Spaatz Award Exam Administration

August 2021

Thank you for volunteering to serve as a Spaatz Award Exam Administrator. The Spaatz is the ultimate cadet award, so your service as an honest-broker is very important.

Overview

The Spaatz exam consists of four parts: leadership, aerospace, character essay, and fitness test. Cadets submit their request to take the exam through their chain of command to the wing commander. After receiving approval from the wing commander the cadet and appointed test administrator agree upon a time and place to take the exams.

Spaatz Exam Access

Spaatz Exam Administrators are designated by the Wing Commander. Only the Wing Commander may add or remove Spaatz proctors. Once a member has been given permissions to administer the test, they retain those permissions until they are removed as a proctor.

Role of the Spaatz Proctor

A scorecard is available to help you with the administrative aspects of the four exams, which are:

- A closed-book leadership test with a 60-minute time limit. Your role is to ensure the cadet does not have any notes or books handy and to be on hand in case of a technical problem. While the software tracks the time limit, please help by making note of the time and giving oral warnings at 15 minutes, 5 minutes, etc.

- A closed-book aerospace test with a 60-minute time limit. Your role is exactly the same as that for the leadership test.

- An essay on a character-related topic, with a 60-minute time limit. Your role is to supervise the cadet's writing efforts. When the cadet has completed the essay, please upload the file for grading. You'll receive the results via email within 10 days. If 10 days elapses and you haven't seen the results, please email us at spaatz@capnhq.gov. If the cadet fails the essay, NHQ provides constructive feedback on how to improve for next time.

- A cadet physical fitness test, which is scored pass or fail. This is where exam administrators have the most work to do. Your role is to put the cadet through the sit ups, push ups, and mile run. Please allow the cadet to do the events in whatever order he or she desires. Have some cold water ready. Orally announce lap times or repetition times for the various events. Give the cadet all the encouragement you can. When the cadet has completed the test, please upload the scores.

Administering the Exam

You must have two senior members on site for the exam. Spectators are welcome, too, though only the fitness test is "spectator-friendly."

The four parts of the exam may be taken in any order. Generally all portions of the exam must be taken on the same day. Exceptions are made for cadets in physical fitness category III & IV, portions that were passed on previous attempts, and weather or technical difficulties which force the testing session to conclude early.

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. You will be prompted to enter your CAPID and eServices password to open the exam.

Leadership & Aerospace

1. Milestone exams are closed book. Ensure that the cadet does not have any reference materials while they are taking the exam.
2. Ask if the cadet has any questions about the exam.
3. When they are ready to begin select the "Start test" button.
4. You will be prompted to enter your CAPID and eServices password to open the exam.
5. Once you hit "Verify" this will start the clock for 60 min.
6. Note the start time on your scorecard.
7. Call out 20 and 5 minute warnings as necessary.
8. If the cadet finishes their exam before the end of the time limit, they should alert you and select "Submit." Otherwise the test will submit automatically after the clock counts down.
9. The exam will be graded immediately. Results are saved and auto-emailed to cadet, proctor, and National HQ.

Character Essay

1. Have lined paper, pens, pencils, erasers and a dictionary on hand for this portion.
2. In Word, Pages, or another word processor, turn off the grammar check software. The spell-check feature may remain on.
3. Allow the cadet to read all instructions and ask questions before starting the timer.
4. Note the start time on your scorecard. The system does not time this test.
5. Cadet has exactly one hour to select a topic from the choices provided and write their essay.
6. Call out 15 and 5 minute warning as necessary.
7. When complete, save the file and upload in the Spaatz Essay assignment.
8. Upload confirmation is auto-emailed to cadet, proctor, and National HQ.
9. Volunteer staff grades essay (Please allow up to 10 days).
10. When essay is graded, results are saved and auto-emailed to cadet, proctor, and National HQ.
11. The proctor will delete/shred all instances of the essay once the grade is present in eServices. The cadet does not keep a copy of the submitted essay.

Fitness

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

4. Enter date, number of sit ups, number of push ups and mile run time (min:sec). Submit.
5. Results are auto-emailed to cadet, proctor and National HQ.

After the exam

The character essay is graded and a result is entered within 10 days of taking the exam.

Pass- If all portions of the Spaatz exam are passed the exam receives a standard quality check for membership status, age, waiting times, cadet protection, scores, etc. If the cadet passes the review the award is processed in eServices and the awards package is sent to Wing HQ for the presentation ceremony. If a discrepancy is found during the quality check, the proctor and cadet will be notified immediately.

Fail- If a cadet fails one or more portions of the exam NHQ provides a memo which explains retest procedures. If the essay was failed, feedback is offered to assist the cadet with their next attempt.

Miscellaneous

Retests- For second and third attempts it is not necessary for a cadet to retest portions of the exam that were passed previously. Note that if the CPFT is to be administered, all three portions must be completed, even if one or more were passed on a previous attempt.

Fitness Waivers & Special Accommodations- For cadets in physical fitness categories III or IV, cadets should submit a Cadet Physical Fitness Category Assignment to the wing commander along with their request to take the exam. Please submit the documentation to spaatz@capnhq.gov. NHQ will verify the fitness category by conferring with the cadet's physician. Cadets with a condition or injury that is temporary in nature are assigned to physical fitness category II and will not be waived from the CPFT.

Cadets may request special educational accommodations by submitting their request to NHQ/CP, who evaluates it on a case-by-case basis and makes a recommendation to CAP/CC, who alone has authority to grant or deny the requested accommodations.

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. If internet connection cannot be restored the same day, cadet and proctor will need to arrange for another meeting to complete the exam.

Notes- In the rare event that special circumstances must be noted and taken into account, the proctor may add comments by going to eServices > LMS > Proctors > Results/Notes > Add Note. The note will be auto-emailed to National HQ for the record.

Questions? spaatz@capnhq.gov

References
CAPR 60-1. 5.8 Gen. Carl A. Spaatz Award Exams
Process diagram
Cadet Physical Fitness Category Assignment
Spaatz Award Page
Spaatz Administrator Page