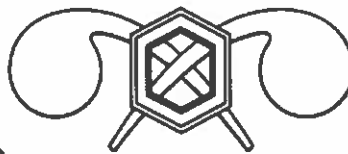


United States Army CBRN School



Version 1.0 (1 March 2024)

**Individual Student Assessment Plan (ISAP)
for 4K-SIL3/494-ASIL3
Advanced CBRNE Enablers Course
(ACEC)**



Assistant Commandant, USACBRNS
Approved:

A handwritten signature in black ink, likely belonging to the Assistant Commandant, USACBRNS.

Date

10 Apr 24

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Individual Student Assessment Plan (ISAP)

NOTE: This ISAP will be reviewed annually, and a Memorandum for Record (MFR) will be generated.

- 1. Purpose.** To provide the Course Manager, Instructors, and Students with the requirements for course completion. This Individual Student Assessment Plan (ISAP) also describes the academic probation and removal process.
- 2. Scope.** This ISAP establishes guidelines and criteria for handling student oriented academic matters. Final disposition authority rests with the Director, Department of Instruction (DOI).
- 3. ISAP Orientation.** Each instructor will become familiar with the ISAP, and the Chief, HAZMAT/Dismounted Reconnaissance Division (HDR) will ensure the Department is provided a copy of the plan. The ISAP and the Student Guide will be available to students prior to the start of training, and throughout the course. Post a copy of both documents in an area accessible to all students and notify them of its location for their review.
- 4. Academic Administration.** Students will receive a briefing concerning academic administration during in-processing of the course. Each student will be counseled on the contents within the ISAP, and a copy will be posted in each classroom.
 - a. Administrative Procedures Block (Module A): Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be retested if student receives a second time "NO-GO" they will be removed from the course for failure to meet prerequisites.
 - b. Confined Space Awareness and Sub-T Awareness Block (Module B): Minimum score for the knowledge test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures.
 - c. Chemical Operations Block (Module C): Minimum score for the knowledge test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation,

retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures.

d. Biological Operations Block (Module D): Minimum score for the knowledge test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures.

e. Radiological Operations Block (Module E): Minimum score for the knowledge test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained and retested. See Academic Administration, Section 5 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures.

f. CBRNE Response Team Operations Block (Module F): Minimum score for the written test: 80%. Any student receiving a first-time score of less than 80% will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures. Minimum score for the performance evaluation: "GO". Any student receiving a first-time "NO-GO" will be placed on Academic Probation, retrained, and retested. See Academic Administration, Section 5 for re-evaluation procedures.

5. Exam Failures and Retest.

a. Performance Evaluation and/or Knowledge Test Failures.

(1) The student will receive formal counseling from the instructor with notification of the failed block of instruction and removal from academic honors.

(2) The student will be placed on academic probation.

(3) The student must satisfactorily complete a re-evaluation within one academic working day of the initial written test or performance evaluation.

b. Failure of a retest.

(1) The student will receive formal (written) counseling from the instructor.

(2) The student will receive formal notification of the initiation of a Student Status Review (SSR) from the Instructor Supervisor.

c. Academic Computation. Students passing the retest will be awarded the lowest possible passing score of 80% on written test.

d. Counseling: Counseling for "NO GOs" and exam failures will be specific, to include the amount of retraining the instructor will conduct, the method of retraining, and the time and place the retest will be administered. Retraining is mandatory for all test failures.

e. Knowledge (Online/Written) Test: Retest failures will be conducted within one academic day of retraining of the initial test failure.

f. Performance Evaluations: Retest for performance evaluation failures will be conducted within one academic day of retraining of the initial test failure.

g. Students may attempt each test (knowledge or performance) twice within the course attendance. Any student who fails any knowledge (Online/written) or performance evaluation five times on the first attempt will receive formal notification of an SSR for removal from the class.

6. Student Graduation Requirements.

a. Students must successfully complete all requirements listed in the Course Requirements and this ISAP.

b. Must not be pending any disciplinary/SSR action.

c. Must be in compliance with AR 600-9 as modified by Army Directive (AD) 2023-08, AD 2023-11, and AD 2022-06 or service equivalent.

7. Graduate Distinctions.

a. Distinguished Honor Graduate (DHG) requirements.

(1) Meet all requirements for graduation as outlined above.

(2) Score a first-time "GO" on all performance evaluations.

