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
CDC – Career Development Courses (USAF-produced)
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
PDA - Personal Digital Assistant
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
TA – Test Administrator
TCF – Test Control Facility (defined as the wing headquarters test control facility or a military test control facility identified by Air University.
TCO – Test Control Officer
CHAPTER 1 – ENSURING TEST MATERIALS SECURITY

1-1. General. Each CAP wing and unit commander will ensure positive control of testing materials to preclude compromise.

1-2. Wing Test Control Officer (TCO)/Test Administrator (TA). Each CAP wing commander will ensure positive control of testing materials to preclude compromise. They each CAP wing commander will appoint a TCO and TA(s) for test security and administration. The Wing TCO manages the wing’s Test Control Facility (TCF). These positions are usually assigned to members working in professional development and cadet programs. One of the wing test administrators must be the state director for the purpose of administering AU A4/6 supplied non CAP tests (See para 5-8). Additionally, the member (and/or wing administrator) tasked with receiving and logging the mail will be assigned as a TA solely for the purpose for logging and securing AU a4/6 tests into the TCF. State Directors and Wing Administrators will NOT be assigned as TCOs or perform the duties of a TCO or TA except as specifically outlined in this regulation. THE COMMANDER MAY NOT SERVE AS TCO OR TEST ADMINISTRATOR. TCOs and TAs will be appointed by letter (see attachment 1). The commander must keep the letter current and on file at the wing headquarters and send a copy of the appointment letter to: HQ AU/CFRR via fax to (334) 953-8127. Notify HQ AU/CFRR via fax each time any of the wing testing personnel change. TCOs and Test Administrators must be at least 21 years old.

NOTE: Members must not be appointed as a wing TCO/TA if the member is enrolled in any AU A4/6 supplied courses. If a wing TCO/TA desires to be enrolled in an AU A4/6 supplied course, the member must relinquish wing TCO/TA responsibilities and then may enroll in the desired course (There is no longer a 6-month waiting period). This restriction also applies should a wing TCO/TA enroll in a AU A4/6 supplied course as a federal employee or as a member of the Armed Forces (including National Guard or Reserve).

1-3. Subordinate Unit TCO/TA. CAP unit commanders will ensure positive control of testing materials within their units to preclude compromise. They must appoint a TCO and TA(s) if any testing materials are stored by their respective unit or if they anticipate the administration of written tests at the unit. These positions are usually assigned to members working in professional development and/or cadet programs. THE COMMANDER MAY NOT SERVE AS TCO OR TA. TCOs and TAs will be appointed by letter (see attachment 1). The unit commander must keep the letter current and on file at the unit, must send a copy to the wing headquarters TCO and must notify the wing headquarters TCO each time any of his/her unit’s testing personnel change. TCOs and TAs must be at least 21 years old.

1-4. Test Inventory Log. Each TCO will create a Test inventory log for his/her unit. Format for the Test inventory log will be in accordance with Attachment 2 of this regulation. All transactions associated with test materials will be entered onto the Test inventory log by the TCO/TA. This includes, but is not limited to, receipt, transfer, destruction and inventory of test materials, as well as administration of tests. Test inventory logs will be maintained in accordance with paragraph 1-6 and Attachment 2.

1-5. Testing Material Storage. All testing materials, regardless of source, will be stored in either (1) a metal filing cabinet equipped with a steel lock bar and a three-combination dial-type padlock, (2) a metal file cabinet equipped with an internal (built-in) combination lock, or (3) an upright safe or vault.
a. Anytime the test material storage container is open, the TCO, TA, or unit commander must be present to prevent test compromise.

b. Materials other than testing materials will not be stored in the testing material storage cabinet.

c. Lock combinations must be changed at least annually or whenever the TCO, TA(s) or unit commander changes. Document lock combination changes on test inventory log.

**1-6. Test Inventory.** The TCO conducts a test materials inventory at least every 90 days and whenever the TCO changes.

