



NATIONAL HEADQUARTERS
CIVIL AIR PATROL
UNITED STATES AIR FORCE AUXILIARY
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Maxwell AFB AL 36112-6332

1 February 2021
Waiver Memo 21-01

MEMORANDUM FOR ALL UNIT COMMANDERS

FROM: CP

SUBJECT: Updated cadet promotion and CP specialty track guidance while COVID continues

Situation:

When the COVID emergency began in Spring 2020, we published several waivers and policy guidelines to empower local leaders to help cadets succeed despite their inability to meet in-person.

This memo consolidates those earlier documents and extends their expiration dates.

There is nothing fundamentally new in this memo that had not already been published in Spring 2020, except for one item: cadets are now temporarily authorized to earn the Earhart without an encampment (see Section 4 on page 4 below).

Section 1:

Interim Change Guidance – CAPR 60-1, *Cadet Program Management*

Overview. All requirements in CAPR 60-1 Section 4.3 (Cadet Activities) remain temporarily suspended until further notice to allow local leaders maximum flexibility during the current health emergency, and to help protect our most important resource - our members.

- 1. Weekly Meeting Encouragement.** Commanders should, to the best of their ability, continue delivering cadet program curricula via virtual meeting tools and encourage cadets to continue in their promotion process.
- 2. Continued Updates.** Please continue to monitor the CAP home page, GoCivilAirPatrol.com, for CAP's latest guidance related to COVID-19 and follow the guidance of your local public health officials.

Section 2:

Interim Change Guidance- CAPR 60-1 and CAPR 40-2, *Test Administration & Security*

Overview. The following accommodations for the cadet learning and promotion systems remain in effect and shall continue through 31 October 2021 in an attempt to keep cadets engaged in CAP during the COVID-19 emergency.

3. Reasonable Accommodation for Cadets

- a. Table of Accommodations.** Cadet promotion requirements vary depending on cadet grade, as shown in CAPVA 60-100, *Cadet Super Chart*. Table 1, below, identifies each requirement and its reasonable accommodation.

TABLE 1.

Item No.	Standard Cadet Promotion Requirement	Reasonable Accommodation
1	Open-book leadership achievement test	Ops normal
2	Open-book aerospace achievement test	Ops normal
3	Drill & ceremonies performance tests	Virtual* or waived at Unit CC discretion
4	Essay (Ach. 8 & Eaker Award)	Ops normal
5	Speech (Ach. 8 & Eaker Award)	Virtual*
6	Staff Duty Analysis – Technical Writing	Ops normal
7	Staff Duty Analysis – Oral Presentation	Virtual*
8	Staff Duty Analysis – Feedback	Virtual*
9	Cadet Physical Fitness Activity	Honor system
10	Cadet Physical Fitness Test	Pass CPFT as verified by a parent or other adult
11	Character Development Forum	Virtual*
12	Active participation, positive attitude, proper uniform, oath, etc.	Waived until further notice
13	Maintain current membership	Ops normal
14	Leadership Feedback Meeting	Virtual* or waived at Unit CC discretion
15	Closed-book milestone award exam (except Spaatz)	Virtual*, if practical, or unit follows Remote Hardcopy Exam instructions (see Section 3)
16	Spaatz Award exam	Permitted provided local circumstances allow and at the approval of the candidate’s Wing Commander

* **Virtual:** Any convenient technology such as Zoom, Skype, Facetime, Teams, Hangouts, teleconference, etc.

b. Recordkeeping. In the eServices Cadet Promotions Application, local leaders will indicate “pass” (or 100% or waiver date, etc., as appropriate to complete that data field) for the waived items. Although an imperfect method, this approach is available immediately, without need for reprogramming eServices.

4. Reasonable Accommodation for Cadets Lacking Web Access

- a. Identifying Cadets.** Cadets may self-identify as lacking web access, or local leaders may poll their cadets. School squadrons may classify all cadets as lacking web access.
- b. Open-Book Achievement Tests.** Local leaders may administer achievement tests verbally over the phone, if they deem such a method practical.

