



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 50-4

30 JULY 2008

Training

TEST ADMINISTRATION AND SECURITY

This regulation explains general procedures for administering tests in Civil Air Patrol (CAP) and specific guidance for the HQ Air University A4/6 Education, Logistics and Communications (HQ AU A4/6) tests. Note: Shaded areas identify new or revised material.

SUMMARY OF CHANGES.

This revision incorporates information regarding ordering end-of-course exams from HQ AU A4/6 (formerly known as the Air Force Institute for Advanced Distributed Learning or AFIADL). Details about testing procedures for CAP members enrolled in Air Force Professional Military Education (PME) courses have been included. The term Test Administrator is substituted for Alternate Test Control Officer to align with Air Force usage. Requirements for appointment letters for the unit and wing TCOs and Test Administrators have been clarified. Details on establishing and using the “.gov” e-mail for official communication have been included. The annual Test Control Facility (TCF) revalidation process is clarified. A reminder was added for TCO’s to ensure that the course enrollment has not expired before administering a course exam. Various office symbols and sample dates have been updated.

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**ACRONYMS**

ACSC – Air Force Air Command and Staff College

AFIADL – Air Force Institute for Advanced Distributed Learning

AU – Air University

AWC – Air Force Air War College

CAP – Civil Air Patrol

CAPF – Civil Air Patrol Form

CAPR – Civil Air Patrol Regulation

CE – Course Exam

CFR – Office Symbol for HQ AU Registrar

DPR – Office Symbol for CAP National Headquarters Cadet Programs Registrar

DOI – Office Symbol for Student Administration

EOC – End of Course Exam

HQ AU A4/6 – HQ Air University A4/6 Education, Logistics and Communications (Replaces AFIADL)

PD – Office symbol for CAP National Headquarters Professional Development

LGF – Office symbol for CAP National Headquarters Mission Resources

PDR – Professional Development Report

PME – Professional Military Education

SOS – Air Force Squadron Officer School

SSN – Social Security Number

TCO – Test Control Officer

## CHAPTER 1 – GUIDANCE FOR CAP TESTS

**1-1. CAP Tests.** Tests are used to confirm skills and knowledge learned in education and training activities. Most tests are closed book and administered at the local level by a test control officer (TCO). CAP regulations and manuals which govern specific education and training programs also cover testing requirements, e.g., CAPR 52-16, *CAP Cadet Program Management*, CAPR 50-17, *CAP Senior Member Professional Development Program*, CAPR 280-2, *Civil Air Patrol Aerospace Education Mission*, CAPR 100-1, *Communications*, etc.

### 1-2. Test Control Officer (TCO).

a. Each CAP wing and unit commander will ensure positive control of testing materials to preclude compromise. They will appoint a TCO and Test Administrator(s), by letter, for test security and administration. These positions are usually assigned to members working in professional development and cadet programs. THE COMMANDER MAY NOT SERVE AS TCO OR TEST ADMINISTRATOR. The unit commander must keep the letter current and on file in the unit and send a copy to wing headquarters. Wing headquarters must send a copy of the appointment letter for the wing TCO and Test Administrators to: HQ AU/CFRR via fax to 334.953.8127. Notify HQ AU/CFRR via fax at: 334.953.8127 each time wing level testing personnel change. TCOs and Test Administrators must be at least 21 years old.

b. The CAPF 53, *Signature Verification Card*, is used to verify successful completion of cadet achievements and tests associated with those achievements. Each *cadet or composite squadron* must submit the form with the name and signature of the current commander, deputy commander for cadets (composite squadrons), TCO and Test Administrator(s). Individuals who serve in a dual capacity should sign only for the highest position. Forward the form to NHQ CAP/DPR. The squadron must forward a new CAPF 53, with all signatures, immediately to DPR when any listed individuals change. Receipt of a CAPF 53 by NHQ CAP/DPR automatically supersedes any previous CAPF 53 from the squadron. The TCO or Test Administrator(s) may not sign cadet achievement forms in place of the commander. (See CAPR 52-16.)