(3) Have the highest-grade point average (GPA) on all first-time written tests and performance evaluations.

(4) Must demonstrate motivation, discipline, a positive attitude, exceptional communication skills, and team contributions, under the Total Student concept.

(5) Be selected by the instructors and approved by the Instructor Supervisor.

(6) Must have never received any derogatory correspondence (i.e. negative counseling, written reprimand, etc.).

(7) If the student with the highest overall performance does not meet selection criteria, the next highest performing student who meets the selection criteria will be recommended as the DHG.

b. Honor Graduate (HG) requirements.

(1) Meet all requirements for graduation as outlined above.

(2) Score a first-time "GO" on all performance evaluations.

(3) Have the 2nd highest-grade point average (GPA) on all first-time written tests and performance evaluations.

(4) Must demonstrate motivation, discipline, a positive attitude, exceptional communication skills, and team contributions, under the Total Student concept.

(5) Be selected by the instructors and approved by the Instructor Supervisor.

(6) Must have never received any derogatory correspondence (i.e. negative counseling, written reprimand, etc.).

(7) If the student with the highest overall performance does not meet selection criteria, the next highest performing student who meets the selection criteria will be recommended as the DHG.

8. Academic Grading and Test Plan.

a. There will be no weighing of tests in this course; each test is critical to ensure the student can perform to standard.

b. Use the test; retest policy for both written and performance-based tests.

c. If the student fails a test, he/she will be placed on academic probation. If the student fails the retest, a student status review will be initiated.

d. The following are the tests used to evaluate the student's performance.

(1) Module B, Confined Space and Sub-T Awareness (031-ACB01-05):

(a) Performance Evaluations on Confined Space and Sub-T Awareness: (Go/No Go), students will be provided scenario-based tasks in a training environment. This is a closed note performance evaluation.

(b) Confined Space and Sub-T Awareness written test: Minimum score of 80%, students will be provided a 25 question, multiple choice test. This is a closed book exam.

(2) Module C, Chemical Operations (031-ACC01-08):

(a) Performance Evaluation 1, Laboratory Glassware/Processes: (Go/No Go), students will be provided scenario-based tasks in a training environment. This is a closed note performance evaluation.

(b) Performance Evaluation 2, Chemical Structures: (Go/No Go), students will be provided scenario-based tasks in a training environment. This is a closed note performance evaluation.

(c) Performance Evaluation 3, Chemical Sampling/Detection Equipment: (Go/No Go), students will be provided scenario-based tasks in a training environment. This is a closed note performance evaluation.

(d) Chemical Operations written test: Minimum score of 80%, students will be provided a 25 question, multiple choice test. This is a closed book exam.

(3) Module D, Biological Operations (031-ACD01-03):

(a) Performance Evaluation, Biological Processes: (Go/No Go), students will be provided scenario-based tasks in a training environment. This is a closed note performance evaluation.

(b) Biological Operations written test: Minimum score of 80%, students will be provided a 25 question, multiple choice test. This is a closed book exam.

(4) Module D, Radiological Operations (031-ACE01-05):

(a) Performance Evaluation, Radiological Detection Equipment: (Go/No Go), students will be provided scenario-based tasks in a training environment. This is a closed note performance evaluation.

(b) Radiological Operations written test: Minimum score of 80%, students will be provided a 25 question, multiple choice test. This is a closed book exam.

(5) Module E, CBRNE Response Team Operations (031-ACF01-05):

(a) Performance Evaluation, Chemical Munitions: (Go/No Go), students will be provided scenario-based tasks in a training environment. This is a closed note performance evaluation.

(b) CBRNE Response Team Operations written test: Minimum score of 80%, students will be provided a 25 question, multiple choice test. This is a closed book exam.

9. Testing Reclama Process.

a. Test item analysis of the examination should identify problem questions and corrective action taken, if required. Test item analysis will identify possible instrumental omissions or other related problem areas. The Reclama actions will only occur after the examination critique.

b. Class reclamation. When more than 30% of students fail to correctly answer an examination question, the reclamation may be consolidated and submitted in accordance with the same procedure as stated for an individual reclamation.

c. Other Scoring Exceptions. Reclamations are only one form of scoring exception. The need for other scoring exceptions may be identified during test administration, test scoring, test analysis, or during critiques.

d. Approval/disapproval guidelines. Verified omissions, from lesson presentation, should normally result in affected questions not being scored. An exception to this would be when information concepts were the student's responsibility to acquire through directed readings, homework, etc.