- c. **Accelerated Promotions.** When the cadet who lacks web access is able to return to active status upon the end of the COVID-19 emergency, he or she will be eligible to advance with just 4 weeks (28 days) time in grade, versus the usual 8 weeks. While these cadets are essentially unable to progress during the shut-down, this accommodation allows them an opportunity to eventually catch-up to their intended promotion timeline.
- **Duration.** Due to the open-ended nature of the COVID-19 emergency, the end date for the accelerated promotion accommodation is yet to be determined. Cadets should expect that it will continue for a period equal to the shut-down's duration, or the amount of time the cadet was without access, plus a margin of 30 days.
 - **Recordkeeping.** In the eServices Cadet Promotions Application, local leaders will select the "JROTC accelerated promotions" field to bypass the 8-week standard and promote at 4 weeks.

Section 3: Milestone Test Instructions with COVID-19 Waiver

Overview. The testing accommodations listed below are meant to assist testing officers and trusted adult proctors with guidance on non-standard remote milestone testing.

5. **Remote Virtual Exams.** Milestone testing should be completed online through eServices when able. Testing officers will not share their eServices passwords with cadets or parents to allow for testing online. The milestone exam may be completed in eServices in the following three scenarios.
- a. If a parent or other adult in cadet's household is a testing officer.
 - b. If a testing officer and cadet are using technology to allow remote proctoring through features that allow a "Take Control" capability for typing of the proctor password and use of an observation device to monitor the testing environment. In this circumstance, a parent or other trusted adult should be present for cadet protection if two Senior Members are not available.
 - c. If a traditional testing environment is possible with COVID-19 Wing and local guidance and both the testing officer and cadet can coordinate a location and time. In this circumstance, a parent or other trusted adult should be present for cadet protection if two Senior Members are not available.
6. **Remote Hardcopy Exams.** Milestone testing may be completed via hardcopy with a parent or other trusted adult proctoring when the cadet is not able to take a remote virtual exam. The testing officer should obtain the proctor's phone number and email and set up a time to call and brief them on the process.
- a. **Briefing.** Please discuss the following points with the test proctor and answer any questions.
 - 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.
 - Tests should be disposed of when complete. Delete digital instances of emailed tests and shred any paper test copies.

- b. **Test Process.** In most cases, the testing officer will email the test as a PDF file while ensuring that the answer key is not included. For households without internet access the testing officer may print and drop in family mailbox if convenient.
 - **Download Test.** Hard copies of the milestones can be downloaded by testing officers from the Learning Management System. Note that the file includes the answer key on the last page. Testing officers should retain this answer key for grading and remove it in the file you send to the proctor. Tests are available at: eServices > Online Learning > Learning Management System > Download Quiz > Select Milestone
 - **Answers.** Cadets may record their answers on the test, in a digital document or on paper.
 - **Grading.** Proctor will send the cadet's answers to testing officer for grading. Snapping a photo on a smart phone is likely the easiest solution.
 - **Feedback.** The testing officer provides the score to the cadet. If the cadet passes, then the testing officer should identify the question numbers the cadet answered incorrectly so that the cadet can informally correct the test to 100%. If the cadet does not pass, then the testing officer should, if possible, provide the cadet areas of study.
 - **Retesting.** Retests must occur no sooner than 7 days from the last exam. A new exam should be downloaded for each attempt. Do not reuse the same exam for retesting.

7. Special Considerations

- a. **Wright Brothers Drill Test.** 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 COVID-19 accommodations. Local leaders will indicate cadet passed drill on the 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.
- b. **Cadets with Special Needs.** Cadets will receive the same accommodations testing at home that they would in the squadron environment.

Section 4:

Waivers for Mitchell, Earhart & Eaker Award Requirements Due to COVID-19

Overview. This section announces updated accommodations to support cadets during the continued COVID-19 emergency. Cadet Officer School, most Region Cadet Leadership Schools, and most encampments were canceled in 2020. Those cancellations were beyond the cadets' control. This waiver is in place so as not to unfairly stall their progression. The eligibility criteria identified below limits waivers to cadets who are on the cusp of earning the Mitchell, Earhart and Eaker Awards.

8. Encampment & the Mitchell and Earhart Awards (Ref: CAPR 60-1, 5.5.2)

- a. **Extended Waiver.** Cadets may earn the Mitchell and Earhart Award without having completed an encampment
- b. **Duration.** Waiver expires 31 Oct 2021; after that time, the normal requirement resumes
- c. **Process.** Upon the cadet satisfying all Mitchell Award criteria or Earhart Award Criteria other than the encampment, the unit commander notifies the Cadet Program Registrar of the waiver via email to Registrars@capnhq.gov and a courtesy copy to the Wing/CP. Include the cadet's name and CAPID. As an eServices work-around, the registrar administratively awards encampment credit for that date at location "COVID-19."