**1-3. Ordering Testing Materials.** Only the unit commander, TCO or Test Administrator(s) may order CAP tests and answer keys. Consult individual program directives for specific courses requiring tests. CAP tests are listed in the CAP Index 0-9, *Numerical Index of CAP Forms, Tests, and Certificates*. CAPF 23, *Civil Air Patrol General Purpose Answer Sheet*, is also available on-line at [www.cap.gov/pubs](http://www.cap.gov/pubs).

**1-4. Storage and Security.** The TCO will store CAP tests and any related materials in a lockable metal filing cabinet, accessible only to the TCO, Test Administrator(s), and unit commander. If a combination padlock is used, the combination must be changed when the TCO, Test Administrator(s), or unit commander changes, or at least, annually.

a. Anytime the storage container is open, the TCO, Test Administrator, or unit commander must be present to prevent test compromise.

b. Only testing materials will be kept in the test storage container.

**1-5. Test Inventory.** The TCO conducts a test materials inventory at least every 90 days.

a. The TCO opens the storage container and identifies each test in the container. Each test must be on the test inventory log. If a test on file is NOT on the test inventory log, annotate the examination number on the log and destroy the test booklet. (See paragraph 3-2 for destruction of test materials.) If a test is on the test inventory log but not on file, refer to paragraph 3-1 for test compromise.

b. When the inventory is completed, the TCO signs the test inventory log.

c. The test inventory log should be destroyed 24 months after the date of the inventory.

**1-6. Test Administration.** Tests will be administered under favorable environmental conditions including lighting, temperature, noise, and workspace. Commanders ensure that tests are administered only by the TCO or Test Administrator(s) and that precautions are taken to prevent test compromise. Tests to be taken by the unit TCO or Test Administrator(s), may be administered by the unit commander. Under no circumstances will controlled or closed book tests be released to the examinee for unsupervised completion. To do so is a test compromise. If more than 15 students are testing at one time, the TCO or Test Administrator should appoint a test proctor to monitor students during the testing period. There should be one TCO, Test Administrator or proctor available for each 15 students testing. TCOs or Test Administrators take the following specific actions pertaining to CAP tests:

**a. Closed-Book Tests.**

(1) Ensure the examinee is listed in e-services and has a current ID card. Note control numbers on test booklets furnished examinees and ensure all tests are returned at the end of the test session.

(2) Do not allow examinees to write on CAP test booklets.

(3) Give complete instructions on how identification data and answers will be recorded on the test answer sheets.

(4) Remain in the test room until all examinees have completed the test.

(5) For tests that require cadets to perform drill movements, the TCO and commander can allow “experts” to assist them in administering the performance portions only.

(6) Score and sign each answer sheet as required.

(7) Destroy working papers, notes, etc., when the examination has been completed.

(8) Inspect test booklets before returning them to storage and remove all unauthorized marks. If marks cannot be removed, and they could assist or mislead other examinees, destroy the test booklet.

**b. Open-Book Tests.** Procedures for open-book tests are the same as for closed-book tests, except the examinee is permitted to research answers from textbooks, notes, or other training materials.

**c. Cadet AE Tests.** First must be taken “closed book,” but after passing the test, the cadet has to go back and correct it to 100%; examinee is permitted to use textbooks, notes, or other training materials.

**1-7. Test Scores.** Examinees are notified of their score and whether they passed as soon as practical after the examination. Entries documenting completion of cadet test requirements will be entered on the front of CAPF 66, *Cadet Master Record*, and online achievement application. Successful test completion for seniors will be entered on CAPF 45, *Senior Member Master Record*, as appropriate.

## CHAPTER 2 – GUIDANCE FOR HQ AU A4/6 TESTS

**2-1. HQ AU A4/6 Tests.** HQ AU A4/6 is the USAF correspondence school. Its courses are available without cost to all senior members and cadets who have received the Billy Mitchell Award or higher. Instruction includes professional military education and specialized courses in a wide variety of technical and non-technical subjects. CAP regulations and manuals which govern specific education and training programs also cover testing requirements, e.g., CAPR 50-17, *CAP Senior Member Professional Development Program*. The closed-book tests are centrally controlled and ordered through HQ AU A4/6 (refer to 2-3 below). **NOTE:** Students must use their Social Security Number (SSN) on all correspondence with HQ AU A4/6.

