSE, THEN SAY:

Work entirely by yourself. Do not discuss the contents of the test or the answers with anyone inside or outside this testing room. This includes your commander, supervisor, or trainer; fellow airmen; or any person other than the TCO, TE, or STCO. If you do, you will be held responsible for violation of the security of the test.

PAUSE, THEN SAY:

Remember, any unauthorized discussion, disclosure, or possession of Controlled Test Material is a compromise of that material and a violation of Article 92 of the UCMJ. Do you have any questions about what constitutes a test compromise? (TE: Answer all questions.)

PAUSE FOR QUESTIONS, THEN SAY:

You have 1 hour and 45 minutes to complete the test. I will tell you how much time you have used every half hour. If you finish early, review your answers, making sure your marks are neat, heavy, and black and that all stray marks are completely erased. It is your responsibility to mark your answer sheet properly. When you are finished, quietly bring all your test materials to me. (PAUSE) This completes all directions. Are there any questions before we begin? (TE: Answer all questions)

PAUSE FOR QUESTIONS, THEN SAY:

Turn to page 3 of your test booklet and begin with question Number 1.

(TE: Record the starting time. During the testing session, make sure Airmen are marking their answer sheets properly. Every half hour, say you have used minutes of your allotted time. Take the following steps for those Airmen who complete testing early. Ensure you continue to observe the Airmen who are still testing)

6. TEST ADMINISTRATION REVIEW BEFORE AIRMEN DEPART

- 6.1 Compare the AFPT booklet number in Block G, AFPT revision number in Block H, and AFPT ID (and Shred-out, if applicable) in Block I with the test booklet used to complete the test.
- 6.2 Make sure the identification portion (sections A-I) of each answer sheet is complete and the Airman signed and dated the test compromise and fitness statement (section J).
- 6.3 Advise an Airman who has identified a question they believe is obsolete or faulty to bring this to your attention at the end of the testing session.
- 6.4 Dismiss an Airman only after you have checked proper completion of the test answer sheet, ensured there are NO stray marks in the test booklet, accounted for all test materials (including scratch paper, test, maps, oversized illustration inserts, or special equipment), verified the AF FORM 1566 and (when necessary) completed AFPT 230.

TE: At the end of the authorized testing session (1 hour and 45 minutes) say:

Stop! Put your pencils down.

TE: At the end of the testing session, collect the answer sheets, test booklets (including maps and oversized inserts), scratch paper, pencils, and special equipment. At this time, verify that the Airman has dated and signed the AF FORM 1566 by entering today's date, your TCO account number, and your payroll signature after "TCO AUTHENTICATION." If an Airman reports a question(s) as obsolete or faulty, follow the procedures in Part IV of this instructions booklet.

7. TEST PROCESSING INSTRUCTIONS

Check the answer sheets to ensure data blocks are complete and correctly marked in all oval for the identification data. Additionally, verify the SSNs in Block B of each answer sheet against the SSNs on the test rosters or machine listings. Also, ensure the test compromise and fitness statements are signed and dated. Answer sheets which are not signed by the examinee will be returned to you.

7.1 Check the test roster for completeness, accuracy, and compliance with the following instructions:

7.2 Redline names and add in TCO comments the reason of Airmen for whom answer sheets are not being forwarded (i.e. No Show)

7.3 Annotate the roster, or include a note explaining any abnormal testing condition.

7.4 Complete the return address.

7.5 Record the exact number of answer sheets attached to the roster.

7.6 Package and mail answer sheets in the same sequence as the original roster. Do not use staples, paper clips, or rubber bands to attach answer sheets to the roster.

7.7 Certify the test roster by legibly printing and signing your name and grade after the last entry on the roster. C. Mail completed answer sheets with associated test rosters by certified mail or commercially available express-mail service to HQ AFPC/DP1SSP-T, 550 C Street West, Suite 9, JBSA-Randolph TX 78150-4711, on a daily basis except in those areas where daily mail service is not possible or when daily mailing would result in an undue increase in workload. However, do not retain completed answer sheets longer than 7 calendar days before mailing. Package all Controlled Test Material for mailing according to AFMAN 36-2664. (STCOs forward all test materials to their servicing TCO for processing.

