

## **Moody AFB Recurring Testing Schedule**

*Please note that we are no longer authorized to proctor college level exams.*

### **End of Course (EOC) Exams:**

Wednesdays @ 0800 and 1200 and Thursdays @ 0800

Must be scheduled by the Unit Training Manager

### **Professional Military Education (PME) Exams (Courses 3, 14, 15, and 22):**

Wednesdays @ 1200 and Thursdays @ 0800

Member must request a primary and alternate date online using the instructions below.

Note: Members enrolled in courses 3, 14, and, 15 MUST order their exam before requesting a test date. See below for instructions.

### **Defense Language Aptitude Battery (DLAB), Defense Language Proficiency Test (DLPT), and Armed Forces Classification Test (AFCT):**

First Tuesday of each month @ 0800 and 1200.

DLAB and DLPT can be scheduled online using the form below

AFCT should be scheduled by sending an email to [moodyafbtesting@moody.af.mil](mailto:moodyafbtesting@moody.af.mil) and include the date you would like to be scheduled and the last four of your SSAN. Please see below.

## ONLINE TEST SCHEDULING

Note 1: For AUSIS exams (ACSC, ALS, AWC, NCOA, SNCOA, and SOS) you MUST order your test, if applicable, prior to requesting a test date.

Note 2: You should select a primary and alternate date and allow up to 48 hours for a response.

Note 3: Under most circumstances, only one test is allowed per week for PME exams and you must pass the current exam before a subsequent exam can be requested.

Note 4: The DLPT is a two part test consisting of listening and reading. Both parts are administered on the same day. When scheduling, please select reading for the 0800 session and listening for the 1200 session.

Please follow the directions below to request a test date and verify the accuracy of your email address prior to submitting the request:

1. Log onto the Air Force Portal
2. On the left side of the page under Education/Training/Force Development click on AFVEC-AF Virtual Education Center
3. If this is your first time using this online feature, on the right side of the page under My Education Record click on Personal Data to review/update your contact information. It is important that your email address is correct as you will receive an email confirming your request. It is also suggested that you include an alternate email address.
4. On the right side of the page under My Education Record click on Online Test Requests
5. Click on Submit New Request
6. Select Moody
7. Next
8. Under Test Type select test type as follows:  
ACT and SAT: Select "ACT" or "SAT"  
DLAB/DLPT: Select "DLPT" (Select DLAB or the language for the DLPT)  
PME exams: Select "AFIADL" (Wednesdays @ 1200 and Thursdays @ 0800)
9. Locate and select the title of the test you need to take
10. Next
11. Select the available time listed
12. Select an alternate date/time if available then select next
13. Review your request and make any necessary corrections if needed
14. Submit test request
15. Done
16. You will receive an email response to your request. Do not assume you've been scheduled. **Please wait for and read the reply email**
17. To cancel a scheduled exam or if you have questions please send an email to [moodyafbtesting@moody.af.mil](mailto:moodyafbtesting@moody.af.mil)
18. For all other exams (AFCT/AFOQT) or if you have questions, please email [moodyafbtesting@moody.af.mil](mailto:moodyafbtesting@moody.af.mil)

## **Instructions for Ordering AUSIS Exams**

### **Course 3: ALS**

1. Log into the Air University Portal
2. Click AU Systems on the left menu bar then AUSIS (This will open a new window)
3. From here click "VIEW PROGRESS" on the left hand side and it will bring up the current DL classes you're enrolled in.
4. Click on use my TCF when you get to that page (make sure your TCF is set for Moody)
4. Click the hyperlink that says "Order Test" which is under "Course Information" and then follow the instructions above to request a test date.

### **Course 14: SNCOA**

1. Log into the Air University Portal
2. Click AU Systems on the left menu bar then AUSIS (This will open a new window)
3. From here click "VIEW PROGRESS" on the left hand side and it will bring up the current DL classes you're enrolled in.
4. Click the Blue hyperlink that says "Order Test" which is next to SNCO Course 14 v6 "and then follow the instructions above to request a test date.

### **Course 15: NCOA**

1. Log into the Air University Portal
2. Click "Distance Learning" on the left column > NCO Academy > AUSIS
3. Click "View Progress" on the left column
4. On this screen, it shows the course you're enrolled in (Set A or B) and the course with the start date and due dates.
5. Click on the hyperlink to "Order Test" and follow the instructions above to request a test date.