e. Reasons for possible reclamation's. The test stem (the question) is improperly worded (to include the situation). The answer has multiple or no correct answers. Instruction is in conflict with doctrine, lesson plan or student handout.

f. Student Actions: Submit the reclamation in writing within two academic days of the critique to instructor supervisor. Clearly state the issue, accompanied with supporting documents (e.g., class handouts, regulations, and other appropriate publications). If disagrees with Chief of HDR has the right to appeal to the DOI.

g. Instructor Actions. Obtain the exact text of the question(s) involved and attach the text to the reclamation. Safeguard the reclamation to ensure test security. Review and research the reclamation, add comments as appropriate, sign the document, and forward it to the chief, HDR and course manager. If reclamation is approved inform the student after test control has processed and published the results/changes. If reclamation is denied inform the student with reason of disapproval.

h. Chief, HDR Actions. Review the reclamation and related documents. Recommend approval or disapproval, if appealed by student submit appeal to the DOI.

i. Chief, DOI Actions. Review the appealed reclamation, related documents, approve or disapprove the reclamation. Forward the findings to the Chief of Test Control Office. Retain a file copy of the response and the reclamation, minus the text of the test item.

j. Chief, Test Control Office Actions:

(1) Review the reclamation, supporting documents, and comments.

(2) Make additional comments, if appropriate, sign the document, and forward the results/changes back to the Course Manager.

(3) Approve the reclamation from the Course Manager or Senior Instructor, give the student credit for the question(s)/reclamation, and adjust the student's test score.

(4) Forward grade changes to the instructor.

(5) Initiate test item revision, if necessary.

k. The Course Manager Actions.

(1) Approve or disapprove scoring exceptions.

(2) Initiate corrective actions (if needed) using the following criteria:

(a) The test item is vague and has more than one correct answer when only one answer is required.

(b) The test item has been rendered invalid by doctrinal publications, changes, or classroom instruction.

(c) The test item format is incorrect.

(3) Follow up with the Program of Instruction (POI) manager and test control if scoring exceptions are made.

10. Student Status Review (SSR):

a. The Student Status Review (Annex A) is a process used to determine if a student; who is having academic, disciplinary, or other problems; should be retained in the course or removed from the course.

b. Any member of the USACBRNS staff or faculty, equal to or senior to the student, may recommend a review of a student's status for any of the reasons listed below paragraph 11c and will submit recommendations in writing to the respective department. The student is allowed to provide input for consideration during the review.

c. In most cases. The Senior Instructor will initiate a SSR if a student meets one of the following conditions and forward through the chain of command:

(1) Fails a retest.

(2) Fails a test or a hands-on evaluation five times on the first attempt.

(3) Has authorized or unauthorized absences that may cause a student to miss tests or academic training of more than eight (8) academic hours. Instructors will be responsible for tracking and inputting hours missed by the student. Based on extenuating circumstances, as an exception to policy, the Director, DOI can approve student absences of more than eight (8) academic hours.

(4) Is suspected of committing acts of misconduct punishable under the Uniform Code of Military Justice (UCMJ) or civil statutes (example: Driving Under the Influence (DUI), drug abuse, conduct unbecoming). No formal adjudication of guilt by a military or civilian court or by a commander under the provisions of UCMJ, Article 15, is necessary to support suspension under the provisions of this policy.

(5) Is habitually late for training.

(6) Is suspected of cheating or committing plagiarism.

(7) Has an illness, injury or other medical condition are based off regulation and nurses assigned to the course for medical clearance with final approval of a medical doctor instructor's/cadre or course manager do not make this determination.

(8) Commits any other minor offenses or have any issues with conduct that can collectively affect the student's full participation in the course or call into question whether it is appropriate for the student to continue with the course.

(9) Violates Sexual Harassment/Assault Response Prevention (SHARP) and/or Equal Opportunity (EO) regulations.

(10) Violates any aspects of the Honor Code or cannot maintain high standards of appearance, bearing, and professionalism required of all students within the USACBRN School.

(11) Fails to adhere to all brigade/battalion, and installation policy requirements.

11. Feedback.

a. Each graduate of this course will have the opportunity to complete an "End-of Course Critique" prior to graduation. Graduates will be solicited for feedback so they may help improve the presentation of the learning material.

