

## ANNEX C

### TEST CONTROL INFORMATION

1. It is extremely important that you complete the Biographical Data and Test Control Information during registration, which will be done on-line on the NRC web site. All information must be filled in. You must ensure that the information you provide USASMA on these forms is accurate since this is our primary source of data that we record in our computer database. Changes to BIO data and TCO data can be done later on-line when you access your personal info page.
  
2. Only official test control personnel may administer your module examinations because of their sensitive nature. Test Control Officers (TCOs) at Military Education Centers (MEC) located near our students normally administer these examinations. Students not located near an Education Center require other arrangements. Outlined below is our policy concerning this matter.
  - a. Your module examination must be sent to a MEC if it is within one hour driving time from your location.
  
  - b. **Duly appointed test control personnel** in your unit or another nearby unit may administer the examination when your driving time exceeds one hour to an Education Center. Test control personnel must meet the following qualifications:
    - (1) **Appointed in writing** as the Unit's Test Control Officer (TCO) or Testing Services Officer (TSO).
  
    - (2) Be a **commissioned officer, warrant officer**, or **government civilian employee GS7 or above**. Enlisted personnel are **not** authorized to handle or administer USASMA, Nonresident Sergeant Major Course Module Examinations. This includes civilian personnel who hold National Guard or Reserve enlisted positions.
  
    - (3) A copy of the TCO/TSO appointment order for TCOs other than Education Centers, must be mailed/faxed to the USASMA, Nonresident Sergeants Major Course office. Once the TCO/TSO information is verified by the Class Facilitator on the student portal, a hard copy is no longer required. When a change of TCO/TSO occurs, a new appointment order is required
  
3. You must contact your CF immediately to resolve any conflicts with the above requirements.

**TEST CONTROL OFFICER INFORMATION SHEET**

STUDENT INFORMATION:

STUDENT NUMBER: 31\_\_\_\_\_

_____	_____	_____	_____	_____
RANK	LAST NAME	FIRST NAME	MI	SSN

Section I

**(Complete if you are located near a Military Education Center)**

I am located within one hour (during the worst driving conditions) driving time of a Military Education Center. **Address and Telephone Number** for this Education Center is as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Tel #: \_\_\_\_\_

\*\*\*\*\***ONE OR THE OTHER**\*\*\*\*\*

Section II

**(Complete if you are not located near a Military Education Center)**

I am not located near a Military Education Center. The nearest Education Center is located at \_\_\_\_\_ which is \_\_\_\_\_ miles and \_\_\_\_\_ hours driving time from my location.

Request my module examinations be sent to a local unit TCO/TSO identified below. (You will need duty appointment orders for this TCO)

TCO/TSO Rank and Name: \_\_\_\_\_

TCO/TSO Official **Mailing Address and Telephone Number:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Tel #: \_\_\_\_\_

