HELPFUL HINTS for completion of the **SY 2021-2022 ASVAB Career Exploration Program (CEP) Reservation Form**.

Forms will not be processed until all the required information has been received.

General Guidelines for completing the Reservation Form
- Use a **separate form** for **each requested test date and/or session**.
- Pre-test support (advance receipt of answer sheets for completion) can be requested of the Program Manager.
- The reservation form must be **completed in full**. It is best to **return it as a file attachment via email** to both ASVAB POCs listed below and at the bottom of the form. If you fax it, please confirm receipt.
- We ask for a **minimum** of ten (10) students; exceptions can be made during slower months (April - May).
- We ask for a **maximum** of 120 students; exceptions can be made for experienced schools with a history of providing test, proctor and student management support.
- Please be judicious and **do not exceedingly over-estimate the projected number of testers**; we base our support on the number you provide (0-40 students = 1 proctor, 41-80 = 2 proctors, 81-120=3 proctors; + books).

SCHOOL INFORMATION section
- All information is required.
- Please use the full, official name of your school (this is how we keep our records).
- School POC information must be printed legibly.
- School POC signature and date are required.

TEST DATE RESERVATION INFORMATION section
- We are extremely busy in October (especially PSAT day) – March, so if we cannot provide your requested date, we will work with you to select another. We are limited by the number of Test Administrators we have available.
- Provide a "preferred" and "alternative" date, so we have some flexibility of scheduling.
- We **DO NOT** release student information to military recruiters without the school's consent. Call with questions.
  - Option 8 = **No Release** to military recruiters; Option 1-6 = Release to military recruiters
- Estimated **number of testers** should be the **total** (*including* accommodated students). Be as accurate as possible. Err on the side of caution, but realize exaggerated numbers mean we carry that many test books.
- Accommodation (IEP/504/ELS) numbers are required (page 2 for more information). If none, "none" or "0."
- **Accommodated students** are encouraged to participate, but require a designated school staff member to administer testing in a separate test environment (to ensure they receive proper accommodations).
- Test location is looking for location within the school (e.g. classroom, media center) where testing will take place.
- Lapboards are only required if there are not desks available for testing.
- Please indicate YES or NO regarding the **CEP-iCAT** (Internet Computer Adaptive Testing) option for up to 50 students (more information on page 3). Selecting "No" results in the paper and pencil version of the test.

POST-TEST INTERPRETATION (PTI) RESERVATION section
- PTI's are highly encouraged and provide a powerful, interactive, student-focused **career/degree exploration** opportunity.
- Computers with Internet access are required for students, as is a computer with projector for the presenter.
- Allow **approximately two weeks for return of the score sheets** (ASVAB Results Summary).
- Once you complete testing, **call/email Program Manager** to arrange a PTI presentation date (45-60 minutes).
- OR ask the Program Manager for guidance regarding how to **conduct them on your own**.

ASVAB CEP POC section

- Contact the Program Manager for general ASVAB CEP questions, presentations, demonstrations, PTIs.
- Contact the Test Coordinator with questions regarding the *submission of the form or scheduling questions*.
- The **www.asvabprogram.com** website contains a lot of useful information for students, parents and school staff and includes a detailed, informative **ASVAB CEP Counselor Guide** on the RESOURCES page.

Program Manager (929) 417-2738, emirita.j.desouza.civ@mail.mil

Test Coordinator (929) 417-2739, **benito.rodriguez17.civ@mail.mil**

The above information is meant to guide you through completion of the RESERVATION FORM (separate form).
Please return the Reservation Form as an attachment to an email to the above POCs.

Student Accommodations for the ASVAB Career Exploration Program (CEP)

The ASVAB Career Exploration Program (CEP) strives to be inclusive to all students. Students with special needs can be accommodated. Below is the regulatory guidance pertaining to student accommodation.

USMEPCOM Regulation 601-4
<u>Special Accommodation's for Students</u>
Chapter 3, Paragraph 7

Which states:

3-7. Accommodations for students with special testing needs:
Special testing needs, in the context of ASVAB test administration, refer to requirements for personal assistance or a variation in the standard test administration procedures for students to participate. This does not include, for example, a person in a wheelchair who might need special assistance to get to the test room but needs no personal assistance or alteration of procedure to take the test.

a. Making accommodations. ASVAB administration to students needing special assistance or variation in administration procedures will be done only at the request of an informed school official. Authorized accommodations include reading the test questions aloud, providing extra time, bubbling in the answer sheet, or signing test instructions. Braille test versions are not available. The following information pertains to making accommodations for the students.

