Cognitive Monitoring Program Monitor Instructions

Cognitron is the Department of War's new designated cognitive monitoring tool. Some service members will be required to take the test in a supervised, quiet environment.

You've been selected as a test monitor. If you are military, you must be grade E-4 or above in any occupational specialty. Appropriately appointed DoD civilians (GS-05 and above) or authorized contractors may also serve as monitors. You have **three responsibilities**:

1. Provide every service member taking the test a copy of the **Service Member Handout for Monitored Third Attempt.**

2. Ensure test-takers have a **quiet, distraction-free environment** in which to complete the test. Discourage test-takers from wearing headphones, listening to music, using social media, or accessing unrelated websites while in the testing area. These activities may distract them or others. Recommend one monitor for up to five service members in the same room. Any service member can request an individual monitored session.

3. Ensure the **testing area** meets the following conditions:

    1. Internet connectivity: Test-takers must be able to access the internet. Verify that authorized Wi-Fi, government networks, or approved cellular connections are available in accordance with local installation cybersecurity and personal electronic device policies. Clearly post access instructions for authorized Wi-Fi network/hotspot.

    2. Room comfort: Provide adequate seating and appropriate lighting for service members using computer screens, such as cellphones, tablets, laptops, or desktop computers. Arrange seating several feet apart to provide adequate space between test-takers.

    3. Quiet environment: Ensure the area is free from loud noises, uncomfortable temperatures, foot traffic, interruptions, and other distractions.

    4. Posted login instructions: Post printed signs or posters displaying the login instructions, URL, and QR code in clearly visible locations. Place signs at the entrance and throughout the room so test-takers can easily access the test.

As a Monitor, You Are Not To:

- Answer any test questions.
- Handle test-taker's personal cellphones or property.
- Provide advice or coaching on how to complete the test.
- Engage in conversations or otherwise become distracted while testing is in progress.
- View the service members' results.

For troubleshooting or technical issues, contact the **DHA Global Service Center** 24/7 at https://gsc.health.mil or call **800-600-9332**.