- d. **Effect on Ribbons.** Waived cadets are not authorized to wear the encampment ribbon until they complete an actual encampment
9. **Region Cadet Leadership School & the Eaker Award** (Ref: CAPR 60-1, 5.5.3)
- a. **Waiver.** Eligible cadets may earn the Eaker Award by substituting a writing and speaking assignment in lieu of completing RCLS (see Attachment 1)
 - b. **Eligibility.** Limited to cadets holding the grade of C/Capt or C/Maj
 - c. **Duration.** Waiver expires 31 Oct 2021; after that time the normal requirement resumes
 - d. **Process.** Upon the cadet satisfying all Eaker Award criteria and completing the substitute assignment in lieu of COS/RCLS, the unit commander notifies the Cadet Program Registrar of the waiver via email to Registrars@capnhq.gov and a courtesy copy to the Wing/CP. Include the cadet's name and CAPID. As an eServices work-around, the registrar administratively awards RCLS credit for that date at location "COVID-19."
 - e. **Effect on RCLS Offerings.** This waiver is not intended to discourage regions and host wings from offering RCLS later this year, if the situation allows. Indeed, some cadets may be able to attend an RCLS, but for those who cannot – for whatever reason – this waiver is available.
10. **Encampment & RCLS Waiver Approvals.** Unit commanders shall approve the waivers mentioned above upon request from eligible cadets. Nevertheless, unit commanders retain discretion in making promotion decisions via the usual process (see CAPR 60-1, 5.7), by comparing the cadet's performance compared against the Leadership Expectations found on CAPVA 60-100, *Cadet Super Chart*.

Section 5: Waivers for Spaatz Award Due to COVID-19

Overview. During the COVID-19 emergency, Spaatz exam attempts were placed on hold and a waiver was announced for the benefit of cadets who aged-out of cadet status during the public health emergency. That emergency is continuing longer than expected and so the **waiver is extended to 31 October 2021**.

11. Eligibility.

- a. **Waiver Eligibility.** The Spaatz age waiver is hereby granted to all Eaker Award recipients who reached age 21 between the date CAP halted non-essential missions (15 March 2020) and were otherwise eligible but prevented from taking their Spaatz exam due to local restrictions preventing gatherings. This waiver is specifically not intended to give extra time for a cadet who otherwise was not eligible for the Spaatz exam.
- b. **Membership Eligibility.** Affected Spaatz candidates need to maintain a current CAP membership. At age 21, they must submit a completed CAPF 12, *Application for Senior Membership*, per the usual process. If any of these individuals attempt the Spaatz after turning 21, they will do so as senior members. No one will be permitted to attempt the Spaatz Exam as a Patron member.
- c. **Eligibility Period.** Candidates may exercise the age waiver through 31 October 2021. Candidates may reattempt the exam after 7 days, per the usual rules. Candidates will not be authorized more than three attempts in their lifetime, per usual. This waiver is intended to allow exam attempt(s) for a member who has aged out and was prevented from taking the exam due to COVID-19 Restrictions. This waiver is not intended to provide any candidate with extra time to prepare that would have otherwise been allowed by their 21st birthday. With that intent in mind, no exam will be allowed for any candidate above the age of 21ys and 6 months, or six months after the effective date of this waiver.

12. Testing Protocol.

- a. **Exam Request Process.** Candidates request their wing's permission to attempt the exam via the usual process. When making the request, candidates should cite the waiver granted by this memo.
- b. **Exam Access.** Because these 21-year-old candidates cannot access the Spaatz exam in eServices, the leadership, aerospace, and essay exams will be administered via hard copy transmitted to the proctor as a PDF. A few business days before the exam appointment, candidates will need to ask their proctors to email spatz@capnhq.gov to request a PDF version of the exam.
- c. **Safety Precautions.** Spaatz testing may take place in any phase of COVID-19 Remobilization if allowed by local officials and with the permission of the candidate's Wing Commander. Everyone involved in a Spaatz attempt should wear a mask and maintain 6' social distancing throughout their time together, and only low-risk individuals should participate. The candidate may remove their mask for the fitness portion of the exam. A family member may hold the cadet's feet for the sit ups, or they may be anchored under an object.