7.8 Mail completed AFPTs 230 to AETC/SASAAA, 73 Main Circle, Suite 104, JBSA-Randolph TX 78150- 4449, within 1 duty day of their completion. Handle AFPTs 230 (When Filled In) as Controlled Test Material and mail as "Registered" mail (not "Certified" mail) or commercially available express-mail service. If the AFPT 230 concerns a question from a test classified as Confidential or Secret, identify and handle the AFPT 230 as classified material according to prescribed procedures for handling and mailing classified material (i.e., the classification should be stamped on the top and bottom of the AFPT 230 and on the inner wrapping of the package). (STCOs include all completed AFPTs 230 with the other test materials when forwarding these materials to the servicing TCO).

II. TEST INTERRUPTION INSTRUCTIONS

8. EMERGENCIES. Emergency situations such as fire and bomb threats require immediate evacuation of the testing room. In these cases, note the time elapsed during the testing session, collect test materials as quickly as possible, and evacuate the testing room. Keep the Airmen in a group and remind them discussion of Controlled Test Material is prohibited and violations are punishable under the UCMJ.

8.1 TEs should carry answer sheets and test booklets with them from the testing facility in the event they are not allowed to reenter the testing facility. This will permit resumption of testing at an alternate site.

8.2 If the emergency situation is resolved within 60 minutes and all Airmen were kept under constant supervision, resume testing using the original answer sheets. Complete testing with the time remaining from the original testing session.

8.3 If the emergency situation is not resolved within 60 minutes, attempt to locate an alternate testing site so you can resume testing. If you can locate an alternate site, supervise Airmen at all times during relocation to this site. After arrival at the alternate site, resume testing using the original answer sheets. Complete testing with the time remaining from the original testing session.

8.4 If you cannot locate an alternate site, or maintain supervision of Airmen during the relocation, reschedule Airmen for later in the day or the next day for completion of the test. **DO NOT ATTEMPT TO PROVIDE A 3-MINUTE REVIEW.**

8.4.1. When you resume testing, use a new answer sheet. Indicate, in the block marked "THIS AREA FOR PERSONNEL USE" on the new answer sheet, the last question the Airman answered during the former testing session so only those remaining questions will be answered. On the new answer sheet, line through all answered and unanswered questions during the previous testing session so the Airman does not attempt to respond to those previously answered and unanswered questions.

8.4.2. Upon completion of the testing session, have the Airman consolidate his or her responses on the original answer sheet (do not allow the Airman to change any of his or her responses or answer skipped questions from the first testing session). Double-check the answer sheet, paying particular attention to the accuracy of the Airman's identification information.

8.4.3. If you find yourself in a unique situation and are unsure of correct procedures, contact HQ AFPC/DP3SP AF Military Testing Office for specific guidance before taking any action.

9. NON-EMERGENCY SITUATIONS. Non-emergencies are situations which create an unfavorable testing environment, such as high noise level, power failure, or extreme heat or cold, but do not require immediate evacuation of the testing room. In these cases, attempt to resolve the problem as quickly as possible. If the situation cannot be resolved quickly, advise Airmen to stop testing and explain that circumstances call for interruption of the testing session. Be sure to note the elapsed time.

9.1. If possible, attempt to locate an alternate testing site so you can resume testing. If you can locate an alternate site, supervise Airmen at all times during relocation to this site. After arrival at the

alternate site, resume testing using the original answer sheets. Complete testing with the time remaining from the original testing session.

