



The new Online Test Control Officer (TCO) Academic Testing Course is replacing the instructor led Pensacola TCO Workshop and fifty question exam administered locally

DANTES will transition to an online Test Control Officer (TCO) Academic Testing Course in May 2010 (see DEPH Part I, updated 1 Apr, 2010). The online course will replace both the classroom training currently held in Pensacola, FL and the fifty-question Exam for DANTES Testing Personnel administered at Education Centers where prospective TCOs receive training locally. Once the online course is operational, copies of the TCO exam should be destroyed as they are no longer a valid means to complete the training process for TCO/ATCO appointment. The online TCO Academic Testing Course is now the only means by which the TCO/ATCO training requirements may be satisfied.

The new online TCO Academic Testing Course will provide comprehensive examination information in a 24/7 delivery mode so that potential TCO candidates nominated by their headquarters/major commands can receive standardized TCO training in a self-paced program. This will also reduce travel and per diem costs for the Military Services.

The online TCO Academic Testing Course is also now the only means by which Test Examiner (TE) training requirements may be satisfied prior to them being appointed by the headquarters/major commands.

How a TCO/ATCO or a TE gains access to the online TCO Academic Testing Course

A potential TCO/ATCO candidate must be nominated by their headquarters/major command before they will be allowed access to the online TCO Academic Testing Course. Once the TCO nomination package is received at DANTES, the DANTES administrator will establish an account to allow them access to the system. The system will automatically send a "welcome" email to the new student. This email will include their login and password information. While the course is estimated to take 3 days, the student will have 30 days to complete the course and final exam. The system will notify DANTES of successful completion. DANTES will then document successful completion in the nomination package. For DANTES Test Sites located in Europe and the Middle East, the headquarters/major command must contact dantes@eur.army.mil.

In order for a Test Examiner (TE) to access the TCO Academic Testing Course, the headquarters/major command must contact DANTES at exams@navy.mil to request access for the TE and provide the Examiner's name, phone number, and email address. The DANTES administrator will then establish an account to allow them access to the system. The system will send a notification to the student along with their login and password information. The system will notify DANTES of the Examiner's successful completion of the course and final exam. For DANTES Test Sites located in Europe and the Middle East, the headquarters/major command must contact dantes@eur.army.mil.

The email notification for the TCO/ATCO or for the TE to access the TCO Academic Testing Course will look similar to this:

STUDENT ACCOUNT NOTIFICATION EMAIL

Subj: DANTES Test Control Officer (TCO) Academic Testing Course

Welcome to the online DANTES TCO Academic Testing Course. This comprehensive course covers all aspects of the program, policies and procedures as outlined in the DANTES Examination Program Handbook (DEPH). Successful completion of this course is a prerequisite for appointment as a TCO/ATCO or for headquarters/major command appointment as a Test Examiner (TE).

While this training may take approximately 3 days to complete, the system allows you 30 days to complete this online training course. If you are not able to complete this course within that time, your account will expire. As a first time user, we recommend that you complete each training module in the sequence listed. While the individual module progress checks are not scored, you must successfully pass the final exam.

The final exam is open book and the DEPH is available online with the course. You must score at least a 90% on the final exam.

To access this course, please go to _____.
Your user name is your complete Military email address.
Your temporary password is _____.

We wish you success in completing this required course for your appointment at your DANTES Test Site.

For TCOs, ATCOs, or Examiners desiring to access the TCO Academic Testing Course for refresher training without the exam, the headquarters/major command must contact DANTES at Pensacola at exams@navy.mil to request access and provide a name, phone number, and email address. The DANTES administrator will then establish an account to allow them access to the system. The system will send a notification to the student along with their login and password information. For DANTES Test Sites located in Europe and the Middle East, the headquarters/major command must contact dantes@eur.army.mil.

For more information, contact exams@navy.mil.

Sincerely,

DANTES Examinations Program