(1) The results are invalid (option 7) for the purpose of Military enlistment.

(2) Validity of the results is potentially diminished when administration procedures are altered.

(3) **A member of the school's special education staff and/or school staff member will be appointed as a voluntary assistant TA and administer the test for any students requiring accommodation (1 per every 15 students).**

(4) Students who require the test to be read aloud or who must receive assistance during the session will be tested in a separate room to maintain appropriate test conditions and to minimize distractions during the school test session.

Currently, the iCAT (Internet Computer Adaptive Testing) version of the test cannot be altered to suite accommodations. However, any/all of your students can take the iCAT, should you like. See the following page for more information regarding the iCAT.

CEP iCAT
INTERNET COMPUTER ADAPTIVE TESTING

Note: the iCAT (computer version) is delivered over https://icat.dpac.mil/icat/cep, which is an encrypted pipeline and therefore requires greater bandwidth. The iCAT is quicker and more engaging than the paper and pencil version, but when in doubt about bandwidth, it is recommended you choose the paper and pencil version. **It is incumbent on the school to ensure CEP iCAT compatibility**.

Time and Operational requirements:

- Testing personnel should be granted access to the computer lab *and* computers 30 minutes before session is to begin in order to log onto the system.
- Testing personnel must be able to schedule a 3 hour period of time, in case a back-up paper and pencil test is needed. Also, students are allowed the full 3 hours for the iCAT, but normally finish quicker.
- We recommend no more than 60 students per session.
- Computers must have ample power to last through the complete testing session. If laptops are being used, they will most likely need to be plugged in to a power supply for the test. Please ensure the room set up is free from wires obstructing walkways.

Technical Requirements:

- Operating System: Minimum requirement - **Windows Vista. Windows 8.1 and 10, Chrome OS or MacOS** are also acceptable.
- System Memory: Minimum main memory requirement - 4GB RAM.
- Pointing Device: Mouse or equivalent, programmed only for left-click functionality.
- Keyboard: REQUIRED, keyboard on the screen not allowed, no touchscreen
- Internet Connection: High Speed Broadband internet connection. 768 kilobits per second per machine.
- Internet Browser: **Internet Explorer 11** or Google **Chrome**. Browser must be set at 100% zoom level. Popup blocker set to disabled. Popups (should be) allowed. Computer/laptop must have ample power to last throughout the complete test session
  - Laptops & Notebooks are authorized if they remain in the laptop position (not as a tablet & not rotated)
  - Display: 12" diagonally or larger recommended. Screen savers and/or timed log out (should be) disabled for the test session.
  - Any use of Chromebooks other than described above WILL result in an invalid test/ session.

The website for administration of the CEP iCAT is: **https://icat.dpac.mil/icat/cep**
Schools should ensure this site is not blocked or filtered. It can be pre-loaded on devices to save time the day of testing. Having a tech-savvy school faculty/ staff to assist is always advantageous, as not all of our test administrators are IT experts.

Dear Student,

Being prepared and doing your best on the upcoming vocational aptitude battery (ASVAB) will benefit you in a number of ways and below are some helpful hints to help you succeed.

Hints for success!

- **Be well rested** to ensure you are at your best when taking the test – get a good night's sleep before the test.
- **Be well nourished** to ensure you are alert and focused – eat breakfast and drink water.
- Follow instructions on the morning of the test.
- Eliminate distractions – no cell phones or other electronic media devices are allowed and their presence during the test is ground for having your test invalidated.
- Have confidence and give it your best.

Practice before the test; visit the website and attempt the sample questions.
- Attempt the practice questions found at: **http://official-asvab.com/samples_app.htm**
- This and other helpful items can be found under TESTING RESOURCES on the RESOURCES tab at:
  - **www.asvabprogram.com**
- Also, explore the ENTER AS A STUDENT link to learn more about the test and career exploration.

Benefits of making your best effort include:
- Identification of your career strengths (called aptitudes); this will help you make good decisions regarding your future career and/or degree choices.
- Identification of your career interests.
- Exploration of careers that maximize your strengths and interests.
- Fact: **students that pick a career or degree that plays to their strengths and interests are more likely to succeed!**

Good luck!

Emirita Desouza
Program Manager
The ASVAB Career Exploration Program team