



CONCORD COMPOSITE SQUADRON

United States Air Force Auxiliary – Civil Air Patrol
PO Box 1701 Concord NH 03302-1701

MEMORANDUM FOR ALL PERSONNEL

2 FEBRUARY 2008

FROM: Commander

SUBJECT: Squadron Testing Policy

1. The purpose of this policy is to ensure that a uniform process for the conduct and recording of cadet achievement testing exists and that the provisions of CAPRs 50-4 and 52-16 are followed.
2. **Test Control Officer and Alternate** – Testing Control Officer (TCO) and Alternate Testing Control Officer (ATCO) are assigned on a semi-annual personnel authorization as per normal procedures. The TCO or ATCO may not grade or record the test of any cadet he/she is related to (ie. son, daughter, grandson, etc). This will fall to the other testing officer if it occurs.
3. **Frequency of Testing**– Testing will occur once per month, normally on the first meeting night of the month. If testing cannot occur on the first meeting night of the month, all reasonable effort will be made to conduct testing as soon as possible after the first meeting night. Cadets may take only ONE test on a testing night.
4. **Testing Ahead (“Banking” tests)** – Cadet achievement tests will be for the next achievement in Leadership, or the next needed chapter in Aerospace. (ie. If a cadet is a C/A1C, he or she may take the test for Achievement 3 leadership, but not Achievement 4). “Banking” tests, either academic or physical fitness tests, for future achievements is not permissible.
5. **Alternate Testing** – In certain cases, cadet staff personnel *may* be allowed to test on a night other than the normal testing night when staff duties and other responsibilities preclude routine testing. The deputy commander for cadets must approve all alternate testing arrangements. In no case may cadet staff test more frequently than once per month.
6. **Test Accommodations** – Cadets may be administered oral achievement tests as necessary due to an actual reading or comprehension problem as documented by the cadet’s parents and approved by the Deputy Commander for Cadets.
7. **Identification** – Cadets testing must present to the testing officer as part of the sign-in process a current, valid CAP ID card. Cadets without a current, valid CAP ID card will not be allowed to test.
8. **Recording** – Using Concord Composite Squadron Form 504 (Testing Administration Log), cadets will indicate their name and current grade, what achievement or chapter the test they wish to take covers, what type of test they are taking (leadership or aerospace) and whether they have taken that test previously. Following testing and grading, the TCO or ATCO will record the results of each cadet’s testing on the CCS Form 504, and when available entered into the Squadron Information Management System database. The completed CAPF 23 header (the identifying block only with the scoring area removed and destroyed) will be filed in the cadet’s personnel file.
9. This policy remains in effect until rescinded or replaced by an OI or supplement.
10. POC for this policy is the Deputy Commander for Cadets, Capt Farrell.

DARIN L. NINNESS, Lt Col, CAP
Squadron Commander

Distribution

Unit File

Testing Officer

Unit Website (documents area)

NHWG/HQ