### 2-2. Test Control Officer (TCO).

a. Each CAP wing and unit commander will ensure positive control of testing materials to preclude compromise. They will appoint a TCO and Test Administrator(s), by letter, for test security and administration. These positions are usually assigned to members working in professional development, or cadet programs. **THE COMMANDER MAY NOT SERVE AS TCO OR TEST ADMINISTRATOR.** To comply with Air Force and HQ AU A4/6 directives, the unit commander must keep the letter current and on file in the unit and send a copy to wing headquarters. Wing headquarters must send a copy of the appointment letter for the wing TCO/Test Administrator(s) to: HQ AU/CFRR via fax to: 334.953.8127. Notify HQ AU/CFRR each time wing level testing personnel change. TCOs and Test Administrators must be at least 21 years old. The TCF on-line database must also be updated by the wing TCO when wing TCO or Test Administrator personnel change. The online web address is: <https://tcf.maxwell.af.mil/auregistrar>.

b. All official communication between the HQ AU A4/6 or the Air University Registrar and each wing TCO is required to go to a “.gov” e-mail address. This e-mail account will take the form of the two digit wing code, followed by: @tco.cap.gov (example, for Alabama wing: [al@tco.cap.gov](mailto:al@tco.cap.gov)). To establish your account go to: <http://cawg.cap.gov/html/mbr/is/tcomail.htm> for information on requesting and accessing the TCO e-mail system and follow the step-by-step process. Once the request is received by the .gov email administrator you will receive instructions for interacting with the system.

c. Wing TCOs receive a Test Control Facility (TCF) revalidation e-mail from the Air University Registrar in January of each year. This e-mail is sent to the official .gov e-mail address (see 2-2b above) and must be returned to the Air University Registrar within two (2) weeks. The TCO must validate the shred code using the revalidation process found at: <https://tcf.maxwell.af.mil/auregistrar>. The TCO must then login using the new shred code, take the survey, complete the update of TCO and Test Administrator information, complete the letter and have it signed by the commander, and then fax it to 334.953.8127. If there is no response to this message from the TCO, the TCF will be deactivated. If the TCF address changes after the response is submitted, then the TCO must send an official change of address letter to the Air University Registrar (HQ AU/CFRR, fax to: 334.953.8127) in order to receive a new test control facility shred code number. The TCO must then revalidate the TCF under the new shred code using the process described above.

**2-3. Ordering Testing Materials.** Upon completion of a course, students must use the HQ AU A4/6 Customer Help Desk (<http://afiadl.custhelp.com>) to request a course exam. Use this same site to request a change of address, name correction, extend course completion date (maximum extension is 4 months), or request other assistance. *Caution: This is not a secure website. Do not include your full Social Security Number in any correspondence being sent to this website. Use only the last four digits of your SSN.* Examination materials are sent to the wing TCO. The wing TCO will then

forward the exam to the unit TCO. Wing headquarters is the test control office for HQ AU A4/6 tests except as noted in paragraph 2-8 below (refer to [www.cap.gov/pd](http://www.cap.gov/pd) for complete details on processing test requests). Answer sheets are included in the test package and need not be ordered. Attachment 1 is a sample End Of Course (EOC) Exam notification to students that may be used by unit TCOs.

**2-4. Storage and Security.** The TCO will store HQ AU A4/6 tests and any related materials in accordance with AFI 36-2201, *Air Force Training Programs, Vol. 3*, and the HQ AU A4/6 Catalog. Tests will be stored in a metal filing cabinet with a steel lock bar and a three-combination dial-type padlock, a metal file cabinet equipped with a combination lock, or an upright safe or vault accessible only to the TCO, Test Administrators, and unit commander. Padlock combinations must be changed when the TCO, Test Administrators, or unit commander changes, or at least, annually.

- a. Anytime the storage container is open, the TCO, Test Administrator, or unit commander must be present to prevent test compromise.
- b. Only testing materials will be kept in the test storage container.
- c. The test inventory and log must be accomplished every 90 days, or when a new TCO is appointed.