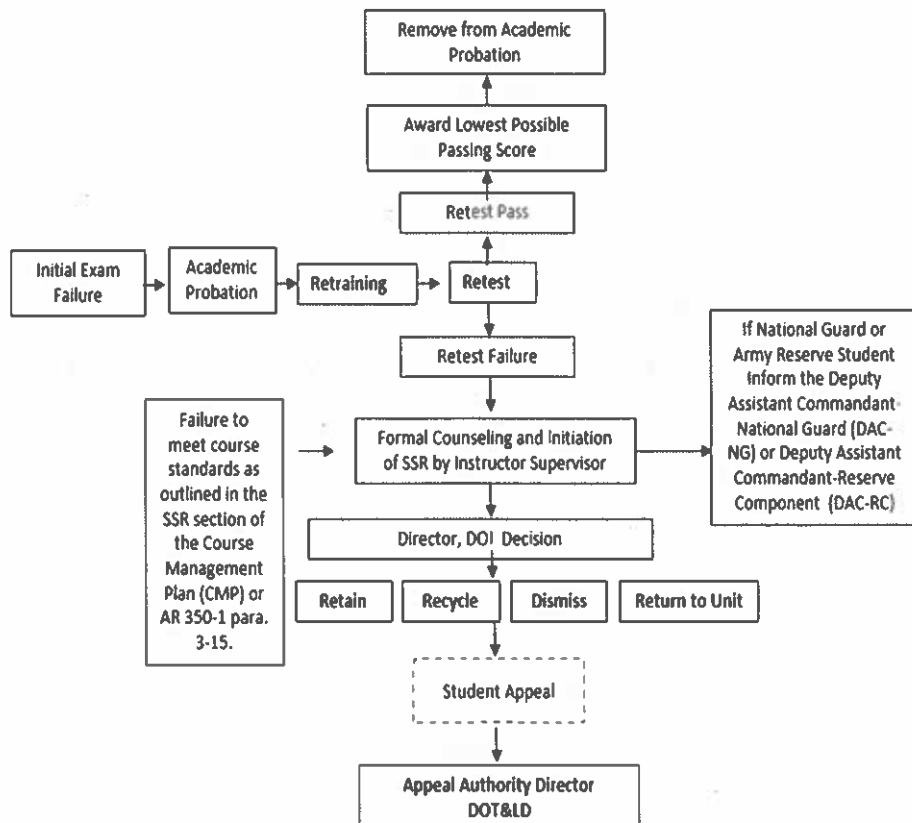
b. Feedback is critical for this course. Each graduate will participate in the End of Course questionnaire by logging on to: <https://home.army.mil/wood/index.php/units-tenants/USACBRNS/Courses/EOCC>

Annex A

Student Status Review Procedures

Refer to the SSR policy memorandum and AR 350-1, paragraph 3-15.

Student Status Review Procedures (SSR)





Annex B
Student Status Review Example

DEPARTMENT OF THE ARMY
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14030 MSCOE LOOP, SUITE 3021
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSN-CZ (35c1-600E)

Date

MEMORANDUM FOR (Student rank and Name), Advanced CBRNE Enablers Course,
Class# 001-24

SUBJECT: Notification of Recommendation for Students Status Review

1. A recommendation for the review of your student status has been initiated.
2. A copy of this packet will be forwarded to the Chief, Department of Instruction (DOI).
3. The DOI is authorized, based upon a review of the packet submitted, to conduct any such inquiry as he/she deems appropriate to determine your status as a student. His/her determination may include ordering your dismissal from the course and you designated as a non-graduate.
4. You may appeal the DOI's decision to the Director of Training IAW applicable regulations. You have two (2) duty days to notify the DOI that you wish to appeal. You have seven (7) duty days to complete your appeal.

AO of MEMO

PRINT NAME: STUDENTS NAME

SIGNATURE: STUDENTS SIGNATURE

DATE: DATE OF COUNSELING / NOTIFICATION



Change in Student Status Example

DEPARTMENT OF THE ARMY

U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14030 MSCOE LOOP, SUITE 3021
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSN-CZ (35c1-600E)

Date

MEMORANDUM FOR Chief, Department of Instruction (DOI), 3rd Chemical Brigade,
USACBRN School

SUBJECT: Recommendation of Change in Student Status of (Student rank and Name),
Advanced CBRNE Enablers Course, Class# 001-24

