

Remaining vigilant in an NTC world

Stephen Myers, DANTES European Advisor

We all know the expression: Practice makes perfect! The more frequently we do something, the better we get at doing it correctly. And perfection is certainly what we strive for when it comes to examination handling and security. Otherwise, there are serious consequences.

When Test Control Officers (TCOs) were responsible for administering the full gamut of DANTES testing programs as paper-based testing, there was lots of practice and reinforcement of the required procedures. The addresses may have been different but basically the same procedures were followed for every type of test: test materials were received, administered, safeguarded, and returned. When you do it over and over again every day of every week, it becomes routine and you know exactly what to do and what pitfalls to watch out for in the process.



Students testing at the Bagram Education Center in Afghanistan.

But, with more and more exams being administered online in national testing centers (NTCs), what was once routine has now become the exception. So, what can testing personnel do to ensure they remain vigilant in an NTC world?

First of all, don't rely on your memory. Pull out the DANTES Examination Program Handbook (DEPH). It has never been easier to keep up with the numerous changes to policies and procedures; the current DEPH is readily available on the TCO Portal (<https://dantestcoportal.prometric.com/Login/Login.aspx>). The next time you need to order, receive, safeguard, administer, or return a DANTES administered examination, refer to the DEPH for all the requirements. The information there is practically a checklist, with Part I providing general information and the various chapters providing information for specific examinations.



An airman takes advantage of the newly opened NTC at Thule AFB, Greenland.

Then, ensure everything is double checked. If a test examiner prepares a packet for return, the TCO or ATCO should double check for accuracy, and then the test examiner should double check that the TCO or ATCO returned all materials and signed the answer sheets and 1560/14 before the envelope is sealed. Working alone? Prepare everything but don't seal the envelopes. Put them back in the safe, come back a little later and check them again. That extra time in between will clear your mind and make you more likely to notice if something is not correct.

Sound like a lot of work? It is, but it is time and effort well spent. The consequence of errors and the work involved to correct them brings to mind another expression: Anything worth doing is worth doing right!

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SAT Form 67 cutoff date fast approaching

Test Control Officers (TCOs) are reminded that the last day to administer the current year Scholastic Aptitude Test (SAT) Form 67 is June 30, 2013. TCOs must return all SAT Form 67 examinations immediately following the cutoff date.

SAT exams administered from July 1 to Sept. 30 will not be scored. TCOs should inform potential examinees of ACT Assessment Test (ACT) availability during this period.

The SAT form for use during 2013-2014 may be ordered now but will not be shipped until September 2013, and only then if the test site's entire inventory of FY13 SAT testing materials has been received by the testing agency.

Additional support materials such as the "DANTES Examiner's Manual for the SAT" are not automatically shipped and must also be ordered prior to administration of current-year SAT Examination. Test sites may resume SAT administration after Oct. 1, 2013. Send questions about the SAT to exams@navy.mil.

ATTENTION DANTES test sites with NTC MOUs:

1. DANTES test sites with fully functional DSST National Test Centers (NTCs) administering all 38 iBT DSST and 33 CLEP eCBT test titles are not authorized to administer paper-based DSSTs.
2. The remaining DANTES-sponsored, paper-based program exams (ACT, SAT, GRE Subject and Praxis) are only DANTES-funded when administered at a DANTES test site by DANTES testing personnel (TCO, ATCO or Test Examiner) and cannot be delegated to a base-sponsored NTC.
3. Contact the Exams Program at exams@navy.mil if your base-sponsored NTC is not providing the Principles of Public Speaking exam.

NTC numbers keep increasing

The establishment of two new National Test Centers (NTCs) brings the total number to 189. Thule AFB Greenland and Menwith Hill, UK, both with the University of Maryland University College (UMUC), are the latest NTCs. For more information on establishing an NTC, go to www.dantes.doded.mil/Programs/Docs/ntc.pdf or email exams@navy.mil.

