

Milestone Test Instructions with Coronavirus Waiver

24 March 2020

To keep cadets engaged in CAP during the Coronavirus emergency the National Commander has authorized testing accommodations in [Wavier Letter 20-01, March 2020](#). The following guidance is meant to assist testing officers and trusted adult proctors with the home testing processes during this time.

Squadron Testing Officer

When a cadet indicates that they're ready to attempt a milestone exam, have them identify an adult in their household to assist with proctoring the test. This may be a parent or other trusted adult. Obtain the proctor's phone number and email and set up a time to call and brief them on the process.

Briefing. Please discuss the following points with the test proctor and answer any questions.

- Closed book. Proctor should know that milestone tests are closed book exams and cadet may not have any reference materials while completing the exam.
- Timing. Most milestone exams are 60 minutes. Note: Wright Brothers Exam is untimed.
- Obtaining test. In most cases the testing officer will email the test as a PDF file. For households without internet access the testing officer may print and drop in family mailbox if convenient.
- Cadet's Answers. Cadets may take test on paper if printing is available. Otherwise they may record their answers in a word document or a sheet of notebook paper.
- Grading. Proctor will send cadet's answers to testing officer for grading. Snapping a photo on a smart phone is likely the easiest solution.
- Feedback. The unit testing officer provides the score to the cadet and, if possible, identifies the question numbers he or she answered incorrectly so that the cadet can review those and informally correct the test to 100%.

Download test. Hard copies of the milestones can be downloaded by senior members assigned as testing officers from the Learning Management System. Download the exam. Note that the file includes the answer key at the end. Retain this answer key for grading. Remove the answer key in the file you send to the proctor. Send these instructions along with the exam.

eServices > Online Learning > Learning Management System >
[Download Quiz](#) > Select Milestone

Grading. The test proctor will administer the test and send you the results. Please grade the exam and arrange a time to review questions the cadet answered incorrectly. If the cadet passed it's still important to go over the questions they missed. If they failed, talk with the cadet about any incorrect responses and have them make a note of the learning objectives or

modules they should review before their next attempt. Passing scores may be entered in the Cadet Promotions module.

Retesting. If the cadet did not pass the exam discuss plans for retesting. A new exam should be downloaded for each attempt. Do not reuse the same exam for retesting.

Exam Proctor

Thank you for your assistance keeping the cadets engaged and progressing in the Cadet Program during this difficult time. When you administer the exam the form of the test may vary. Exam may be printed and answers circled on the paper. Alternately, the cadet may indicate answers in a word document or on a sheet of notebook paper.

Milestone exams are closed book. Ensure that the cadet does not have any reference materials while they are taking the exam. The Wright Brothers exam is untimed while all other milestone exams have a 60 minute time limit. If the cadet is taking a timed exam start a timer when they are ready to begin. Give 30 minute, 10 minute, 5 minute and 1 minute warnings as necessary. Testing must stop once time runs out on timed tests.

When test is completed please return to the squadron testing officer for grading. Hard copies may be scanned or photographed, documents may be emailed. The testing officer will grade the exam and get in contact with the cadet to share the results.

Special Considerations

eServices. If a parent or other adult in cadet's household is a testing officer the Milestone exam may be completed in eServices. Otherwise testing should be completed with downloaded exams. Testing officers should not share their eServices passwords to allow cadets or parents to test online.

Wright Brothers. The Wright Brothers exam consists of two parts. Part 1 is multiple choice and Part 2 is a practical drill test. Part 2 is waived under the current Coronavirus accommodations. Local leaders will indicate cadet passed drill on same date as they passed the leadership test with 20 drill standards met. Although an imperfect method, this approach is available immediately, without need for reprogramming eServices.

Cadets with Special Needs. Cadets will receive the same accommodations testing at home that they would in the squadron environment.