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 4-2 for destruction of test materials.) If a test is on the test inventory log but not on file, refer to paragraph 4-1 for test compromise.

b. When the inventory is completed, the TCO annotates and signs the test inventory log on the next available line (see attachment 2).
CHAPTER 2 – GUIDANCE FOR CAP SUPPLIED TESTS

2-1. 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.

2-2. Ordering Testing Materials. Only the unit commander, TCO or Test Administrator(s) (TA) may order CAP tests and answer keys (see CAPR 52-16 for exceptions with cadet tests.). 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 http://www.capmembers.com/pubs.

2-3. Storage and Security. The TCO will store CAP tests and any related materials in a metal filing cabinet as described in paragraph 1-5, above.

2-4. 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 TA(s) and that precautions are taken to prevent test compromise. Tests to be taken by the unit TCO or TA(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 TA will appoint a test proctor to monitor students during the testing period. There will be one TCO, TA or proctor available for each 15 students testing. TCOs or TA take the following specific actions pertaining to CAP tests:


   (1) Ensure the examinee is listed in eServices or 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. New cadets awaiting NHQ to process their membership application may attempt Achievement 1 tests as soon as the commander endorses their CAP Form 15, Application for Cadet Membership.

   (2) Will be administered in accordance with the instructions displayed in the on-line test or as specified in the hard copy of the test booklet.

   (3) Prohibit the possession of electronic devices (e.g., calculators, PDAs, watches, beepers, cell phones, etc.) that would bring an unfair advantage or test compromise; or that may emit a sound that could be distracting to the examinees.

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

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

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

   (7) Cadets may assist TCOs in administering drill and ceremonies performance tests. However, only the TCO will evaluate the various tasks as pass or fail.

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

   (9) Destroy working papers, notes, etc., when the examination has been completed.
(10) 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. Will be administered according to the instructions displayed by the software or as specified in the hard copy of the test booklet.

2-5. 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 in the Cadet Promotions Application in e-services, or alternately, on the front of CAPF 66, Cadet Master Record. Successful test completion for seniors will be entered on CAPF 45, Senior Member Master Record, as appropriate.
CHAPTER 3 – PROCEDURES FOR COMPROMISES OF CAP SUPPLIED TESTS

3-1. General.

a. HQ CAP, CAP wing and unit commanders, and CAP unit TCOs share responsibility in preventing loss or compromise of CAP-supplied tests. This chapter discusses those shared responsibilities in the event of a CAP-supplied test compromise.

b. 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.

   (1) Exception for paper-based Cadet and Aerospace tests. 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. When reproducing tests, the following numbering system will be used and annotated on each copy to ensure accountability: Date (DD MMM YY) / Number System (Test # of Total #)…Example: 24 Nov 09 / 3 of 5.

   (2) On-line tests. Online test questions/answers, regardless of whether methodology is open- or closed-book will not be downloaded, printed, or shared (see CAPR 52-16 for exceptions with cadet tests).


a. Many CAP-supplied tests are administered on-line either through the National Technology Center (NTC) or through CAP’s Blackboard learning management system. These on-line tests are open-book, open-note tests. However, there are some tests, such as cadet program leadership and aerospace tests, as well as specially-produced tests for unique events and courses, which must be controlled.

b. All CAP members who handle, administer, take, or participate in CAP programs and courses are prohibited from any actions that could result in the possible compromise of a CAP-supplied test.

c. Only the unit commander, TCO, or TAs are authorized access to controlled CAP-supplied testing materials except as follows:

   (1) Examinees during a proctored exam session under the supervision of a TCO or TA (for those tests requiring supervision).

   (2) Members officially assigned by the appropriate commander for the purpose of conducting official compliance inspections, staff assistance visits and/or complaint investigations in accordance with the 123 series of CAP regulations. Access to test materials by any other persons at any time constitutes a test compromise.

3-3. Potential Compromise Situations.

a. The following are potential compromise situations that can occur as a result of actions taken on the part of members who develop, handle, administer, or participate in using CAP-produced test materials. This list is not all-inclusive.
(1) Copying, faxing, e-mailing, downloading, or borrowing test materials outside of the conditions listed in paragraphs 3-1a and b.