Section 6:

Cadet Programs Officer Handbook & Specialty Track Guide Waivers

Overview. Due to COVID-19, encampment-related tasks in the Cadet Programs Officer Specialty Track are removed for members who meet the criteria below. These changes are in response to the COVID-19 health emergency that essentially canceled nearly all encampments in 2020 and the new Volunteer University roll-out which set a deadline on grandfather clauses for senior member promotions. This waiver is in place so as not to unfairly stall member progression due to circumstances related to the COVID-19 emergency, while upholding the integrity of the specialty track program.

13. **Senior Rating Eligibility.** The task of serving on encampment staff (page 63, item #47) is removed for those members who:
 - a. Obtained the Cadet Programs Officer Technician Rating after 1 January 2018
 - b. Have fulfilled all other Senior Rating requirements
 - c. Submit their request for the Senior Rating (see section 4 below) by 31 Oct 2021
14. **Master Rating Eligibility.** The task of staff service at RCLS, a second encampment, or NCSA / CSA (page 65, #29) is removed for those members who:
 - a. Obtained the Cadet Programs Officer Senior Rating after 1 January 2018
 - b. Have fulfilled all other Master Rating requirements
 - c. Submit their request for the Master Rating (see section 4 below) by 31 Oct 2021
15. **Wavier Procedure.** Members who qualify for one of the exemptions above will need to request their rating via email. The standard eServices process is not available. Therefore, members will please:
 - a. Complete the Senior or Master Rating tracking sheet (Excel file) available in the Cadet Library.
 - b. Show their unit commander that they meet the eligibility criteria of §1 or §2 above.
 - c. For Senior Rating applicants only: Promise to make a good faith effort to provide at least 20 hours' encampment service in 2021. Members who receive this exemption will need to fulfill the encampment requirement prior to their earning the Master Rating. It is unlikely that CAP will be able to track that exemption via eServices, so some degree of an honor system will be in effect for the small number of people affected.
 - d. Obtain the unit commander's endorsement of the items above (email is acceptable).

- e. Submit the items above to the Registrars@capnhq.gov by the above deadlines, with a courtesy copy to the Wing Director of Cadet Programs. Please use “CP Officer – Senior (or Master) Rating Encampment Exemption” as the email’s subject.


CURT LAFOND
Director of Cadet Programs

Copy: Region & Wing CPs

Attachment: Substitute Assignment for RCLS Credit

ATTACHMENT 1
SUBSTITUTE ASSIGNMENT FOR RCLS CREDIT

A. Instructions for Cadets

Develop a personal leadership statement, expressed via an 800-1200 word personal essay. This essay should explain how your experiences have shaped how you approach the challenge of leadership. You should incorporate personal experience and the essay must also cite at least two concepts from *Learn to Lead*, volume 2, 3, or 4, or other articles about leadership. Then, use the essay as the basis for an extemporaneous talk of 4 to 7 minutes' duration. The extemporaneous talk may be presented on Skype, Zoom, Teams, or any similar platform, as desired. The audience should be 3 or more individuals, with at least 1 being the senior member evaluator.

Helpful Tips

- Summarize the leadership concepts in your own words
- Explain how you've seen leadership attempted in practice, in CAP or in some other setting
- Describe what leadership effect should have resulted, in ideal circumstances. What effect actually resulted? Why?
- How did that inform your personal leadership style?
- Summarize any lessons learned from the experience
- Audio-visual aids are optional for the extemporaneous talk
- Invite audience feedback to your extemporaneous talk via a brief Q&A period

B. Instructions for Squadron Leadership Officers

This assignment is graded Pass / Fail. Provide constructive feedback upon completion. Cadets may fix any significant errors and reattempt all or a portion of the assignment, if necessary.

Essay Grading Criteria

- Accurately summarizes two selected leadership topics
- Includes discussion of the ideal results and the actual results observed via a personal experience
- Includes an assessment of how the cadet used their experiences to grow as a leader
- Correct grammar and spelling
- Proper use of topic sentences and paragraphs
- Format: Typed, double-spaced, 1" margins
- Length: 800 to 1200 words (about 4 or 5 pages)

Extemporaneous Talk Grading Criteria

- Majority of talk's content is reflected in the essay's content
- Clearly and accurately summarizes each of two leadership topics
- Well-prepared extemporaneous presentation; not read from manuscript
- Duration: 4 to 7 minutes
- Responds directly to audience during a brief Q&A period



CAP REGULATION 40-2

1 JANUARY 2018

Professional Development

TEST ADMINISTRATION AND SECURITY

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

SUMMARY OF CHANGES.