Discount for DSST retakes

Although DANTES does not fund retesting on a previously funded DSST exam title, Service members may personally fund a retest of the same title.

To help out with retest costs, DSST has created a special exam retake offer exclusively for military members. Through June 30, military members are eligible for a \$10 discount on the cost of an exam retake that they would otherwise have to cover on their own. Just use promotion code DSSTPRO10.

To learn more about the offer or redeem the code, visit <http://getcollegecredit.com/promo/dsstpro>.

Preparation tips for DSSTs

- » take advantage of DSST exam prep materials located at <http://getcollegecredit.com/testprep>: test prep resources, exam fact sheets, suggested reading resources, and practice tests
- » answer ALL questions – even questionable ones – there are no penalties for wrong answers
- » if you did not pass the first time, be sure to use the 90-day retest waiting period to prepare; did you know that of the students retaking a DSST exam, 60 percent pass?
- » if you are self-funding a retest, don't forget that DSST is providing a \$10 discount through June 30; for more information go to <http://getcollegecredit.com/promo/dsstpro>.

2013-2014 CLEP Exam Guides

The 2013-14 edition of the CLEP Examination Guides are available to DANTES test sites for DANTES Test Control Officers/Alternate Test Control Officers (TCOs/ATCOs) with an established TCO Portal account. Several of the Services have also included these exam guides on their knowledge online systems. Copyright provisions allow for local reproduction and/or installation on an installation network (Note: if installed on the installation's network, access must be limited to on-base personnel only). Encourage prospective examinees to review the applicable study guide before taking a test. Each exam guide contains sections relating to Knowledge and Skills Required, Sample Test Questions, and Study Resources. Following the recommendations in "Preparing for Taking CLEP Tests" in conjunction with the exam guides can assist examinees to determine their readiness for taking CLEP tests and prepare them to be successful.

Did you know???

The Servicemembers Opportunity Colleges (SOC) Consortium currently consists of 1,963 institutions. Each of these institutions has agreed to The Military Student Bill of Rights that military students should have as they explore, enroll, and work toward degrees or certificates at SOC Consortium colleges and universities.

Military Student Bill of Rights

All military student populations have basic rights to satisfactory college marketing, admissions, and student services practices including the right to:

- » accurate information about a school's programs, requirements, accreditation, and its potential impact on course transferability
- » access to basic college/university information and fees without disclosure of student personal information
- » educational planning and career guidance without high-pressure registration and enrollment efforts from institutions
- » a clear and complete explanation of course/program enrollment procedures and all resulting financial obligations
- » explore, without coercion, all financial aid options before signing up for student loans or other financial assistance
- » accurate scholarship information, free of misleading 'scholarship' offers based on military tuition assistance
- » appropriate academic screening and course placement based on student readiness
- » appropriate, accessible academic and student support services
- » clearly defined institutional "drop/add" and withdrawal policies and procedures including information about the impact of military duties (e.g., mobilization, activation, temporary duty assignments) on their academic standing and financial responsibilities
- » clearly defined grievance/appeals processes

To see if your college or university is a member of the SOC consortium go to www.soc.aascu.org/socconsortium/Default.html. And if your institution is not following these guidelines, let your education services counselor know or contact SOC at 1-800-368-5622.

Positive results from JST surveys

The Joint Services Transcript (JST) is a uniform-recognized transcript for the Navy, Marine Corps, Army, and soon the Coast Guard. DANTES, along with the Office of the Under Secretary of Defense (OUSD P&R), vetted the new JST concept in a questionnaire onsite at the CCME Annual Conference in February and online using SurveyMonkey™, a data collection Web site that designs, collects, and analyzes data using an online secure system. Some early results from both surveys, as of May 1, 2013:

Response for "ONE official transcript concept for all military and veterans" question

- » online (451 participants):
 - 254 (56.3 percent) responded "strongly agree"
 - 14 (24.8 percent) responded "agree"
 - 28 participants skipped that question
- » conference (54 participants):
 - 44 (81.5 percent) "strongly agree"
 - Eight (14.8 percent) responded with "agree"

Overall captured response groups

- » academic institution participants (registrars, admissions, bursars, and academic departments):
 - 71.4 percent from online
 - 57.5 percent at the conference
- » veterans/military affairs participants:
 - 27.4 percent from online
 - 42.6 percent at the conference

DANTES assisted OUSD in collecting data on the status of the JST for their response to Congress based on a requirement under the National Defense Authorization Act of 2013. OUSD will submit the results to Congress soon and DANTES plans to publish the final JST survey results later this year.