(2) Failing to properly identify examinees.

(3) Reviewing, accessing, or allowing review of or access to, controlled test materials by an individual not specifically authorized.

(4) Having an oral or written discussion of test materials with an unauthorized person.

(5) Bringing any unauthorized materials into the examination room.

(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.


a. If a possible compromise of test materials is suspected, the unit commander:
   
   (1) Immediately suspends all testing of CAP-supplied tests 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 inquiry to determine the nature and extent of the compromise.

   (5) Notifies the wing commander within 48 hours that a possible test compromise has occurred and communicates the results of his/her personal inquiry.

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

b. If a compromise of CAP-supplied test materials is confirmed:

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

   (2) The wing commander appoints an officer not assigned to the unit to investigate the compromise situation. A copy of the investigation findings, recommendations, and actions taken is provided to the CAP region commander and NHQ CAP/PD as soon as possible.

   (3) The wing commander takes appropriate action to ensure the security of the test materials and to prevent recurrence of the method of compromise.
CHAPTER 4 – GUIDANCE FOR HQ AU A4/6 SUPPLIED CAP PRODUCED TESTS

4-1. HQ AU A4/6 Tests. HQ AU A4/6 is the USAF correspondence school. It has helped create, distribute, and grade the course examinations for a number of CAP-specific training programs without cost to senior members and cadets who have received the Billy Mitchell Award or higher. Instruction includes 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 AU A4/6 (refer to paragraph 5-3).

NOTE: Students must use their Social Security Number (SSN) on all correspondence with AU A4/6.

4-2. Establishing an AU A4/6 Test Control Facility. Procedures for AU A4/6 supplied tests will be the same as those described in paragraph 5-2.

4-3. Ordering Testing Materials. Procedures for AU A4/6 supplied tests will be the same as those described in paragraph 5-3.

4-4. Storage and Security. Procedures for AU A4/6 supplied tests will be the same as those described in paragraphs 5-4 through 5-7.

4-5. Persons Authorized to Handle AU Supplied CAP-Produced Tests.

a. All persons who handle, administer, take, or participate in the extension course program are prohibited from any actions that could result in the possible compromise of CEs.

b. Only the wing or unit TCO or TAs are authorized access to testing materials except as follows:

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

   (2) Members officially assigned by the appropriate commander for the purpose of conducting official compliance inspections, staff assistance visits and/or complaint investigations in accordance with the 123 series of CAP regulations. Access to test materials by any other persons at any time constitutes a test compromise.

4-6. AU Supplied CAP-Produced Test Administration, General.

a. Procedures for AU supplied CAP-produced test administration will be the same as those described in paragraph 5-7, below.

b. Only AU Supplied CAP-produced tests may be sent to subordinate units for administration.

4-7. Destruction of Test Materials for AU A4/6 Supplied CAP Produced Tests. The TCO shall destroy used, surplus, damaged or obsolete tests by burning, cross-cut 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 an AU A4/6-supplied CAP-produced test is sent to a subordinate unit for administration, the unit TCO will also e-mail the wing TCO with the date and method of destruction. If the TCO inadvertently destroys the wrong test, he or she will annotate the Test Inventory Log and immediately contact the exam issuing authority AU A4/6 at: http://www.auecampussupport.com for a replacement.
CHAPTER 5 – GUIDANCE FOR AU A4/6 SUPPLIED NON-CAP TESTS

5-1. HQ AU A4/6 Tests.  HQ AU A4/6 is the USAF correspondence school. Its courses are available without cost to senior members and cadets who have received the Billy Mitchell Award or higher. Instruction includes many levels of professional military education and CDC courses in a wide variety of subjects. The closed-book tests are centrally controlled and ordered through AU A4/6 (refer to 5-3 below).  **NOTE:** Students must use their Social Security Number (SSN) on all correspondence with AU A4/6.

