

## **MCLB Albany Education Center**

Military Classification and Subclassification Testing Policies, Directions, and Other  
AFCT (In-service ASVAB), DLPT, & DLAB)

The Base Testing Center on MCLB Albany tests all active duty, reservists and qualified individuals frequently throughout the year. If you have any questions, please contact the **Test Control Officers: TJ Parks**

- Teddrick.j.Parks.civ@usmc.mil
- (229)639-5462
- All testing is conducted at BLDG 7122 (The Library)

### **Before making an appointment:**

- Be pre-approved to test. If you are unsure how to qualify, please contact us at the above info.
- Be prepared for the test. Testing is not a frivolous activity. Please study ahead of time with the free and approved resources that can be provided to you.
- Ensure you are available to test (i.e.: talk it over with your command and get permission if need be). Please do not sign up, take a spot, and then not show up. No one is allowed to make multiple appointments for the same test.
- Please direct all scheduling questions to the Test Control Officers (if they are not answered on the MyEducation portal).

### **On the day of your appointment:**

- MCO 1230.5C: Uniform of the day is required, plus you must have your CAC on you.
- Please arrive early to check in and get registered. You must sign our Statement of Understanding before entering our testing room. All testing security policies will be followed.
- At NO given time may you have your electronic devices on your person while testing nor on breaks. Anyone found with electronic devices (to include but not limited to: Cell phones, pagers/blackberries, smart watches, smart glasses) while testing will have their test terminated and will be reported to the appropriate authorities; **NO EXCEPTIONS.**
- There are no authorized breaks for the DLAB or AFCT tests. Please plan accordingly with your liquid and food intake prior to your appointment. A clear water bottle will be allowed while testing any exam. ◦ **DLPT tests only:** Any other food or drinks will need to be in sealed containers, baggies, etc and are only to be consumed on your authorized breaks. You are also allowed to use the restroom on your breaks. Per security policies, there is to be no discussion on the content of your exam at any time.
- When you are done testing, the test administrator will direct you on your next steps before leaving.