

Standardized Academic Testing Procedure

During SY 15-16 selected units will participate in a testing study to determine procedures and sample questions for future use throughout the program. Two tests will be administered during the school year at each of the test sites: The Start of Course test (SOC) and the End of Course (EOC) test. The purpose of the SOC test is to establish the baseline knowledge of all cadets in the unit. The purpose of the EOC test will help determine what the tested cadets have learned during the year.

Regional Directors will identify 20% of the Region units to undergo standardized testing per this policy letter. The standardized testing process will be as follows:

1. Region Director notification of selection for testing will be in writing.
2. The Region Director will provide selected units with a copy of the revised Core Curriculum Requirements for each LE level prior to the start of SY 15-16.
3. The Senior Instructor will coordinate with the Regional Director for the most feasible date to administer the test. The SOC test is to be administered by the Senior Instructor prior to the beginning of formal academic instruction, but NLT the third week of school.
4. The day prior to the scheduled date, the Academics and Compliance Manager will provide the tests (LE I-LE IV) to be administered by email attachment. The instructors will duplicate the required number of tests to be administered.
5. On the day of the test, all cadets enrolled in the program will be administered the appropriate LE level test.
6. The instructors will grade the tests and report the grades to the Regional Director.
7. The test answer sheets, or Scantron answer cards, will be kept on file at the unit for a period of one year following the cadet exit from the unit.
8. End of Course (EOC) testing will begin no earlier than 1 April and NLT 1 May of the school year.

9. Again, the Academics and Compliance manager will forward the tests to the Senior Instructor prior to the test date.

10. The Senior Instructor will administer the EOC to all cadets who took the SOC and who are still enrolled.

11. The Senior Instructor will score the tests and report the results to the Region Director.

12. The test answer sheets, or Scantron answer cards, will be kept on file at the unit for a period of one year following the cadet exit from the unit.

Units selected for testing will be administered tests for each LE level for two consecutive years.

Integrity of the tests is of utmost importance. Units will receive a test booklet, an answer sheet on which the cadets will answer the questions, and an answer key to be used by the Senior Instructor for scoring the tests. Instructors are trusted to ensure that only the required number of tests to be administered is created, and that those answer sheets (or Scantron answer cards), are filed after the execution of the test. All copies of tests should be destroyed. Instructors are not to share the content of the test with instructors from other schools who may, or may not, have been administered the test at that point.

The purpose of the EOC test is to gauge the knowledge gained during the year for that course and not to evaluate the intelligence of the cadet. This testing will also assist the program in the program accreditation process. The grades achieved by cadets on the EOC test will not determine whether they pass or fail, or if they are allowed to proceed to the next LE level. It is imperative that cadets do their best on the test in order to assist in determining the validity of the test questions and the testing procedures.