

If you are currently experiencing issues with an ongoing Spaatz Exam, please call and then text our team at (334)-625-1267 for a faster response.

Spaatz Award Exam – Proctor’s Instructions & Best Practices

October 2025

Thank you for volunteering to serve as a Spaatz Award Exam Proctor. The Spaatz Award represents the capstone achievement of the Cadet Program—the highest honor a cadet can earn. The integrity of the testing process is essential to ensure that each candidate, as well as those who have come before and will follow, experiences a fair and consistent examination. This guide outlines the process for administering the Spaatz Exam and shares best practices from across Civil Air Patrol.

Overview

The Spaatz Exam consists of four components: leadership, aerospace, character essay, and physical fitness. Cadets request permission to take the exam through their chain of command to the Wing Commander, using the CAPF 60-87. Once approved, the cadet and designated test proctor coordinate a mutually agreeable time and location for the examination. Although the cadet lists three requested examination times, these are only proposed dates, and the proctor and cadet may adjust as needed with a courtesy notification to the Wing Director of Cadet Programs.

A [helpful diagram](#) explains the exam process, and the exam rules are formally codified in [CAPR 60-1](#).

Spaatz Exam Access

Spaatz Exam Proctors are appointed by the Wing Commander, who is the only authority authorized to add or remove proctors. Once a member is approved to administer the Spaatz Exam, they retain this authorization until formally removed by the Wing Commander, regardless of duty assignment or transfer status to a different unit. eServices allows a Spaatz Exam Proctor to administer the exam to cadets from other wings, but the cadet is still required to obtain approval from their unit and wing commander (e.g. a cadet away to college or attending an encampment in another wing when they need to test).

Role of the Spaatz Proctor

A [scorecard](#) is available to help you with the administrative aspects of the four exams, which are:

- **Leadership Test** – A closed-book, 60-minute exam. Ensure the cadet has no reference materials and remains under supervision throughout. While the system enforces the time limit, please track the start time and give verbal reminders at 20 minutes and 5 minutes remaining. Be prepared to assist in case of any technical issues.
- **Aerospace Test** – A closed-book, 60-minute exam. Your responsibilities are the same as for the leadership test.
- **Character Essay** – A 60-minute essay on a character-related topic. Supervise the cadet during this portion and ensure a quiet testing environment. Once complete, upload the essay file for grading. Results are typically provided via email within 10 days. If you have not received results

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after that time, contact spaatz@capnhq.gov. If the cadet does not pass, constructive feedback will be provided to support improvement before the next attempt.

- **Cadet Physical Fitness Test** – A pass/fail assessment consisting of sit-ups, push-ups, and a one-mile run. This portion typically requires the most coordination. Allow the cadet to complete the events in any order. Have water available, announce split times or repetition counts as appropriate, and offer positive encouragement. Input all fitness results into LMS on the same day as the exam.

Email Best Practice

This optional email template can be used by Spaatz Proctors to help ensure everyone is prepared for an upcoming Spaatz Exam. Change all items in **yellow** for the exam you are administering. Items in **blue** are notes to be removed before sending this message to the cadet.

TO: Cadet

CC: Cadet's parent (if on file), Unit/CC, Wing/DCP, Exam's 2nd Senior for CPPT

Subject: **DATE** Spaatz Exam – **C/Lt Col Name**

C/Lt Col Name,

Congratulations on achieving the Eaker Award and qualifying for the Spaatz Exam. This is a significant milestone marking the culmination of your cadet experience, and I look forward to supporting you through the process as you pursue this distinguished honor.

Your Spaatz Exam is scheduled for **DATE**, at **TIME** at **LOCATION**. Please arrive in an authorized uniform and meet grooming standards in CAPR 39-1. You will have time to change into PT gear for the fitness test. If you are age 18 or older, ensure your Cadet Protection Training is current.

You may complete the exam components in any order. Each section is closed book and must be completed without notes or outside assistance. Full details about exam content and procedures are available at www.GoCivilAirPatrol.com/Spaatz.

Please allow approximately 4.5–5 hours for the full exam, including short breaks between components.

- *(remove any n/a components for retests or cadet with PT waivers)*
- Comprehensive Aerospace (online, multiple choice, 60 minutes)
- Comprehensive Leadership (online, multiple choice, 60 minutes)
- Character Development Essay (written or typed, 60 minutes)
- Cadet Physical Fitness Test

The fitness test uses the USAFA Candidate Fitness Test candidate averages for sit-ups, push-ups, and mile run only. Standards are listed at the link above. The run will be **LOCATION** *(indoor track, outdoor track, non-track measured mile, etc.)*.

