



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CAP REGULATION 50-4

25 OCTOBER 2012

INCLUDES CHANGE 1, 9 AUGUST 2013

Training

TEST ADMINISTRATION AND SECURITY

This regulation explains general procedures for handling tests in Civil Air Patrol (CAP).

SUMMARY OF CHANGES.

This revision deletes all references to AU-CAP Test Control facilities; and clarifies the functions and responsibilities of CAP test control. It also changes the title of Test Control Officer to Testing Officer (TO) to align with eServices. CAP testing officers will be assigned through eServices rather than by letter. Various office symbols and sample dates have been updated. **Note: Shaded areas identify new or revised material.**

| Table of Contents | Page |
|---|------|
| CHAPTER 1 – ENSURING TEST HANDLING SECURITY | 2 |
| 1-1. General..... | 2 |
| 1-2. Wing Testing Officer (TO)..... | 2 |
| 1-3. Subordinate Unit Testing Officer | 2 |
| 1-4. Test Inventory Log | 2 |
| 1-5. Testing Material Storage | 2 |
| 1-6. Test Inventory..... | 2 |
| CHAPTER 2 – GUIDANCE FOR CAP TESTS | 3 |
| 2-1. General..... | 3 |
| 2-2. Ordering Testing Materials..... | 3 |
| 2-3. Storage and Security..... | 3 |
| 2-4. Test Administration..... | 3 |
| 2-5. Test Scores..... | 3 |
| CHAPTER 3 – PROCEDURES FOR COMPROMISES OF CAP TESTS | 4 |
| 3-1. General..... | 4 |
| 3-2. Persons Authorized to handle CAP Tests..... | 4 |
| 3-3. Reporting/Investigation Procedures for Suspected/Actual Compromise of CAP Test Materials | 4 |
| ATTACHMENT 1 – POTENTIAL COMPROMISE SITUATIONS | 6 |
| ATTACHMENT 2 – SAMPLE TEST INVENTORY LOG | 7 |

Supersedes: CAPR 50-4, 10 March 2010.

OPR: PD

Distribution: National CAP website.

Pages: 7

Notice: CAP publications and forms are available digitally on the National CAP website at: http://www.capmembers.com/forms_publications__regulations/

CHAPTER 1 – ENSURING TEST HANDLING SECURITY

1-1. General. Each CAP wing and unit commander will ensure positive control within their units (and subordinate units) of testing materials to preclude compromise.

1-2. Wing Testing Officer (TO). Each CAP wing commander will appoint a TO for test security and administration. The Wing TO and assistants (if required) manages the wing's headquarters unit testing program and assists the commander in ensuring the compliance of subordinate units. **THE COMMANDER MAY NOT SERVE AS TO or ASSISTANT.** The TO will create a test inventory log for his/her unit if the unit is issued paper tests and/or it has paper tests in its possession. TOs/assistants are appointed in the duty positions module of eServices. TOs/assistants must be senior members. **NOTE:** A TO (or assistant) may not handle a test that he or she is going to take that day. The test must be administered by another TO or assistant or the unit commander.

1-3. Subordinate Unit Testing Officer. Subordinate unit commanders must appoint a TO and assistants (if required) if any testing materials are stored by their respective unit or if they anticipate the administration of written tests at the unit. **THE COMMANDER MAY NOT SERVE AS TO OR ASSISTANT.** TOs and assistants are appointed in the duty positions module of eServices. TOs/assistants must be senior members.

1-4. Test Inventory Log. The TO will create a test inventory log for his/her unit if the unit is issued paper tests and/or it has paper tests in its possession. The inventory log may be on paper or electronic. Format for the test inventory log will be in accordance with Attachment 2 of this regulation. All transactions associated with hard-copy test materials will be entered onto the Test inventory log by the TO/assistant. 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 retained in accordance with CAP Regulation (CAPR) 10-2, Files Maintenance and Records Disposition.

1-5. Testing Material Storage. All hard-copy testing materials will be stored in a lockable (key or combination) metal cabinet. It can be a safe, filing cabinet or standing cabinet. Nothing other than testing materials can be stored in the locked area. For example, test materials can be placed in a drawer of a filing cabinet, but the drawer must be locked independently so unauthorized personnel would not have access. This could be accomplished with a hasp and padlock on the drawer. If a unit or wing does not have paper tests assigned, they do not need to have the cabinet.

a. Anytime the test material storage container is open, the TO, assistant or unit commander must be present to prevent test compromise.

b. Locks or combinations must be changed at least annually or whenever the TO, assistant(s) or unit commander changes. Document lock or combination changes on test inventory log.

1-6. Test Inventory. The TO conducts a test materials inventory at least every 180 days and whenever the TO or assistant(s) changes.

a. The TO 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. (Tests will be shredded or burned.) 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 TO annotates and signs the test inventory log on the next available line (see attachment 2).

CHAPTER 2 – GUIDANCE FOR CAP TESTS

2-1. General. Tests may be open or closed book and administered at the local level by the TO/assistant. CAP regulations governing specific 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*, etc.

2-2. Ordering Testing Materials. While most tests are electronic, some paper tests exist. Only the unit commander, TO or assistant(s) may order 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 CAP Index 0-9, *Numerical Index of CAP Forms, Tests Material, and Certificates*.

