

TESTING SIGN UP / LOG SHEET

DATE:

| SEQ | NAME | CAPID | GRADE | ACHIEVEMENT | CHAPTER | TEST TYPE | TESTING OFFICER'S USE ONLY | | | | |
|-----|------|-------|-------|-------------|---------|-----------|----------------------------|--------------|-------|-----------|-------------|
| | | | | | | | RETAKE? | # OF RETAKES | SCORE | PASS/FAIL | TO INITIALS |
| 1 | | | | | | | | | | | |
| 2 | | | | | | | | | | | |
| 3 | | | | | | | | | | | |
| 4 | | | | | | | | | | | |
| 5 | | | | | | | | | | | |
| 6 | | | | | | | | | | | |
| 7 | | | | | | | | | | | |
| 8 | | | | | | | | | | | |
| 9 | | | | | | | | | | | |
| 10 | | | | | | | | | | | |
| 11 | | | | | | | | | | | |
| 12 | | | | | | | | | | | |
| 13 | | | | | | | | | | | |
| 14 | | | | | | | | | | | |
| 15 | | | | | | | | | | | |
| 16 | | | | | | | | | | | |
| 17 | | | | | | | | | | | |
| 18 | | | | | | | | | | | |
| 19 | | | | | | | | | | | |
| 20 | | | | | | | | | | | |

INSTRUCTIONS FOR COMPLETION OF CCS FORM 504

- 1) Use sheet as sign-up for testing purposes. Cadets enter their name, CAPID, grade, the achievement that this test is for (usually the achievement beyond the one they're presently on), the chapter the test pertains to, and the test type. Chapter is important for AE tests in particular.
- 2) The testing officer will use the sign-up sheet for the ID check and to confirm with the cadet whether the test is a re-test.
- 3) If the cadet indicates that the test is a retest, the testing officer should survey previous testing log sheets to confirm the number of times the test has been taken. Cadets who have taken a test more than twice without passing will be flagged for follow-up/mentoring.
- 4) The sign-up / log sheet will be dated and placed in the testing log book.
- 5) Upon completion of the tests, scores and pass/fail will be recorded. Cadets who have indicated that this is their 2nd retest and who do not pass that test must be flagged for follow-up/mentoring at this time.