Please be sure to bring: (this may take coordination for you to bring some of the items listed below if the cadet does not have access to them. Do you? Does the Unit?)

- CAPID
- (if meeting at a location other than the squadron) CAPF 60-80 Activity Permission Slip *Since you are age 18 or over you can self-authorize, but you still must provide the form for emergency contact.*
- PT clothes, appropriate for the weather (if using outdoor facility)
- Water (enough for the day)
- Lunch/snacks/drinks, if desired
- Lined paper
- Pen/Pencil/Eraser
- Laptop or desktop computer
- Dictionary (optional, for the essay)

If you don't have a computer available, please contact me ahead of time. I can bring one or you can work with your unit to arrange a loaner. Be sure to log in to eServices with the computer you will be using a few days prior and ensure you know your password. This helps prevent last minute "password resets" and other technology issues and forgotten passwords if we must use a different computer. We'll also need a dependable internet connection for the exams.

Weather & Safety:

Check the forecast the night before and contact me with any concerns. I recommend staying well-hydrated, beginning the evening before your exam, and bringing sufficient water for the day.

Guests:

You're welcome to invite family or supporters to your exam, though only the fitness test offers much to watch. While pacing isn't allowed, a small cheering section can be a great motivator. [Second Senior's Name] will be present as the second senior for CPP compliance, helping with the fitness test and ensuring the process runs smoothly and fairly.

If you need to reach me on exam day, please call or text using the number in my signature block. If you choose to text, please include another adult (such as a parent, guardian, or senior member) on the message.

Please **reply all** to confirm you received these instructions and reach out with any questions. We'll touch base again a few days before your exam to make sure everything's ready. I want to create a calm, supportive environment so you can focus on performing at your best.

Any other details as needed.

V/r,

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Administering the Exam

Two senior members must be present on site for the exam, but only one needs to be a proctor appointed in LMS. The proctor should work with the cadet & Unit Commander to identify a second senior. Spectators are welcome; however, only the fitness test is typically “spectator friendly.” Just as cadets are expected to wear an authorized uniform, proctors are expected to also be in uniform. The CAP polo combination is appropriate for a Spaatz Exam, though other authorized uniforms may be worn as well.

Identify a quiet testing area with minimal distractions that allows you to maintain a clear line of sight to the cadet’s screen. The cadet should not be seated with their back to a wall. While constant observation is not required, maintaining reasonable visual oversight helps ensure exam integrity.

Before the exam begins, collect the cadet’s phone and any smartwatch. A standard, non-smart analog or digital watch may remain with the cadet.

As the cadet completes each portion of the exam, offer encouragement and allow brief breaks for rest, snacks, or bathroom use before moving to the next section. Remind the cadet that early results, especially if a section is failed, do not determine their overall outcome. Keep the environment supportive and paced appropriately; exams should never be rushed.

The four parts of the exam may be taken in any order. In general, all portions must be completed on the same day. Exceptions are permitted for cadets in Physical Fitness Categories III or IV, for previously passed sections on retest attempts, or when weather or technical issues require an early conclusion.

Confirm the cadet meets the Spaatz exam eligibility: has earned the Eaker Award, is a current cadet member, has current Cadet Protection Training (if age 18+), and received approval from their unit and wing commanders ([CAPR 60-1 5.8.1](#) and CAPR 60-2 3.2.3).

To initiate the online exam:

1. Have the cadet sign into eServices.
2. Open the [Learning Management System](#) application under Online Learning.
3. Scroll down to the “Cadet Programs: Milestone” section of available courses.
4. Select the Spaatz Exam.
5. The proctor will be prompted to enter their CAPID and eServices password to open the exam.

Leadership & Aerospace

Both the Leadership and Aerospace portions of the Spaatz Exam are closed-book, timed assessments. Each test has a 60-minute time limit and must be taken under supervision.

Procedures:

1. Confirm that the cadet has no notes, books, or other reference materials available. The cadet may have paper and pen/pencil to keep a list of questions they want to review. You will collect this at the end for disposal.

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2. Ask if the cadet has any questions before beginning.
3. When ready, select **“Start Test.”**
4. You will be prompted to enter your CAPID and eServices password to unlock the exam.
5. Once you select **“Verify,”** the 60-minute timer will begin.
6. Record the start time on your scorecard.
7. Provide verbal reminders at **20 minutes** and **5 minutes** remaining.
8. If the cadet finishes early, they should notify you and select **“Submit.”** If not submitted manually, the system will automatically close and submit the exam when time expires.
9. If a cadet does not want to see their scores until the full exam is completed, have them let you know when they are ready to submit, and they can step away from the screen while you submit and move to the next test.
10. The system grades the exam immediately. Results are automatically saved and emailed to the cadet, proctor, and National Headquarters.