For questions regarding the JST survey, call the DANTES Military Evaluations Program Manager at 850-452-1111 ext. 3213.

Do you have a question about DANTES?

Is there a topic you would like to see in the DIB?

Would you like to share a local success story?

Or perhaps a photo or two?

If so, let us know at pubs@navy.mil.

TROOPS TO TEACHERS NEWS

Troops to Teachers — evolving to serve those who have served

Don Howard, Regional Director for La. /Ark., Troops to Teachers

Troops to Teachers (TTT) continues to evolve to meet the needs of our Service members and veterans. Since 1994 the program has assisted over 16,000 veterans transition from the military to the classroom.



In an effort to more comprehensively address the challenges veterans face when seeking meaningful employment, recent legislative and policy changes to the program will now allow TTT to assist in an even greater way. TTT can now provide assistance to Service members and veterans who seek employment in a school district in a variety of roles beyond classroom instruction, such as school nurse, counselor, and other non-instructional personnel. The TTT program will be available to assist individuals in identifying job opportunities and connecting them with hiring managers.

While TTT will continue to focus primarily on placing veterans into teaching positions in public schools, expansion of the program's ability to assist a greater number of individuals in a broader spectrum of job opportunities can only mean greater success for veterans, military personnel and their families.

Active duty and reserve military education personnel, DANTES test centers staff, Service program headquarters and academic institutions serving the military will continue to play an integral role in supporting the efforts of TTT. As the program expands its services, it is critical that TTT partners understand these changes and ensure that appropriate curriculum is in place and comprehensive guidance is provided to each Service member.

Every day across our great nation, TTT connects with Service members and counsels them on their career path to a successful teaching career. In support of new expanded initiatives, we also strive to become more fully ingrained in the lifecycle of a Service member, their family and the communities where they live by impacting change from a grassroots, bottom-up framework.

To learn more about Troops to Teachers or how to become a partner, call (800) 231-6242 or (DSN) 459-1320, Fax (850) 452-1096, or email ttt@navy.mil. Join the conversations at www.facebook.com/TTT.NATIONAL.

DANTES Social Media

Join us for the most up-to-date information, conversations, or just let us know how your education journey is going!

DANTES Pulse blog <http://doddantespulse.blogspot.com/>

DANTES Facebook <https://www.facebook.com/DANTES.DoD>

DANTES Twitter https://twitter.com/DoD_DANTES

DANTES Youtube <http://www.youtube.com/channel/UCAD8yGhGBeDAIPMW7Eu-sA>

Reference Publications CORNER

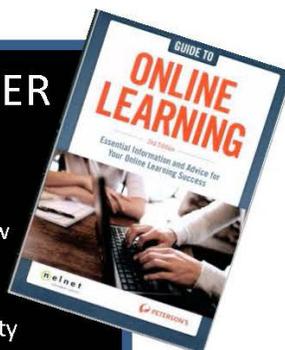
"Guide to Online Learning"

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Military Education Centers Order your copies Now
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Email: dist@navy.mil

Provide your DANTES ID#, Stock #2449 and quantity



To receive email notification when the DIB is posted to the Web site, click on the icon or send an email to pubs@navy.mil.



HMCM (FMF/SW) David Acuff
Senior Enlisted Advisor

Transitioning Service members

Last month I attended a local Transition Goals, Plans, and Success (TGPS) course. This is the first iteration of a major redesign that President Obama called for last year of the military's Transition Assistance Program (TAP). It is the first significant change to TAP since the program's inception over 20 years ago.