1. Recommendation: Return student to their home unit as a Non-Graduate of the Advanced CBRNE Enablers Course.
2. Background:
 - a. On (Date), student failed the Confined Space Hands-on Evaluation.
 - b. The student's first attempt score/rating of "No-Go" for Confined Space hands-on evaluation did not meet the minimum passing score/rating of "Go" as outlined in the Individual Student Assessment Plan (ISAP).
 - c. The student was provided additional training on (Date) IAW the ISAP.
 - d. On (Date), the student's comprehension of the course material was re-evaluated by the administration of a second Confined Space Hands-on Evaluation. On this second attempt the score/rating was a "No-Go".
3. In accordance with the Advanced CBRNE Enablers Course, Course Management Plan, failing a retest is cause for dismissal from the course as a non-graduate. Student was made aware of this policy during in-processing on (Date) and signed a DA Form 4856 documenting their understanding of this policy.
4. POC is the undersigned at (Phone number) or (email address).

Instructor Supervisor



Student Status Review Decision Memo Example

DEPARTMENT OF THE ARMY
U.S. ARMY CHEMICAL, BIOLOGICAL, RADIOLOGICAL, AND NUCLEAR SCHOOL
DIRECTORATE OF TRAINING AND LEADER DEVELOPMENT
14030 MSCOE LOOP, SUITE 3021
FORT LEONARD WOOD, MISSOURI 65473-8926

ATSN- CZ (35c1-600E)

Date

MEMORANDUM FOR (Student rank and Name)

SUBJECT: Student Status Review Decision

1. In accordance with AR 350-1 and TR 350-18, I have reviewed the entire student status packet for (Student rank and Name), Advanced CBRNE Enablers Course, Class 01-24
2. Based upon my evaluation of the student's performance he/she is:

_____ Dismiss from course and return to home unit as a non-graduate.

_____ Retain in course with no further administrative actions.
3. In order to appeal this decision, the student's "Acknowledge by Endorsement" must be received within 2 (two) duty days of receipt of this written notification of dismissal action indicating the student's intention to appeal or not appeal the decision IAW AR 350-1, paragraph 3-15.e (2). Any appeal must be submitted to the appeal authority within 7 (seven) duty days following receipt of this written notification IAW AR 350-1, paragraph 3-15.e (1).
4. Point of contact is the Deputy Chief, Department of Instruction at (573) XXX-XXXX.

Chief, Department of Instruction

STUDENT ACKNOWLEDGEMENT _____

Annex C

Assessment Administration Guide

1. Assessment Administrator (AA) Responsibilities.

a. The AA is responsible for the test administration (before, during, and after the test). Annex D, the Assessment Administrative Checklist may be used as a guide.

b. Appoint an Instructor, in the rank of SGT or above, as the AA IAW TRADOC Pamphlet (TP) 350-70-14 and an Alternate Assessment Administrator (AAA) of equal or higher rank. The AA's responsibility is to maintain control over all examination material. Provide the names of the AA and AAA to the Test Control Office (TCO), MSCoE Directorate of Training.

c. Upon receipt of test materials, the AA conducts a 100 percent quality control check of all examination materials to ensure there are no missing pages and all pages are legible.

d. The primary method of delivery for any knowledge tests for the Advanced CBRNE Enablers Course is through the Blackboard Learning Management System. However, if there is a technological failure, a written test may be used.

2. Blackboard (Online) Testing Procedures.

a. Duties prior to Test.

(1) Test Facilities - Ensure sufficient space is available for the students, so they can work and perform comfortably with their tests and testing materials. Testing must be well-lit, properly heated/cooled, adequately ventilated and free of excess noise.

(2) Assemble all proctors and ensure they know their duties and testing procedures.

(3) The proctor will read student instructions (Annex F). It provides information regarding the before, during and after actions of your exam.

(4) The purpose of this instruction is for students to be aware of the rules and regulations when taking examinations online. It is imperative that students read and understand these instructions.

(5) The use of hard copy manuals, student notes, student handouts and workbooks, e-books and calculators are not permitted. DO NOT discuss exam questions with any of the students or students of other classes. It is your duty to report any observation of a student providing exam information to another student of your class or another class.

(6) Read the instructions verbatim to the students.

b. Duties during the test period.

(1) Ensure unauthorized personnel do not enter the testing area. Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards.

(2) After students have arrived and are seated, have them login to the Blackboard site.

(3) Ensure students have all the necessary/authorized test material.

(4) Ensure students remove all unauthorized material from their desks and turn their cell phones or similar devices into the instructor or place them in the back of the room.