Character Essay

The Character Essay portion evaluates the cadet’s ability to think critically and express ideas clearly on a topic related to personal character and leadership. This section is written under supervision and has a strict 60-minute time limit.

Procedures:

1. Ensure lined paper, pens, pencils, erasers, and an optional dictionary are available.
2. If the cadet is typing their essay, open Word, Pages, or another word processor and **disable grammar-checking software**. Spell-check may remain active, but **all Artificial Intelligence (AI) tools must be turned off**. A best practice is to use an online document, such as Word or Google Docs, that you create so you can control copying & downloads of the essay.
3. Allow the cadet to review the provided instructions and ask any questions before starting.
4. Record the start time on your scorecard. Note that this portion is not automatically timed by the system.
5. The cadet has exactly **one hour** to select one topic from the options provided and complete the essay. A good practice is to advise the cadet to copy all questions to their paper, in case they decide to switch questions, then delete the unused ones at the end.
6. Provide **20-minute** and **5-minute** verbal warnings.
7. When the essay is complete, save the file and upload it in the **Spaatz Essay** assignment area of eServices. If the cadet hand writes their essay, scan and upload a copy.
8. An upload confirmation will automatically be emailed to the cadet, proctor, and National Headquarters.
9. Essays are graded by volunteer staff within approximately **10 days**.
10. Once graded, results are automatically saved and emailed to the cadet, proctor, and National Headquarters.
11. Keep the saved copy until the grading is complete and posted in eServices. After the score appears in eServices, the proctor must **delete or shred all copies** of the essay. Ensure you also delete the copy in the recycle bin. The cadet may not retain a copy of the submitted work.

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Fitness

Note: If a cadet previously failed any portion of the fitness test, they must be retested on ALL portions of the fitness test. For example, if they passed the mile on attempt #1, they must run the mile again on attempt #2.

1. The Cadet Physical Fitness Test is administered in accordance with [Spaatz Fitness Test](#). Events may be administered in any order and should be completed within an hour or so.

Spaatz Award Fitness Test		
	Males	Females
Sit Ups	81	78
Push Ups	62	41
Mile Run	6:29	7:30

2. To upload the scores the Exam proctor must log in to eServices.
3. eServices > LMS > Proctors > Results/Notes > Select Cadet > Add/Edit Note

LMS - Proctor Notes eServices | Sign Out |

Home > Proctors > Results/Notes

Filter By Cadet Filter By Course Spaatz Exam Filter By Quiz --Select--

Filter Results

Cadet's Name	Course or Quiz	Result	Score	Proctor's Name	Date Proctored	Note Entered
Curry, John	Spaatz Exam	NOT COMPLETE	90	Spaatz, Carl	20 Jun 2025	View Results Add/Edit Note

4. Enter date, number of sit ups, number of push-ups and mile run time (min:sec). Click Submit Physical Fitness. If the cadet chooses not to finish the fitness test (e.g. they fail the first or second part), enter "0" for the result.
5. Results are auto emailed to cadet, proctor and National HQ.

Spaatz Exam Cadet Physical Fitness Test

Date Attempted Sit Ups Push Ups Mile Run (MM:SS)

Sit Up Waiver? Push Up Waiver? Mile Run Waiver?

Category II cadets are ineligible to test. Cadets claiming a Category III or IV assignment must request and receive approval via spaatz@capnhtg.gov before attempting the Spaatz Award exam.

Submit Physical Fitness

Physical Fitness Test Attempts

Spaatz Exam - Physical Fitness Test Attempts

There are no Physical Fitness Test Attempts for the selected Cadet

After the exam

The Character Essay is graded by the Spaatz Essay Grading Team within 10 days of submission. Once the result is entered, it appears automatically in eServices and an email is sent to the cadet, proctor, and National HQ.

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If more than 10 days have passed without results, or if the cadet is on a shortened timeline and needs to retest within 7 days, contact spaatz@capnhq.gov for assistance.

Pass:

If the cadet passes all portions of the Spaatz Exam, the record undergoes a standard quality review to verify membership status, age, waiting periods, cadet protection compliance, and exam scores. Once the review is complete, the award is processed in eServices, and the award package is mailed by NHQ to the wing headquarters' address. If a discrepancy is identified during the review, the proctor and cadet will be notified promptly.

Fail:

If the cadet does not pass one or more portions of the exam, they will be required to retest those portions on their second or third attempt. Constructive feedback will be provided on the character essay to help the cadet improve before their next attempt.