This document has been extensively revised and must be reviewed in its entirety.

1. Overview. This regulation outlines guidance for CAP test administration and security.

2. Roles and Responsibilities. General Provisions. Testing Officers (TO) have the primary responsibility for test administration, security and inventory. Higher Headquarters (HHQ) TOs have the additional responsibility of assisting the HHQ commander with ensuring compliance of subordinate units.

3. Waivers. CAP/PD is the waiver authority for this regulation. Waiver requests are made in writing through the chain of command to CAP/PD for resolution.

4. Supplements and Operating Instructions (OI) to this regulation. Supplements and OIs pertaining to this regulation shall not be issued below the wing level and must be approved by CAP/PD. Wings shall coordinate through the region commander when submitting supplements and OIs for approval.

5. Controlled Testing Materials. Controlled testing materials are those exam/testing materials deemed by the Office of Primary Responsibility (OPR) as requiring controlled access. Testing materials includes hard-copy tests, answer keys and other materials related to test administration as defined by the OPR. This includes all tests and quizzes located in the Learning Management System (LMS) unless specifically excluded by the OPR.

6. Testing Officer Appointments, Responsibilities and General Guidance.

6.1. Persons Authorized to Handle CAP Tests. Only the unit commander, the TO and assistant(s) are authorized access to controlled CAP testing materials except as follows:

6.1.1. Examinees during a proctored exam under the supervision of a TO/Assistant (for those tests requiring supervision).

6.1.2. Members officially assigned by the appropriate commander for the purpose of conducting official inspections and/or investigations in accordance with CAP regulations.

6.1.3. Transfer of testing items (such as an administrative officer opening mail containing a test from NHQ). In this case the test is resealed and stored in a locked cabinet or container until it is transferred to the custody of the TO.

6.1.4. Access to controlled testing materials by any other persons at any other time constitutes a test compromise.

6.2. All TOs and assistants must be senior members and are appointed using the Duty Assignment Module in eServices.

6.3. A TO or an assistant TO may not handle a test that he or she is going to take that day. The test must be administered by another TO.

6.4. Wing Testing Officer. Each CAP wing commander shall appoint a TO for test security and administration within the wing headquarters unit. *The wing commander may not serve as the wing TO or as an assistant wing TO.*

6.5. Subordinate Unit Testing Officers. Subordinate unit commanders must appoint a TO (and assistants if required) if any controlled testing materials are stored by their respective unit or if they anticipate the administration of controlled written testing materials at the unit. *Subordinate unit commanders may not serve as testing officers but may serve as an assistant TO.*

6.6. Family Provision. Testing Officers and assistants will not administer tests to members of their family. The test must be administered by another TO.

6.7. Controlled Test Materials Storage. NOTE: if a unit does not have any paper (hard-copy) tests assigned, it does not need to have storage.

6.7.1. All controlled testing materials will be stored in a locked cabinet or container with access to the contents restricted to the unit commander, TOs or assistant TOs. The cabinet or container may be mobile (such as a strong box); however, it must be locked, secured, and access-controlled as stated above. No other materials may be stored in the same locked area. For example, if the container is a strong box, only controlled testing materials can be secured there. If it is in a multi-drawer file cabinet; the test drawer must be locked separately from the other drawers so that only authorized personnel may access the controlled testing materials container.

6.7.2. Attendance. Anytime the controlled test materials storage container is open, the TO, assistant or unit commander must be present.

6.7.3. Lock changes. Locks or combinations (key locks, combination locks, biometric locks, and key-card access are permissible) must be changed whenever there is a change in TO, assistant or unit commander. Physical keys must be recovered at the time of reassignment or when the locks are changed. All of these actions are recorded on the test inventory log.

6.8. Test Inventory and Logs. NOTE: if a unit does not have any paper tests assigned, it does not need to maintain a test inventory log.

6.8.1. Test Inventories. The TO (or assistant) conducts a controlled test materials inventory every six months and whenever the TO or assistants(s) change. If a test is on file but not in the test inventory log, note it on the log and destroy the test (shred or burn). If a test is noted on the log but is not on file; refer to the procedures for test compromise in paragraph 8.