**2-5. Additional Requirements for Safeguarding HQ AU A4/6 Test Materials.** Each HQ AU A4/6 paper test is mailed to the wing in a sealed envelope addressed to the commander or TCO. Attached to the envelope is the answer sheet. Upon receiving the test package, the TCO will:

a. Check the course examination (CE) to see if the envelope has been tampered with (opened and resealed with tape, stapled, etc.). If it appears to have been tampered with, refer to instructions in this regulation concerning a possible compromise. **THE TEST PACKET MUST NOT BE OPENED UNTIL THE SCHEDULED TESTING PERIOD AND ONLY IN THE PRESENCE OF THE EXAMINEE.**

b. Check the answer sheet for the student's name, social security number (SSN), and the course number. **DO NOT OPEN THE TEST ENVELOPE TO CHECK THE NUMBERS** on the answer sheet. These are visible through the envelope front window by gently peeling back the paper separating the two windows and can be checked without opening the envelope. Additionally, the first three groups of numbers on the answer sheet must agree with the corresponding numbers on the CE booklet. The numbers on the answer sheet (see figure 1) represent the course number (COURSE #), the volume number (COMP ID), and the form number (EDIT CODE). The fourth number group (Program DOE) represents the course enrollment date (yymmdd). The CE booklet numbers can be seen through the window on the back of the envelope.

c. After checking the course exam as described in 2-5.b., the TCO records the exam on the test inventory log as shown in Attachment 2, Inventory Log. Locally developed test control forms, or computerized records may be used; however, the forms/records must accurately track the test from reception through destruction.

d. **IF THE THREE GROUPS OF NUMBERS DO NOT AGREE, THE TCO:**

- (1) Does not administer the examination.
- (2) Retains the answer sheet.

(3) Requests a new course exam through the e-customer help desk at: <http://afiadl.custhelp.com>.

(4) Destroys the incorrect exam booklet and annotates the test inventory log with reason for destruction, date, and signature.

(5) Makes the same checks as above when the new examination booklet is received.

(6) Destroys the duplicate CE answer sheet if received.

(7) Follows above procedures to log in the new test.

**2-6. Test Inventory.** The TCO conducts a test materials inventory at least every 90 days in accord with AFI 36-2201, Vol.3 (available on the CAP web page 'Forms and Publications' under 'Other Publications') and the HQ AU A4/6 Catalog.

a. The TCO opens the storage container and identifies each test in the container. Each test must be on the test inventory log. If a test on file is NOT on the test inventory log, annotate the examination number on the log and destroy the test booklet. (See paragraph 3-2 for destruction of test materials.) If a test is on the test inventory log but not on file, refer to paragraph 3-1 for test compromise.

b. When the inventory is completed, the TCO signs the test inventory log.

c. The test inventory log should be destroyed 24 months after the date of the inventory.

**2-7. HQ AU A4/6 Test Administration.** Tests will be administered under favorable environmental conditions including lighting, temperature, noise, and workspace. Commanders ensure that tests are administered only by the TCO or Test Administrator(s) and that precautions are taken to prevent test compromise. Tests to be taken by the unit TCO or Test Administrator(s), may be administered by the unit commander. Under no circumstances will controlled or closed book tests be released to the examinee for unsupervised completion. To do so is a test compromise. If more than 15 students are testing at one time, the TCO should appoint a test proctor to monitor students during the testing period. There should be one TCO or proctor available for each 15 students testing. TCOs take the following specific actions pertaining to HQ AU A4/6 tests:

(a) For PME tests, follow guidance in paragraph 2-8.

(b) Verify that the member taking the test is the person identified on the exam package (CAP ID, driver's license, etc.). For PME tests, follow guidance in paragraph 2-8.

(c) Ensure the time allotted for course completion has not expired. The enrollment date is on the answer sheet of paper exams as described in paragraph 2-5.b. above. **The exam must not be administered after the expiration of that enrollment which is: 12 months for CAP courses, 18 months for SOS/ACSC, and 24 months for AWC.** Enrollment extensions and resent exams will be noted with: an A (1 month), B (2 months), C (3 months), D (4 months), R (resent), or RD (resent with 4 month extension) following the enrollment date on the exam answer sheet (see figure 1).