5-2. Establishing an AU A4/6 Test Control Facility.

   a. All official communication between the AU A4/6 or the Air University Registrar (AU/CFRR) 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). 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.

   b. The e-mail address approved by AU/CFRR is the primary means of communication between AU/CFRR and the wing TCFs. TCOs must be the recipients of these e-mails and must check this e-mail account on a regular basis to ensure that they are always able to receive communications/guidance from AU/CFRR regarding their TCF.

   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 paragraph 5-2a, 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/tcfst/login.jsp. The TCO must then login using the new shred code, take the survey, complete the update of TCO and TA 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 mailing 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.

5-3. Ordering Testing Materials.  Upon completion of a course, students must use the HQ AU A4/6 Customer Help Desk (http://www.aucampusupport.com) to request a course exam. CAP members are not eligible to order electronic tests (e-exams). 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. Wing headquarters is the test control office for AU A4/6 tests except as noted in paragraph 5-6 below (refer to http://www.capmembers.com/cap_university/au_a46_test_control_officer.cfm for complete details on processing test requests). Answer sheets are included in the test package and need not be ordered. Attachment 3 is a sample End Of Course (EOC) Exam notification to students that may be used by unit TCOs.
5-4. Transfer of AU A4/6 Supplied Non-CAP Tests. The TCO is authorized to transfer the CE to another official test control facility (wing TCF) for a member who is departing to another wing permanently or for an extended temporary period. The TCO must verify a permanent reassignment through eServices. For extended temporary period reassignments (such as members who winter or summer in another wing), the test transfer must be approved, in writing, by the CAP wing commander having geographical responsibility of each TCF. Annotate on the test inventory log the new TCF address, date of transfer, and signature of person making the test transfer.

NOTE: CEs may be forwarded only to official AU TCFs. The departing student must not hand carry the examination to the new testing facility. The CE package must be securely wrapped, identified as “CONTROLLED TEST MATERIAL – TO BE OPENED BY TEST CONTROL OFFICER ONLY.” This packet must be placed inside another envelope and mailed to the new testing facility by first-class mail. Exams cannot be e-haired.

a. Both wing commanders will submit their written approvals to the TCF initially having possession of the CE.

b. The TCO executing the transfer will include copies of the written wing commander approvals in the envelope when the CE is mailed to the new TCF. The CAP wing commander approvals will be attached to the Test Inventory Log of both TCFs and will be maintained for as long as that Test Inventory Log is maintained.

5-5 Additional Requirements for Safeguarding AU A4/6 Test Materials. Each AU A4/6 paper test is mailed to the wing in a sealed envelope. 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 (ymmmdd). 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 5-5b, 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.

(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.


a. All persons who handle, administer, take, or participate in the extension course program are prohibited from any actions that could result in the possible compromise of CEs.

b. Only the Wing TCO or Wing Test Administrator(s) (TA) (unit TCOs and TAs are NOT authorized to handle AU A4/6 Supplied Non-CAP Tests) are authorized access to testing materials except as follows:

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

   (2) Members officially assigned by the appropriate commander for the purpose of conducting official compliance inspections, staff assistance visits and/or complaint investigations in accordance with the 123 series of CAP regulations. Access to test materials by any other persons at any time constitutes a test compromise.

5-7. AU A4/6 Test Administration, General. 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. 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 AU A4/6 tests:

a. For CDC and PME tests, follow guidance in paragraph 5-8.

b. Verify that the member taking the test is the person identified on the exam package (CAP ID, driver’s license, etc.). For CDC and PME tests, follow guidance in paragraph 5-8.

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 5-5b, above. **The exam must not be administered after the expiration of that enrollment: refer to individual course timeline & policy to determine enrollment expiration date.** 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).

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.

Figure 1 – Sample Answer Sheet

- 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.

- Collect and shred, pulp, or burn all used scratch paper and worksheets.