6.8.2. Test Inventory Log. The TO will create a test inventory log for all controlled hard-copy tests in the unit's possession. This log may be hard-copy or electronic and must account for every transaction to include (not limited to) item number, description, quantity, downloaded/received/ transferred by, date

downloaded/received/transferred and destroy by date. A suggested test inventory log is shown in Attachment 3. Test inventory logs will be retained in accordance with CAP Regulation 10-2, *Files Maintenance and Records Disposition*.

6.9. Test Administration. All CAP tests (online or hard-copy) will be administered according to the instructions provided for that specific test.

6.10. Copying, Duplication or Sharing. Unless specifically authorized by the OPR who authored the test, no part of any test materials (on-line, hard-copy based or other) may be duplicated, transcribed, downloaded or shared.

7. Cadet Tests and Exams.

7.1. Introduction. This chapter governs the administration and security of tests and exams in the Cadet Program, specifically achievement tests and milestone award exams. This chapter does not govern any other type of cadet assessment. For details about which tests and exams are required for advancement in the Cadet Program, and for passing score and test condition information, see CAP Regulation 60-1, *Cadet Program Management*, chapter 5. Additionally, a *Testing Officers' Quick Reference* is available at capmembers.com/library. For questions about Cadet Program test administration procedures, contact CAP/CP at cadets@capnhq.gov.

7.2. Testing Officers. TOs and assistants are assigned in accordance with paragraph 6. Commanders are encouraged to appoint a reasonable number of seniors to serve as assistant TOs with the authority to administer cadet tests and exams. For suggested best practices on how to succeed in serving cadets as a testing officer, see CAP Pamphlet 60-11, *Cadet Program Officers' Handbook*.

7.3. Learning Management System. All achievement and milestone tests are available in the LMS located in eServices. Access is restricted through permissions and security precautions programmed into eServices. Cadets follow the on-screen prompts to complete their test or exam.

7.4. Hard Copy Option. Cadets may prefer to attempt their tests and exams via hard copy in lieu of using the LMS. Testing officers obtain a hard copy by logging-in to the LMS and printing a PDF document on demand if the unit does not already possess one.

7.4.1. Achievement Test Hard Copies. After administering a hard copy achievement test, the testing officer may destroy it or retain and log it for later use for a maximum of two years. (Hard copy tests expire because NHQ continually updates the cadet question banks to ensure every question is a fair and valid measure of learning.) The testing officer must secure all test materials in a locked container, with access to the contents restricted to testing officers. Further, the testing officer must keep a hard copy or electronic log identifying what test materials are on file, and verify the inventory's accuracy against the log at least every 6 months. See Attachment 3 for a suggested inventory log.

7.4.2. Milestone Award Exam Hard Copies. Hard copy versions of milestone exams are used only once and are not kept on file. After administering a hard copy milestone award exam, the testing officer must destroy it. If the cadet fails the exam and needs to re-attempt it later, the testing officer downloads a new exam, populated with new questions, via the LMS.

7.5. Hard Copy Security and Inventory. If the unit maintains cadet achievement tests in hard copy format, the testing officer will secure and inventory the tests in accordance with paragraphs 6.2 and 6.3. See Attachment 3 for a suggested inventory log.

8. Procedures for Compromises of CAP Tests.

8.1. All CAP units share responsibility in preventing loss or compromise of 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 2.

8.2. Persons Authorized to Handle CAP Tests. See paragraph 6.1.

8.3. Reporting/Investigation Procedures for Suspected or Actual Compromise of CAP Test Materials.

8.3.1. If controlled test materials are discovered to be missing or otherwise compromised, the unit commander shall:

8.3.1.1. If a paper test, direct the testing officer to destroy the hard copy, make a note on the log, and print a new test. If an electronic test; completely log out of the LMS and eServices, make a note on the log, and reload the LMS. Because hard copy and electronic tests and exams are developed by drawing questions randomly from a question bank, as a practical matter the unit may download another unique hard copy test and continue its testing program without interruption at the unit commander's discretion.

8.3.1.2. Ensure the security of all test materials whether or not they are suspected of compromise.

8.3.1.3. Investigate the matter and report details of the incident and lessons learned to the group or wing commander (in the case of a cadet test, copy the group or wing DCP). In turn, the wing commander will report the incident to CAP/PD (copying the region commander at their discretion) outlining the details of the incident, lessons learned and actions taken to ensure the security of the test materials and to prevent recurrence of the situation.