Miscellaneous

Retests- For a cadet's second or third attempt at the Spaatz Exam, it is not necessary to retake any portions that were previously passed. However, if the Cadet Physical Fitness Test (CPFT) is to be re-administered, all three events, sit-ups, push-ups, and the one-mile run, must be completed, even if one or more were passed during an earlier attempt.

Physical Fitness Category Assignments- Cadets assigned to Physical Fitness Categories III or IV must complete a CAPF 60-50, Cadet Physical Fitness Category Assignment, in consultation with their healthcare provider and unit commander. Once the form is signed, the cadet emails the completed CAPF 60-50 to spaatz@capnhq.gov. National Headquarters will verify the fitness category by conferring with the cadet's healthcare provider. After verification, NHQ will distribute the approved category assignment to the cadet, Unit Commander, Wing Director of Cadet Programs, and Wing Commander.

Cadets with a temporary condition or injury are assigned to Physical Fitness Category II and are not eligible for a waiver from the Cadet Physical Fitness Test (CPFT).

Hard-copy tests- Cadets may request to take their Leadership and Aerospace tests as a hard-copy test instead of online. This does not require a formal accommodation request (below) unless other modifications are requested. To arrange for a hard-copy test, the Proctor should contact spaatz@capnhq.gov at least a week before the exam to request the tests. CAP/CP will email the exams to the Proctor within one business day before the exam. All other test conditions remain the same (e.g. time limit). The Proctor will need to print the exams. After completion, the Proctor will scan and email the completed test to spaatz@capnhq.gov for grading. Once graded, destroy all copies of the test.

Special Accommodations- Cadets who believe they face exceptional circumstances warranting relief from the normal testing procedures must submit their waiver request in writing through the chain of command to CAP/CC (copied to CAP/CP) for approval. Cadets will not attempt the exam until any pending waiver requests are resolved; waivers will not be granted after the fact. Only CAP/CC may grant

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a waiver or accommodation affecting the Spaatz Award exam. Examples are described in [CAPR 60-1 paragraph 5.4.1.5](#). See [CAPR 60-1 5.8.10.2](#) for more details on the waiver process.

Internet connection issues- The online Spaatz exam is designed to stop the clock and save the cadet's work if there are internet connectivity issues. If possible, please log back in when service is restored and complete the exam. Recommend having a hot spot or cell phone with a personal hotspot available as backup. If the internet connection cannot be restored the same day, the cadet and proctor will need to arrange for another meeting to complete the exam.

Notes- In rare cases where special circumstances occur during the administration of a Spaatz Exam, the proctor should document the details for the official record.

Examples include:

- Weather disruptions that require the exam to be paused or rescheduled for another day.
- Technical difficulties affecting test access, timing, or submission.
- Health-related issues that temporarily interrupt the exam.
- Administrative irregularities, such as facility changes or unexpected visitors.
- Behavioral observations relevant to exam integrity or fairness.

Cadet's Name: Curry, John
Cadet's CAPID: 123456
Course or Quiz: Spaatz Exam

Adding a note should be used for any unusual circumstances that came up while taking the course or quiz. An email about this will be sent to the Cadet Programs Administrators.

Note

max. 50000 characters

Submit Note

To record a note, go to eServices → LMS → Proctors → Results/Notes → Add Note. Enter a concise, factual description of the situation and submit the entry. Once submitted, the note is automatically emailed to National Headquarters for inclusion in the cadet's official Spaatz Exam record.

Notes should be used only when necessary to document circumstances that could influence exam validity, scheduling, or reporting. Routine comments or encouragement should not be entered in this section.

Exam Appeals- Cadets who wish to take issue with their exam experience (i.e., dispute test questions or report technical problems) must report their concerns to CAP/CP through spaatz@capnhq.gov within 48 hours of the test attempt (CAPR 60-1, 5.8.9). This is the cadet's responsibility, but it is a best practice to inform them of this process at the end of their exam.

The Spaatz Association- If your cadet needs additional encouragement or inspiration during their Spaatz journey, The Spaatz Association is an excellent resource. The Association is a community of past Spaatz Award recipients dedicated to mentoring and supporting cadets who are working toward this distinguished achievement. They offer insights, motivational stories, and practical advice from those who have successfully completed the exam process.

To learn more or connect with members, visit www.Spaatz.org.

Questions? spaatz@capnhq.gov

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References

[CAPR 60-1 5.8 Gen. Carl A. Spaatz Award Exams](#)

[Process diagram](#)

[CAPF 60-50 Cadet Physical Fitness Category Assignment](#)

[Spaatz Award Page](#)

[Spaatz Proctor Page](#)