During the week-long program I interacted with 30 Service members, representing all branches, who were preparing for their own transition to civilian life. Some were being involuntarily separated, others were voluntarily separating, some had reached high year tenure (HYT), and there were also those who were retiring.

While participating in the TGPS course, I was surprised to learn how many Service members had not taken advantage of the programs DANTES has to offer. Further, many of the participants were amazed that it wasn't too late to take advantage of DANTES services. I was quick to remind my fellow Service members that DANTES support programs, information, and resources can help both them and their respective Service education offices research, select, and pursue educational goals.

For example, some DANTES support programs are:

Credit-by-Examination

Provides examination programs through which Service members may:

1. Earn a high school credential
2. Satisfy undergraduate and graduate-level college admission requirements
3. Earn college credit
4. Gain professional certification

Distance Learning (DL)

Offers a Distance Learning Readiness Self-Assessment (DLRSA) to indicate DL suitability, and provides easy access to take courses, enroll in external degree programs, or earn certificates and degrees.

Military Evaluations

Provide academic credit recommendations for training completed while in the Service; the results of these credit recommendations are published in the Guide to the Evaluation of Educational Experiences in the Armed Services, also known as the ACE Guide. These evaluations are provided in the form of official military education and training transcripts.

Servicemembers Opportunity Colleges (SOC)

Serves as DoD's advocate and liaison for Service members pursuing a college degree. SOC helps facilitate military credit transfer and acceptance among the colleges and universities, while requiring minimal academic residency.

College & Career Planning Counseling Services

Kuder® Journey (www.dantes.kuder.com/) is now available to active duty, Guard, and Reserve personnel, and Service members in transition, making it a valuable resource during the military to civilian transition process. This free intuitive career planning system designed to address each user's individual situation, and is accessible anywhere there is an Internet connection, 24/7/365.

Troops to Teachers

Provides funds to prepare and support former members of the military Services as teachers in high-needs schools. Successful program candidates obtain certification or licensing as elementary school teachers, secondary school teachers, or vocational or technical teachers, and become highly qualified teachers. Learn more at www.proudtoserveagain.com.

Transitioning from military to civilian life is a major change that requires deliberate planning and goal setting to be successful. DANTES wants Service members to succeed when they make that transition and has the resources to help. Good luck and remember to take advantage of the counseling support offered at your base education office or virtual education center.

Join us at www.facebook.com/DANTES.DoD.

Other VoEd news...

Running in the name of education

www.dvidshub.net/news/106417/running-name-education#.UZo1_LWG2ss

From Marine Corps to Nurse Corps

www.dvidshub.net/news/106635/marine-corps-nurse-corps#.UZo2kLWG2ss

Veterans Affairs College Navigator Tool now online

www.gibill.va.gov/resources/education_resources/college_navigator.html



Lt Col Eurydice Stanley
Reserve Component Advisor

Have you considered financial aid?

James Copeland, Ed.D., is an Awareness and Outreach specialist for the Office of Federal Student Aid and a professor of computer forensics at three academic institutions. He served in the U.S. Army and Air Force from 1977-2008, both active duty and reserve. He retired from the Air Force as a staff sergeant in

2008, and completed the requirements for his doctorate in Organizational Leadership from Argosy University in 2009. "The military was instrumental in obtaining my degrees. I used tuition assistance (TA) for my undergrad and master's degrees and financial aid for my doctorate. In my current capacity, I am able to provide more insight to Service members as it relates to the process of applying for financial aid. It feels good to give back."

Copeland travels at least 15 weeks a year throughout the country to promote the use of financial aid and ensure that personnel understand the application process. Federal financial aid information can be obtained at www.studentaid.gov. "I have found that many military Service members are not aware that they can take advantage of federal student aid," said Copeland.