- 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 AU A4/6 within 24 hours. More than one answer sheet may be sent in an envelope. Letters, notes, etc., must NOT be put in the answer sheet envelope because grading may be delayed. Annotations on the answer sheet will be ignored. Use the AU A4/6 Customer Help Desk at: http://www.auecampussupport.com for assistance. DO NOT GIVE the envelope with the completed CE answer sheet to the student to mail.

- Return the completed exam booklet to the test storage container and annotate on the Test inventory log.
5-8. **AU A4/6 Supplied Non-CAP Tests Administration.** CAP members enrolled in Air Force CDC or PME courses (i.e. Air Force career courses, 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. Plan to test at a military base. Contact that base testing office to ensure an e-exam is available before scheduling the exam. If the base testing center is unable to service the exam, obtain written documentation stating such from a test facility representative or a base services squadron representative; provide this “base unable to service exam documentation” to your wing’s TCO prior to scheduling an exam with that CAP TCO, then you may test in accordance with paragraph 5-8b, below.

   b. Under the supervision of a CAP-USAF state director or a CAP-USAF reservist who is identified by the wing as a test administrator.

   **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 must be on file with AU/CFRR as Test Administrators. The TCO will attach the “base unable to service exam documentation” to the test inventory log prior to administering the exam.

5-9. **Test Scores.** AU A4/6 will send the student a postcard, 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 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 in the member’s eServices master record, copies of 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 will:

   a. For paper exams, request a replacement answer sheet from AU/A4/6 via [http://www.auecampusupport.com](http://www.auecampusupport.com). The TCO or TA must mark the answers from the test booklet onto the new answer sheet and forward it to AU/A4L for scoring. Do not allow the student to re-mark the answer sheet. The marked responses will then be double-checked by another authorized testing official to ensure total accuracy.

   b. Mark on the test booklet the date the replacement answer sheet was forwarded to AU A4/6. Retain the test booklet for 45 days more days or until the score is validated in eServices or the certificate is presented by the student. Annotate the destruction of the test booklet on the test inventory log.

   c. Destroy the test booklet after notification that the student received the test results, or the 45 days have elapsed, or score is validated in eServices or the certificate is presented by the student. Annotate the destruction of the test booklet on the test inventory log.

5-10. **Request for Transcript from AU A4/6.** If an individual believes that a college or university may award college credit for 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 by simply going on line at [http://www.au.af.mil//au/registrar.asp](http://www.au.af.mil//au/registrar.asp) or 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. 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."

5-11. **Destruction of Test Materials for AU A4/6 Supplied Non-CAP Tests.** The TCO shall destroy used, surplus, damaged or obsolete tests by burning, cross-cut 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 annotates the Test Inventory Log and immediately contacts AU A4/6 at: [http://www.auecampusupport.com](http://www.auecampusupport.com) for a replacement.
CHAPTER 6 – PROCEDURES FOR TEST COMPROMISE OF AU A4/6 SUPPLIED TEST MATERIALS

6-1. General. AU A4/6, HQ CAP, HQ CAP-USAF, CAP-USAF Liaison Region Commanders, CAP Wing Commanders, and CAP TCFs share responsibility in preventing loss or compromise of AU A4/6 course exams (CEs). This chapter discusses the shared responsibilities emphasizing the role of CAP members in the test control process and their responsibilities in the event of a test compromise.

6-2. Potential Compromise Situations. The following are potential compromise situations that can occur as a result of actions taken on the part of individuals who develop, handle, administer, or participate in the AU CE program. This list is NOT all-inclusive:

   a. Reproducing, copying, faxing, or e-mailing course materials or any parts thereof.
   b. Failing to properly identify examinees.
   c. Administering any course exam to a student that does not have an active open enrollment for the course exam being administered (enrollment expired), or to an individual whose membership has expired or who has been suspended from CAP participation.
   d. Reviewing, accessing, or allowing review of or access to, controlled test material by any individual not specifically authorized.
   e. Having an oral or written discussion of test materials with an unauthorized person.
   f. Bringing any unauthorized materials into the examination room.
   g. Permitting reproduction or copying of any test materials by any unauthorized individual.
   h. Removing test materials from the examination room without authorization.
   i. Leaving an examinee, or group of examinees, unsupervised during a testing session.
   j. Being unable to account for the location or disposition of test materials.
   k. Improperly packaging or labeling test materials for mailing in a way that could result in unauthorized disclosure.
   l. Opening, or otherwise tampering with, any package containing test materials by an unauthorized person.
   m. Storing test materials improperly.
   n. Destroying test materials improperly.
   o. Taking or possessing test materials without authorization.
   p. Taking any deliberate action that could result in the unauthorized disclosure of test materials.
   q. Administering a test after the enrollment expiration date (see paragraph 3-7b).

6-3. Test Compromises

   a. When a course exam in believed to be lost, in danger of compromise, or compromise is suspected to have occurred the following actions must be taken:
   b. TCF/TCO/Wing Commander Responsibility:
(1) Immediately suspend all testing at the TCF of the specific Course Examination that was compromised.

(2) Immediately impound all tests involved.

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

(4) Immediately notify AU/CFRR (student.services@maxwell.af.mil), HQ CAP/PD, the CAP-USAF Liaison Region Commander, and the wing’s CAP-USAF State Director of the possible compromise and include the following information:

   (a) Test identification (course number and title, comp ID, edit code, date, and program DOE code [found on exams and answer sheet]).

   (b) Date or probable date of loss or compromise

   (c) Location and extent of jeopardized area.

   (d) Verification that all testing of the jeopardized test has been stopped and tests impounded.

(5) AU/CFRR will provide the TCO (at the TCF’s e-mail address) with additional instructions for investigating a potential compromise via e-mail.

c. CAP-USAF Liaison Region Commanders have responsibilities pertaining to potential test compromises of AF CDCs and PME courses as specified in Air University and CAP-USAF guidance.

d. HQ CAP/PD Responsibilities

   (1) Monitor the progress of the investigation.

   (2) Coordinate to ensure that CAP-USAF and AU/CFRR has been forwarded the final report and include any additional recommendations.

e. AU/CFRR has responsibilities pertaining to potential test compromises as specified in Air University Guidance. CAP can expect that AU/CFRR:

   (1) Notify the TCF upon the receipt of the initial e-mail from the TCO or commander to suspend testing for the course exam identified and provide the investigating officer any assistance required.

   (2) Follows internal policies concerning the assurance of test control for the course involved.

   (3) Notify TCO via e-mail to resume testing when investigation is complete and remedial action is taken to assure positive control of test materials.
ATTACHMENT 1 – SAMPLE TCO AND/OR TA APPOINTMENT LETTER

(INSERT CURRENT DATE)

MEMORANDUM FOR:  AIR UNIVERSITY REGISTRAR  
FOR:  AUA4/6 TEST CONTROL FACILITY OFFICER  
THROUGH: COMMANDER  

FROM: (INSERT ORGANIZATION)  

SUBJECT: Appointment of Test Control Officer/Administrator for Test Control Facility (INSERT TCF ZIP CODE/SHRED).

1. The following individual is appointed as Test Control Officer for (INSERT UNIT NAME).

   Test Control Officer:  
   Last Name: Email Address:  
   First Name:  
   Rank:  
   DSN Phone: DSN Fax:  
   Comm Phone: Comm Fax:  

   I (SIGNATURE OF APPOINTEE) have been briefed on DL testing policies and procedures.

2. The following individuals are appointed as Test Administrators for (INSERT UNIT NAME).

   Test Administrator:  
   Last Name: Email Address:  
   First Name:  
   Rank:  
   DSN Phone: DSN Fax:  
   Comm Phone: Comm Fax:  

   I (SIGNATURE OF APPOINTEE) have been briefed on DL testing policies and procedures.

   Alternate Test Administrator:  
   Last Name: Email Address:  
   First Name:  
   Rank:  
   DSN Phone: DSN Fax:  
   Comm Phone: Comm Fax:  

   I (SIGNATURE OF APPOINTEE) have been briefed on DL testing policies and procedures.
3. This appointment is in accordance with the AU A4/6 (formerly AFIADL) Catalog and AFI 36-2201.