Figure 1 – Sample Answer Sheet

**!!WARNING!!**

1. Fold along perforation several times.
2. Carefully tear along perforation.
3. Do NOT USE scissors or cut.

**DIRECTIONS**  
USE NO PENCIL  
Darken Blocks Completely  
Make No Stray Marks  
Correct Marks      Incorrect Marks

**PRINT NAME CLEARLY**  
LAST: \_\_\_\_\_  
FIRST: \_\_\_\_\_

**COURSE #**

0	1	2	3	4	5	6	7	8	9
A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z				

**COMP ID**

0	1	2	3	4	5	6	7	8	9
A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z				

**EDIT CODE**

0	1	2	3	4	5	6	7	8	9
A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z				

**SOCIAL SECURITY #**

0	1	2	3	4	5	6	7	8	9
A	B	C	D	E	F	G	H	I	J
K	L	M	N	O	P	Q	R	S	T
U	V	W	X	Y	Z				

SCANTRON FORM NO. F-6740-ECL-L  
PERSONAL DATA-PRIVACY ACT 1974

ECI FORM 35, OCT 96  
PERSONAL DATA-PRIVACY ACT 1974

**IMPORTANT**  
Match the Course #, Comp ID, and Edition Code on this form with your exam booklet. Course #, Comp ID, Edit Code, and Social Security # bubbles MUST be filled in CORRECTLY to ensure proper grading and posting to your ECI record. Do not use this form to change your student record information. Continue to use ECI Form 17 for any changes.

ABC COMP SQ  
PO BOX 1234  
ANY TOWN US 12345-6789

COURSE #    COMP ID    EDIT CODE    DATE    PROGRAM DOE

00013    900    06    071105    071105D

TEST CONTROL FACILITY  
CIVIL AIR PATROL AL WG  
RM 6  
60 SHUMACHER AVE  
MAXWELL AFB AL 36112-5903

**DO NOT administer exam if the Program Date of Enrollment (DOE) is exceeded by more than 12 months.**

See reverse for directions to enter "DATE TESTED."

"D" indicates 4 month extension added to enrollment date.  
"R" indicates resent course examination.  
"RD" indicates resent course with 4 month extension added to enrollment date.

**FOLD HERE TO INSERT IN ENVELOPE**

(d) Advise the examinee to circle the answers on the HQ AU A4/6 examination booklet before marking the answer sheet. This prevents erasures on the answer sheet.

(e) Allow three (3) hours for the course examination; however, more time may be allowed if necessary. Tests will be administered in one session only.

(f) After the test is completed, examine test materials to verify the examinee returned all materials, including authorized worksheets, if applicable.

(g) Make sure the examinee's name, grade, SSN, and date are on the front page of the student's test booklet. Fill in the date test taken on the back of the answer sheet.

(h) Allow the examinee access to the course examination only during the authorized test administration period and do not allow examinee to review the contents of the examination once the testing period has ended and the exam booklet has been returned to the test examiner.

(i) Reseal the test booklet in the original envelope and mark it for destruction in 45 days. Retain the test booklet for 45 days from the date the examinee completed the test or until notified that the examination results have been received. TELL THE EXAMINEE THAT THE EXAM BOOKLET WILL BE DESTROYED IN 45 DAYS UNLESS HE OR SHE NOTIFIES YOU THAT THE RESULTS HAVE NOT BEEN RECEIVED. If there is any question or problem concerning the examination score, retain the booklet until HQ AU A4/6 has been contacted and the matter is resolved.

(j) Collect and shred, pulp, or burn all used scratch paper and worksheets.



(k) Check the answer sheet to make sure there are no extraneous marks on it. Place the answer sheet in the envelope provided, seal the envelope, and mail to HQ AU A4/6 within 24 hours. More than one answer sheet may be sent in an envelope. Letters, notes, etc., should **NOT** be put in the answer sheet envelope because grading may be delayed. Annotations on the answer sheet will be ignored. Use the HQ AU A4/6 Customer Help Desk at: <http://afiadl.custhelp.com> for assistance.

(l) Return the completed exam booklet to the test storage container.