Federal aid is comprised of federal grants, federal work study and federal loans. While most applicants only want grants and work study, government loans are beneficial to Service members because they can be placed into deferment or forbearance and have several repayment programs. "Part of my job is to train ESOs and educational professionals regarding financial student aid so they can make Service members more aware of our programs," said Copeland. "Unfortunately, many just don't know how much we can help them."

Help may be considered an understatement when one considers that the Office of Federal Student Aid makes available one hundred and fifty billion dollars every fiscal year in the form of grants, work study and loans. Most importantly, everyone qualifies for some type of aid. "Even Bill Gates could qualify, but it would probably be a loan," said Copeland.

"There are no secrets and there are no tricks to financial aid," warned Copeland. "What is most important is attention to detail and follow through." The FAFSA (Free Application for Federal Student Aid) is released January 1 every year. The

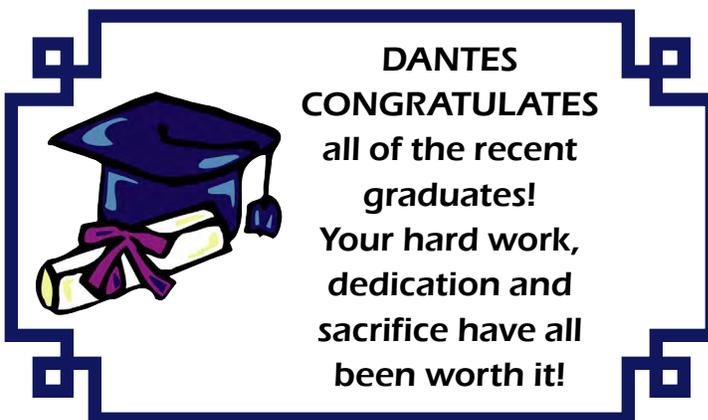
advantage of filling it out January 1 is that it optimizes what can be received by the applicant.

Copeland encourages all Service members to look into federal student aid benefits. "You are entitled to receive federal funding. Don't think that just because you have the GI Bill that you cannot get a grant. TA only provides a limited amount of funding per year. But, if you apply with the FAFSA application, you could receive as much as you receive annually from TA, which could be \$9,000, depending on the specific Service," noted Copeland.

"Many Service members are trying to divvy up their military benefits to their families and it is never enough. They reserve the GI Bill for family members and use TA for their personal educations, which is their right. The problem arises when they do not know what programs are available, not only for the civilian public at large but for military personnel as well." The federal student aid Web site has information specifically for military personnel and their families at <http://studentaid.ed.gov/types/grants-scholarships/military>. It lists a lot of helpful information such as veteran organizations that provide loans and VA educational benefits.

The Office of Federal Student Aid recently provided training to educational personnel from all branches of Service and congressional and senate representatives in the Washington, D.C. metropolitan area to ensure that they are able to relay the benefits the Office of Federal Student Aid has to offer to interested personnel. It was well received and will be repeated in the future. Educational personnel interested in attending the next session should contact Copeland for future training opportunities at james.copeland@ed.gov.

There is federal money available to Service members and their families specifically based on their Service – go get it! It comes down to a very basic concept - if you don't apply, you can't receive. As always, I look forward to hearing from you at rca@navy.mil.



ACE brown bag webinar series

The American Council on Education (ACE) is presenting a webinar series on supporting military and veteran students, beginning June 6, 2013. Register now!

The series will feature webinars on the following topics:

- » Serving Those who Served: An Overview of Military and Veterans in Higher Education
June 6, 1:30-2:30 p.m. EDT
- » Fundraising for Military and Veteran Programs
June 13, 1:30-2:30 p.m. EDT
- » Pathways and Partnerships
June 20, 1:30-2:30 p.m. EDT

Audiences may register for webinars individually or sign up for all three at a discounted price. In addition, participants who register for the full series may also attend a bonus webinar, Demystifying Military Evaluations, June 28. Registration details will be available June 7.