   **TCO SIGNATURE**  
   **TCO SIGNATURE BLOCK**

   *(INSERT CURRENT DATE)*

   1st Ind, *(INSERT COMMANDER’S UNIT/OFFICE SYMBOL)*

MEMORANDUM FOR AU/A4/6

I concur with the appointments as stated above.

   **COMMANDER SIGNATURE**  
   **COMMANDER SIGNATURE BLOCK**

Note: The AU/CFRR database must also be updated concurrently with each appointment change through the following link:  

NOTE: This form is locally produced.
<table>
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<th>Control Number</th>
<th>Date of Log Entry</th>
<th>Course Number &amp; Title/Event</th>
<th>Date of Enrollment</th>
<th>Date Received</th>
<th>Date Transferred to Administering TCO</th>
<th>Date Administered</th>
<th>Date Returned to Safe</th>
<th>Date Destroyed</th>
<th>Destroyed By or Lock Changed By</th>
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</thead>
<tbody>
<tr>
<td>09-1</td>
<td>2 Feb 09</td>
<td>AU 00013 CAP Senior Officer Course</td>
<td>081105</td>
<td>090202</td>
<td>N/A</td>
<td>090405</td>
<td>090405</td>
<td>090426</td>
<td>B. Taylor</td>
</tr>
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<td>09-2</td>
<td>16 Apr 09</td>
<td>AU 00013 CAP Senior Officer Course</td>
<td>091214</td>
<td>090415</td>
<td>100416</td>
<td>090501</td>
<td>090501</td>
<td>100531</td>
<td>L. Piacente</td>
</tr>
<tr>
<td>09-3</td>
<td>12 May 09</td>
<td>CAPT 50 Model Rocketry Written Exam</td>
<td>N/A</td>
<td>090512</td>
<td>N/A</td>
<td>090612</td>
<td>090612</td>
<td>N/A</td>
<td>Returned</td>
</tr>
<tr>
<td>09-4</td>
<td>3 Jun 09</td>
<td>CAPT 60 Wright Bros w/Answer Keys</td>
<td>N/A</td>
<td>090604</td>
<td>N/A</td>
<td>090812</td>
<td>090812</td>
<td>N/A</td>
<td>Returned</td>
</tr>
<tr>
<td>09-5</td>
<td>30 Jun 09</td>
<td>INVENTORY COMPLETED</td>
<td>N/A</td>
<td>090630</td>
<td>J. Jones</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes:
1. Test inventory logs are maintained by calendar year, e.g. 2009. Begin new log 1 January of every year.
2. Log transactions as they occur.
3. Complete inventories of all testing materials at least every 90 days, or when a TCO changes IAW paragraphs 2-4 and 5-7.
4. Inventory control number: last two digits of year, dash, individual test control number assigned (not required for test inventory/lock combination documentation lines).
5. Insert course number and title.
6. Insert date of enrollment (for AU Course Exams) found on “Program DOE” Block on official answer sheet. Use a date format (YYMMDD). Courses normally expire 12 months after enrollment.
7. Date test received by Test Control Facility. Use date format (YYMMDD)
8. Date forwarded to administering TCO (YYMMDD). Use when custody of test is transferred from unit to unit. Transfer custody in accord with CAPR 50-4.
9. Date administered is date test is administered (YYMMDD). New entry every time test is administered.
10. Date returned to safe (YYMMDD). Date test is returned to secure safe/filing cabinet.
11. Date Destroyed (YYMMDD)
12. Destroyed by or lock changed by: sign initials of person destroying test or changing lock combination (in accord with CAPR 50-4).
13. Use this space for entering date of test inventory.
14. Use this space to log name of TCO inventorying tests in accord with CAPR 50-4.

Show “returned” if test is reusable and has been returned to its secure safe/filing cabinet.
ATTACHMENT 3 – 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