

Preparing for the Armed Forces Classification Test (AFCT) (Retake of ASVAB)

Higher ASVAB scores are the result of solid preparation. Test preparation should start far in advance of the test day. Resources are available at all MCCS Libraries. There are free online resources available at the sites below.

1. <https://dantes.petersons.com> (must create an account to access courses) (OASC)
2. <https://www.khanacademy.org> (Math & English courses)
3. <https://www.learningexpresshub.com/ProductEngine/LELIndex.html#/learningexpresslibrary/libraryhome> (Contact your local MCCS library for the access code. Once account is created search ASVAB and many study materials and practice tests will populate)

Steps to Take in Advance of the Actual Test Day

Pay special attention to the areas that comprise the required composite score:

1. Composite scores
 - $AFQT = 2 * VE + AR + MK$
 - GT (General Technical) = $WK + PC + AR + MC$
 - MM (Mechanical Maintenance) = $AR + EI + MC + AS$
 - EL (Electronics Repair) = $AR + MK + EI + GS$
 - CL (Clerical/Administration) = $WK + PC + MK$
2. AFCT subtests
 - GS- General Science
 - AR- Arithmetic Reasoning
 - WK- Word Knowledge
 - PC- Paragraph Comprehension
 - MK- Mathematics Knowledge
 - EL- Electronics Information
 - AS- Auto and Shop Information
 - MC- Mechanical Comprehension
 - VE- Verbal

Follow All Retest Requirements:

1. Command Authorization Letter (see sample on reverse side). If it is signed "By Direction" the appointment letter giving "By Direction" is also required.
2. **Certified True Copy** of ASVAB scores as found in the "Test Scores" page in MCTFS & signed by your S-1
3. Make an appointment to test - Email: FosterTesting@okinawa.usmc-mccs.org Call: 645-3944
4. Military uniform and ID are required at the time of the exam
5. Per MCO 1230.5C-5-A-1-E Pg 14: Examinees must wait six months before retesting unless HQMC approves a retest request after 90 days. (Contact the Foster Testing Office for retest waiver procedures)

Strategies for Taking the AFCT:

- Read the directions for the test carefully before beginning.
- Read each question carefully before selecting an answer.
- Pay attention to the time — don't spend too much time on one individual question!
- When you don't know the answer to a question, try to rule out as many incorrect choices as possible, and then make an educated guess from the remaining answers.
- Answer every question and don't get hung up trying to answer questions you don't know. There is no penalty for guessing.

If it is someone other than the Marine's battalion/squadron CO within their chain of command, the only other persons authorized to sign are those with by direction authority granted by the battalion/squadron CO and must place "By direction" underneath signature.

* "By Direction" appointment letter is required at the time of testing.*

The "To line" will be addressed to the Education center/test facility at which the Marine will retest. The example here depicts a Marine that is retesting at the MCB Quantico Education Center.

COMMAND AUTHORIZATION LETTER FOR AFCT RETEST INSTRUCTIONS

COMMAND LETTERHEAD

1230
Office Code
Dace

- Ensure Marine meets the requirements to test per the ref.
- Ensure to include certified copies of MCTFS Test Screen
- Ensure a valid and specific reason to test is stated within this letter, i.e...lateral move to MOS XXXX (must state MOS), officer program, warrant officer program, etc.
- Ensure to state AFOT/composite score requirement that Marine is short in attaining.

From: **Commanding Officer**
To: MCB Quantico Voluntary Education Center

Subj: AUTHORIZATION FOR IN-SERVICE RETEST OF THE AFCT ICO
SERGEANT I. M. MOTIVATED EDIPI/0111 USMC

Encl: Certified True Copy of MCTFS TEST screen

Ref: (a) MCO 1230.5C

1. In accordance with the reference, Sergeant Motivated meets the requirements for an in-service retest of the AFCT. Sgt I. M. Motivated is applying for (State reason for testing) and needs to attain a (specify score required, i.e...GT score of 110). He currently possesses a GT score of 108 and he last tested on 28 January 2006. Attached is a certified true copy of his TEST screen from MCTFS verifying these scores.

2. Point of contact for this request is Major I. M. InCharge, Commanding Officer, Marine Unit, Overseas at (123) 456-7890, DSN 456-7890.

I. M. INCHARGE
(or By direction)

* "By Direction" appointment letter is required at the time of testing.*

Follow this template and these instructions to ensure expedient processing of YOUR Marine's test scores.