Individual webinars

- » ACE member price: \$99
- » non-member price: \$149

Buy the series and save!

- » ACE member price: \$299
- » non-member price: \$399

Note: All institutions on ACE's Toolkit for Veteran Friendly Institutions Participating Institutions List will receive complimentary registration for the entire series. For more information or to join the Participating Institutions list, email stws@acenet.edu.

For more information and to register, click [HERE](#).

Recent DANTES Pulse posts:

Motivate 2 Educate (part three)

doddantespulse.blogspot.com/2013/05/motivate-2-educate-part-3-of-3.html

Special \$10 discount for personally funded DSST retakes

doddantespulse.blogspot.com/2013/05/special-10-discount-for-personally.html

"Troops to..." programs help transition to civilian work force (part two)

doddantespulse.blogspot.com/2013/05/troops-to-programs-help-transition-to_14.html

Employment Challenge: Military Leveraging Education for Transition

doddantespulse.blogspot.com/2013/05/employment-challenge-leveraging.html

Check out ED blog Homeroom

The U.S. Department of Education (ED) publishes a blog called Homeroom (www.ed.gov/blog). While much of the information is geared for pre-college students, there are still many posts that could be helpful to Service members, veterans, and their families. Here is a sampling of recent posts:

Finding the right college for you

www.ed.gov/blog/2013/04/finding-the-right-college-for-you-tools-resources-from-ed/

As you navigate the college decision process, the ED provides tools for you and your family to make it easy to compare important information such as college costs, average student loan debt, and graduation rates across different institutions.

Four things to do during your student loan grace period

<http://www.ed.gov/blog/2013/05/4-things-to-do-during-your-student-loan-grace-period/>

Your student loan grace period is a set amount of time after you graduate, leave school, or drop below half-time enrollment before you must begin repayment on your loan. For most student loans, the grace period is six months but in some instances, a grace period could be longer. The grace period gives you time to get financially settled and to select your repayment plan.

Top three FAFSA FAQs

<http://www.ed.gov/blog/2013/01/top-3-fafsa-faqs/>

Completing the Free Application for Federal Student Aid (FAFSA) is the first step in accessing the more than \$150 billion available in federal student aid. Since the 2013-14 FAFSA launched, some questions have popped up more than others.

Keep Homeroom on your list of "must read" blogs and check it out regularly to keep up with the latest and greatest education news.

Mystery Quote:

"Education is the most powerful weapon which you can use to change the world."

If you know who said this, let us know at pubs@navy.mil.

The first correct responder will get his or her name published in the next DIB.

Peggy E. Cheese, Finance and Incentives Branch
U.S. Army Human Resources Command, Fort Knox, Ky.
was the first to identify the author of last month's quote as George Washington Carver.

Great job!

TESTING CALENDAR

June 2013

- 10 LSAT (50 United States, Canada and the Caribbean)
- 11 LSAT (Europe, Middle East, Africa and South America)
- 24 LSAT (Asia, Australia and New Zealand)

No testing scheduled

Notes:

– Overseas test sites send orders six weeks before the test March.

– CONUS test sites send orders four weeks before the test March.

– Contractors ship tests to arrive just before the planned test March.

*Choose only one day to administer. Submit separate Prometric order forms for GRE Subject and Praxis.

http://www.dantes.doded.mil/Programs/Docs/exams_calendar.pdf

DANTES

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PENSACOLA, FL 32509-5243

<http://www.dantes.doded.mil>

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Send all inquiries and letters to Code 01F at the above address.

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Distance Learning	3129	1161	DantesDL@navy.mil
DoD MOU	3175	1161	voledconcerns@navy.mil
Examinations	3245	1160	exams@navy.mil
Military Evaluations	3213	1005	DANTES_ace@navy.mil
SOC	3121	1161	DANTES_SOC@navy.mil
Third-Party Review	3121	1161	DANTES_thirdparty@navy.mil
Training	3181	1161	dantestraining@navy.mil