**2-8. Air Force PME Test Administration.** CAP members enrolled in Air Force PME courses (i.e. Air War College, Air Command and Staff College, Squadron Officer School, Senior Noncommissioned Officer Academy, and Noncommissioned Officer Academy) must be administered exams by one of the following (in order of priority):

a. Military base testing center. If you plan to test at a military base contact that base testing office to ensure an e-exam is available before scheduling the exam.

b. Under the supervision of a CAP-USAF state director or an Air Force reservist.

c. Under the supervision of two CAP members who have been approved in advance by the CAP-USAF state director.

**Note:** CAP Wing Test Control Officers must coordinate all Air Force PME examination actions with their CAP-USAF state director to ensure compliance with the above procedures. State directors are on file with AU/CFRR as Test Administrators.

**2-9. Test Scores.** HQ AU A4/6 will send the student a postcard, HQ AU A4/6 Form 9, which is the official documentation of course completion. Test results are mailed as quickly as possible. The student should retain the original HQ AU A4/6 Form 9. The student must present the Form 9 to the Unit Test Control Officer, who will update the member's CAPF 45, *Senior Member Master Record*, or CAPF 66, *Cadet Master Record*. If completion data is not on the unit Professional Development Report (PDR), copies of HQ AU A4/6 Form 9 must accompany recommendations for certain senior member awards (see CAPR 50-17). If an examinee notifies the TCO that the test results have NOT been received and HQ AU A4/6 confirms that the answer sheet has not been received, the TCO should:

a. Request a replacement answer sheet from the HQ AU A4/6 Customer Help Desk at: <http://afiadl.custhelp.com>.

b. Mark the answers from the test booklet onto the new answer sheet and forward it to HQ AU A4/6 for scoring.

c. Mark on the test booklet the date the completed answer sheet was forwarded to HQ AU A4/6. Again, retain the test booklet 45 days from the date the answers were recorded on the new answer sheet or until notified that the examinee has received the test results.

**2-10. Request for Transcript from HQ AU A4/6.** If an individual believes that a college or university may award college credit for HQ AU A4/6 courses completed, or otherwise needs proof of course completion, the individual may request a transcript from the Air University Registrar Branch (HQ AU/CFRR), 60 Shumacher St, Maxwell AFB, AL 36112-6337. A signed request may be faxed to: 334.953.8127. No fee is charged for this service. Requests must be made in writing since the

Privacy Act covers transcripts. HQ AU A4/6 verifies course completion and prepares a transcript. When requesting a transcript, the individual must provide the following information:

- a.** Name, SSN, and address including any former names.
- b.** Course number and/or title (no action can be taken if the course number is not provided).
- c.** Year completed (AU/CFRR maintains graduate history for 30 years).
- d.** Name and mailing address of school or agency for official transcript. Official transcripts are mailed to educational institutions only. Unofficial transcripts are mailed to the student and marked "Issued to Student."

## CHAPTER 3 – PROCEDURES FOR TEST COMPROMISE AND DESTRUCTION OF TEST MATERIALS

### 3-1. Compromise of CAP and HQ AU A4/6 Test Materials.

**a.** NO PART OF ANY TEST MATERIALS MAY BE DUPLICATED OR TRANSCRIBED FOR ANY REASON. This includes test booklets, individual test questions, completed answer sheets, and examination scoring keys. If insufficient copies are available, additional copies must be obtained using the procedures in appropriate regulations. Test materials may not be borrowed from other units. However, with the unit commander's approval, a reasonable number of Cadet Leadership and Aerospace Education test booklets may be reproduced to support cadet testing, cadet progression programs, as well as Senior Member Specialty track and Aerospace Yeager Test. **NOTE:** For test materials reproduced for this purpose, marking, test inventory log, storage, security, administration, destruction and compromise procedures will be handled in accordance with applicable sections of this regulation.

**b.** Only the unit commander, TCO, or Test Administrator(s) are authorized access to testing materials except as follows:

(1) Examinees during an examination session and while under supervision of the TCO or Test Administrator.

(2) Officers designated by the wing commander for the purpose of official unit inspections or investigations. Access to test materials by any other persons at any time constitutes compromise.