8.3.1.4. CAP/PD will forward these reports to the test OPRs for tracking and process improvements.

MARK E. SMITH
Major General, CAP
Commander

Attachment 1 – COMPLIANCE ELEMENTS

Questions				
Checklist and Tab	Compliance Question	How to Verify Compliance	Discrepancy Write-Up	How to clear Discrepancy
D-1 (CI)	Has the Wing Commander appointed a TO for test security and administration?	Compliance is determined through an eServices Duty Assignment report.	(Discrepancy) [xx] (D-1 Question 1) The Wing Commander has not appointed a Testing Officer IAW CAPR 40-2 para 6.4	Commander assigns a TO using the Duty Assignment Module in eServices.
D-1 (CI/SUI)	Do composite and/or cadet squadrons which use paper tests have a TO appointed?	Using eServices Testing Officer duty assignment report for Composite and Cadet subordinate units verify that a TO is appointed. To determine whether a unit is a Composite or Cadet squadron, use the eServices organizational report.	(Discrepancy): [xx] (D-1 Question 2) Units in the wing failed to appoint a Testing Officer IAW CAPR 40-2 para 6.5.	Commander directs units requiring TOs to appoint them using the Duty Assignment module.
D-1 (CI)	Does the wing ensure subordinate commanders are not appointed as Testing Officers (though they may be appointed as assistant TOs)?	Compare eServices duty assignment reports (Test Officers and Unit Commanders) to ensure no CCs are primary TOs.	(Discrepancy): [xx] (D-1 Question 3) Wing failed to ensure ___ Unit Commander(s) were not listed as primary Testing Officers IAW CAPR 40-2, para 6.5.	Commander is removed from assignment as Testing Officer (however, may be assigned as an assistant TO)
D-1 (SUI)	Does the unit maintain hard copy testing materials IAW CAP regulations? a) Are all hard testing materials stored in a lockable (key or combination) cabinet or container? b) Does the TO conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changes?	a) Hard copy storage location will be inspected on site ONLY if testing materials are stored. b) Unit will provide copies of the TO inventory logs for the past 2 years (if tests were stored during that time).	(Discrepancy): [xx] (D-1 Question 4) Unit failed to maintain hard copy testing materials in a lockable (key or combination) cabinet or strong box IAW CAPR 40-2 para 6.7.1. (Discrepancy): [xx] (D-1 Question 4) Unit failed to conduct a test materials inventory at least every six months and whenever the TO or Assistant(s) TO changed for the last 2 years since testing materials were stored IAW CAPR 40-2 para 6.8.2.	a) Commander must demonstrate that materials are locked IAW CAPR 40-2. b) Commander must forward a completed test inventory log.

Attachment 2 - 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, downloading, photographing, e-mailing, electronically transmitting or borrowing test materials outside of the conditions listed in this regulation or by the OPR producing the test.
2. Failing to properly identify examinees to ensure they are taking the proper test (personal identification, CAPID card, or personally know on sight by the tester).
3. Reviewing, accessing, or allowing review 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/equipment/aids into the examination room.
6. Removing test materials/notes 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 controlled testing materials.
9. Improperly packaging or labeling controlled test materials for mailing in a way that could result in unauthorized disclosure (outside package labeling must clearly indicate testing materials are inside the package).
10. Opening, or otherwise tampering with, any package containing controlled test materials by an unauthorized person.
11. Storing controlled test materials improperly.
12. Destroying controlled test materials improperly.
13. Taking or possessing controlled test materials without authorization.
14. Taking any deliberate action that could result in the unauthorized disclosure of controlled test materials.
15. "Group testing" where examinees share responses to the same test.

Attachment 3 - SAMPLE TEST CONTROL INVENTORY LOG

UNIT TEST & EXAM INVENTORY Your Wing (Unit), Day, Month, Year 20____						
ITEM NO.	DESCRIPTION	QTY	DOWNLOADED/RECEIVED/ TRANSFERRED BY	DATE DOWNLOADED/ RECEIVED/TRANSFERRED	DESTROY BY DATE	
Example	Achievement Leadership Test	1	3	2d Lt Curry	1 Jan 18	1 Jan 20
1.						
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