2-3. Storage and Security. The TO 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 in favorable environmental conditions. Commanders ensure that tests are administered only by the TO/assistant(s) and that precautions are taken to prevent test compromise. Tests taken by the unit TO/assistant(s) may be administered by the unit commander. Under no circumstances will controlled or closed book tests be released for unsupervised completion. This is a test compromise, in which case commanders will follow the procedures outlined in Chapter 3. When administering tests, TOs/assistants will take the following actions:

a. Closed-Book Tests.

(1) Confirm examinee's membership. Note control numbers on test booklets given examinees. Ensure all tests are returned at the end of the session.

(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 any electronic devices 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 or to copy test items/answers.

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

(6) Once examinees enter the testing area they may not leave until their personal test is completed. Examinees will exit the testing area when they have completed their personal test.

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

(8) TOs/assistants will 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 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 told of their score and whether they passed as soon as practical after the examination. Entries documenting completion of cadet test requirements are made in the Cadet Promotions Application in eServices or on CAP Form (CAPF) 66, *Cadet Master Record*. Test completion for seniors are entered on CAPF 45, *Senior Member Master Record*, as appropriate.

CHAPTER 3 – PROCEDURES FOR COMPROMISES OF CAP TESTS

3-1. General.

a. NHQ, CAP region, wing and unit commanders, and CAP unit TOs share responsibility in preventing loss or compromise of CAP tests. This chapter discusses those shared responsibilities in the event of a CAP test compromise. NOTE: A partial list of situations which may constitute a test compromise is included at Attachment 1.

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.** The unit commander may approve the reproduction of a reasonable number of Cadet Leadership and Aerospace Education test booklets to support cadet testing, cadet progression programs, as well as the aerospace Yeager Test. NOTE: Reproduced test materials are active tests and will be handled in accordance with this regulation. When reproducing tests, the following system is 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 open- or closed-book, will not be downloaded, printed, or shared (see CAPR 52-16 for exceptions with cadet tests).

3-2. Persons Authorized to handle CAP Tests.

a. Many CAP tests are administered on-line. 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. Only the unit commander, TO or assistant(s) are authorized access to controlled CAP testing materials except as follows:

(1) Examinees during a proctored exam session under the supervision of a TO/assistant (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 investigations in accordance with CAP regulations. Access to test materials by any other persons at any time constitutes a test compromise.

3-3. Reporting/Investigation Procedures for Suspected/Actual Compromise of CAP Test Materials.

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

(1) Immediately suspends all testing of CAP 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 test materials is confirmed:

(1) The unit commander notifies the wing commander in writing, as well as the region commander, 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 as soon as possible. The region commander notifies the NHQ CAP OPR of the compromise investigation and findings.

(3) The wing commander takes appropriate action to ensure the security of the test materials and to prevent recurrence of the method of compromise.

CHARLES L. CARR, JR.
Major General, CAP
Commander

ATTACHMENT 1 – POTENTIAL COMPROMISE SITUATIONS.

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 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.

ATTACHMENT 2 – SAMPLE TEST INVENTORY LOG
Your Wing (or Unit) YEAR 20XX

| Transaction Number ¹ | Date of Transaction ² | Test Title and Control Number (or Action) ³ | Date Administered ⁴ | Date Returned to Cabinet ⁵ | Date Destroyed ⁶ | Handled by ⁷ |
|---------------------------------|----------------------------------|--|--------------------------------|---------------------------------------|-----------------------------|-------------------------------|
| | 2 Jan 12 ⁸ | TEST INVENTORY COMPLETED ⁹ | | | | <i>G. Rauer</i> ¹⁰ |
| 12-1 | 16 Feb 12 | CAP Mitchell Exam w/ Answer Keys | 16 Feb 12 | 16 Feb 12 | N/A | <i>L. Piccotti</i> |
| 12-2 | 12 Mar 12 | Model Rocketry Written Exam w/answer Keys | 12 Mar 12 | 12 Mar 12 | N/A | <i>L. Piccotti</i> |
| 12-3 | 3 May 12 | CAP Wright Brothers w/Answer Keys | 3 May 12 | N/A | 3 May 12 | <i>G. Rauer</i> |
| | 2 Jul 12 | TEST INVENTORY COMPLETED | | | | <i>G. Rauer</i> |
| | 13 Jul 12 ¹¹ | CAP Earhart Exam w/ Answer keys received from NHQ | | | | <i>G. Rauer</i> |

Notes:

1. Test inventory logs are maintained by calendar year, ex: 2012. Begin new log 1 January of every year.
2. Log transactions *as they occur*.
3. Test Title and Inventory control number: last two digits of year, dash, individual test control number assigned.
4. Date given is date test is administered (DD Month YY). New entry every time test is administered.
5. Date returned to cabinet (DD Month YY). Date test is returned to secure safe/file cabinet.
6. Date Destroyed (DD Month YY)
7. Handled by: sign initials of person accessing test.
8. Use this space for entering date of test inventory.
9. Complete inventories of all testing materials at least every 180 days, or when a TO changes IAW paragraphs 2-4.
10. Use this space to log name of TO inventorying tests in accord with CAPR 50-4.
11. Use this space for entering date of test receipt.



NATIONAL HEADQUARTERS CIVIL AIR PATROL

CHANGE 1

CAP REGULATION 50-4

9 AUGUST 2013

Training

TEST ADMINISTRATION AND SECURITY

CAP Regulation 50-4, 25 October 2012, is changed as follows:

Page-Insert Change.

Remove

Insert

1/2

1/2

Note: Shaded areas identify new or revised material.

CHARLES L. CARR, JR.

Major General, CAP

Commander