9.2. If you cannot locate an alternate testing site, advise Airmen that they will be rescheduled for testing and provide them an opportunity to review the completed portion of their test for 3 minutes before being dismissed (NOTE: Administration of a 3-minute review may not be possible during a power outage due to insufficient lighting). During the 3-minute review, Airmen may review the completed portion of their tests, change previously answered questions, and answer questions they skipped. **AFTER YOU DISMISS AIRMEN FROM YOUR SUPERVISION, DO NOT ALLOW THEM TO REVIEW THE COMPLETED PORTION OF THEIR TEST OR ANSWER SKIPPED QUESTIONS.** When the 3-minute review period is over, collect all testing materials and reschedule Airmen for later in the day or the next day for completion of the test.

9.2.1. When testing is resumed, use a new test answer sheet. Indicate, in the block marked “THIS AREA FOR PERSONNEL USE” on the new answer sheet, the last question the Airman answered during the first testing session so only those remaining questions will be answered. On the new answer sheet, line through all answered and unanswered questions during the previous testing session so the Airman does not attempt to change or respond to those previously answered and unanswered questions.

9.2.2. Upon completion of the testing session, have the Airman consolidate his or her responses on the original answer sheet (do not allow the Airman to change any of his or her responses or answer skipped questions from the first testing session). Double-check the answer sheet, paying particular attention to the accuracy of the Airman’s identification information.

9.2.3. If you find yourself in a unique situation and are unsure of correct procedures, contact HQ AFPC/DP3SP Air Force, Military Testing Office for specific guidance before taking any action.

10. SUPERVISION DURING TEST INTERRUPTIONS. Testing locations should have established test interruption procedures for maintaining supervision of Airmen.

Note: If test interruption creates anxiety for an Airman so they are unable to resume testing with focused attention, they can be given a 3-minute review and allowed to complete testing on another day. Ensure Airmen understand that they will not be allowed to answer any questions prior to the last question answered before the interruption. Have the Airman report to base medical facility for appropriate documentation and reschedule testing for the earliest possible date. Complete testing with the time remaining from the original testing session using a new AFPT 850.

III. AFPT 230 (AFPT QUERY)

11. INSTRUCTIONS

Follow these procedures if an Airman reports a question(s) as obsolete or faulty:

11.1. Check the Obsolete/Faulty Question Listing to determine if the question has been identified for deletion from scoring.

11.2. Give the Airman an AFPT 230 (if the question has not been identified for deletion and the Airman has a justifiable complaint) for each question the Airman wants to challenge.

11.3 Instruct the Airmen to complete PART I and III of the form.

START:

Complete this form following the instructions on the front side.

Allow the Airman to initiate and or complete the AFPT 230 before leaving the testing facility. Suspend a partially completed AFPT 230 for 7 calendar days from the date the Airman takes the test. Do not allow Airmen who return to complete a query form access to test booklet. If the Airman does not return to complete PART III within 7 calendar days destroy the form as Controlled Test Material. Handle AFPTs 230 (When Filled In) as Controlled Test Material and mail as “Registered” mail (not “Certified” mail) or commercially available express-mail service. If the AFPT 230 concerns a question from a test classified as Confidential or Secret, identify and handle the AFPT 230 as classified material according to prescribed procedures for handling and mailing classified material (i.e., the classification should be stamped on the top and bottom of the AFPT 230 and on the inner wrapping of the package). Destroy AFPTs 230 which do not contain a source reference or justification as Controlled Test Material. Airmen may only return to complete PART III of an AFPT 230 that was initiated during the testing session. They may not return to initiate a new AFPT 230 after leaving the testing room.

11.4. Complete PART II after the Airman has completed PARTs I and III. In the REPLY TO ATTN OF block, enter your complete mailing address (organization/office symbol, TCO account number, station, State, and ZIP +4). You may also use an address stamp or a preprinted label. STCOs should include the AFPT 230 with the other test materials returned to the servicing TCO unless the Airman wants to return within 7 calendar days to complete. After 7 calendar days STCOs should forward to TCO. The servicing TCO completes PART II of each form received from the STCO

This concludes all instructions for administering Air Force promotion tests and related materials. If you have questions or need guidance, contact HQ AFPC Military Testing Office for further information. It is imperative you follow all procedures correctly to ensure fairness and equity of promotion testing for all Airmen.