**c.** The following are potential compromise situations:

- (1) Failing to properly identify examinees.
- (2) Reviewing, accessing, or allowing review of or access to, controlled test materials by an individual not specifically authorized.
- (3) Having an oral or written discussion of test materials with an unauthorized person.
- (4) Bringing any unauthorized materials into the examination room.
- (5) Permitting reproduction or copying of any test materials by any unauthorized individual.
- (6) Removing test materials from the examination room without authorization.
- (7) Leaving an examinee, or group of examinees, unsupervised during a testing session.
- (8) Being unable to account for the location or disposition of test materials.
- (9) Improperly packaging or labeling test materials for mailing in a way that could result in unauthorized disclosure.
- (10) Opening, or otherwise tampering with, any package containing test materials by an unauthorized person.
- (11) Storing test materials improperly.
- (12) Destroying test materials improperly.
- (13) Taking or possessing test materials without authorization.

(14) Taking any deliberate action that could result in the unauthorized disclosure of test materials.

(15) Administering a test after the enrollment expiration date (see paragraph 2-7.c., and figure 1).

d. If possible compromise of test materials is suspected, the unit commander:

(1) Immediately suspends all testing at that testing office.

(2) Impounds all tests involved.

(3) Takes immediate action to preserve the security of all test materials whether or not they are suspected of compromise.

(4) Conducts an immediate personal investigation to determine the nature and extent of the compromise.

(5) Notifies the wing commander that a possible compromise has occurred and communicates the results of his/her personal investigation.

(6) The wing commander may direct further investigation by the unit commander or by persons outside the unit.

e. If compromise of test materials is confirmed:

(1) The unit commander notifies wing headquarters and NHQ CAP/PD in writing, listing the test materials compromised.

(2) The wing commander appoints an officer not assigned to the unit to investigate the compromise situation. Notifies the state director of a compromised PME exam. A copy of the investigation findings, recommendations, and actions taken is provided to NHQ CAP/PD as soon as possible. The wing commander takes appropriate action to ensure the security of the test materials and to prevent recurrence of the method of compromise.

**3-2. Destruction of Test Materials for CAP and HQ AU A4/6.** The TCO should destroy used, surplus, damaged, or obsolete tests by burning, shredding, or pulping, and annotate on the test inventory log the exam control number (if applicable), reason for destruction, date of destruction, and signature of the person who destroyed the test. If the TCO inadvertently destroys the wrong test, he or she should annotate the test control log and immediately contact the exam issuing authority HQ AU A4/6 at: <http://afiadl.custhelp.com> for a replacement.

**ATTACHMENT 1 – END OF COURSE (EOC) EXAM NOTIFICATION**

STUDENT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

UNIT: \_\_\_\_\_

1. Your end of course exam has been received at \_\_\_\_\_

2. HQ AU A4/6 Course No.: \_\_\_\_\_

3. Date Received: \_\_\_\_\_

4. Please e-mail or telephone immediately upon receipt of this letter. You should make every effort to test as soon as possible.

5. Testing Office Telephone: (\_\_\_\_\_)\_\_\_\_\_

6. Test Control Officer E-mail: \_\_\_\_\_

7. Testing Hours: \_\_\_\_\_

Signed: \_\_\_\_\_

Test Control Officer

## ATTACHMENT 2 – SAMPLE TEST CONTROL LOG

<b>Control Number</b>	<b>Title</b>	<b>Date Received</b>	<b>Date Destroyed</b>	<b>Destroyed By</b>
79-2	CAP Test 119a, Scoring Key	6 Jul 07		
79-3	CAP Test 119, Advanced Communications User Training Questionnaire	J. Jones	6 Jul 07 12 Aug 07	Returned
	INVENTORY COMPLETED	1 Oct 07	J. Jones	Testing Officer
80-1	CAP Test 116, General Emergency Services Questionnaire		10 Oct 07	
80-2	CAP Test 116, General Emergency Services Questionnaire	J. Jones	10 Oct 07	31 Oct 07
80-3	CAP T 116a, Scoring Key	10 Oct 07		
	INVENTORY COMPLETED	1 Jan 08	J. Jones	Testing Officer

NOTE: This form is locally produced.