(5) Brief the students on test site procedures. **READ THE EXAM INSTRUCTIONS VERBATIM TO THE STUDENTS.**

(6) Test time remaining is located at the top of each page of the test.

(7) Ensure students are always monitored while taking the test by at least one Proctor (more than 24 students will require 2 Proctors). Maintain a no talking and movement discipline.

(8) Ensure no more than one student at a time leaves the test room to use the latrine or as deemed necessary. Before leaving, however, they must notify a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above, and the Proctor will collect the student's exam materials.

(9) Answer any student's questions they may have on general test procedures.

(10) Answer student's questions that are test question specific with the following statement: "DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION."

(11) Instruct students to stop at the end of the test session.

c. Perform After Test Actions.

(1) An exam critique will be conducted by the student following the completion of the exam individually at the workstation.

(2) After submitting the exam, students will have the option to review the exam within the online platform. During the critique, students will not have any personal material (i.e., paper, books, pencil/pen, etc.) Internet access is a violation and all electronic devices (Cell phones, Tablets, or any other personal digital assistant (PDA) etc.) will be turned off and put away.

(3) A student reclama may be submitted after the exam grades have been returned for those questions the student feels are wrong.

(4) When satisfied that the above actions have been accomplished, dismiss the students.

3. Written Test Procedures.

a. If a written test is used, each AA is only issued the number of examination materials and answer sheets required to test their students. Inventory the examination materials and answer sheets with the Test Control Officer (TCO) prior to accepting them. The AA is required to sign for exam item sheets, answer sheets, and changes to the test material.

b. The AA accepts responsibility for the examination material while it is in their possession. When returning them to the Test Control Officer, the AA and TCO will again inventory the examination materials to ensure proper accountability.

c. When not in use, store all examination materials where only authorized personnel have access to it. Examination materials include the examination, exam item sheets, completed answer sheets, and changes to test material.

d. The AA must maintain a copy of the written examination and Assessment Administration Guide (AAG) at all times during test administration.

e. Do not store answer keys in the same drawer or container as the examinations.

f. Under no circumstances will instructors be informed in advance which version of the examination is in use. Test proctors will not issue instructors examination materials until just before the examination.

g. Immediately after testing is completed, the AA will return the test materials to the Test Control Office. The Test Control Officer, and the AA will then conduct an inventory of the test material to ensure it is all accounted for.

h. Perform Before Test Actions.

(1) Pick-up and inspect the test materials for the test to be given. Ensure that sufficient number of test folders (containing a test booklet, answer sheets, Student Test review Sheet, and special material, if required), scratch paper, pencils, and other testing materials, are on hand. The Test Administrator is responsible for the SECURITY OF TESTS/TEST MATERIAL while it is signed out from the MSCoE Test Control Office. The Test Administrator will use only proponent test material in preparation for or during the administration of tests.

(2) Ensure test facility has sufficient space for students to work comfortably with their exam folders, scratch paper, and other testing materials. The testing room must

be well lighted, properly heated/cooled, adequately ventilated, and free of excessive noise.

(3) Assemble all Proctors and ensure they know their duties and the testing procedures.

(4) Place all required testing materials, except the exam folder, at each desk.

(5) On an upper corner of the chalkboard, place course name, class number, names of Test Administrator/Proctors, and the six-digit AIMS Test number.

(6) Elsewhere on the chalkboard, place:

TIME START _____ HRS/MIN.

TIME STOP _____ HRS/MIN.

TIME REMAINING _____ HRS/MIN.

As of _____

i. Perform During Test Actions.

(1) Ensure unauthorized personnel do not enter the testing area. Student's identity must be verified prior to taking the examination. This can be accomplished either by visually looking at each student if you know them or by checking their individual picture-identification cards.

(2) After students have arrived and are seated, issue test folders and special test material to each student before testing.

(3) Ensure the CORRECT folders are issued.

(4) Ensure students have all the necessary/authorized test material (for example: student handouts, publications, personal notes, calculators, etc.).

(5) Ensure students remove all unauthorized material from their desks and turn their cell phones or similar devices into the instructor or place them in the back of the room.

(6) Brief the students on test site procedures. Read the directions verbatim (Annex G).

(7) Record the test starting and stopping times where all students can see them. Update the time remaining on the chalkboard periodically during the test period.

(8) Ensure students are always monitored while taking the test by at least one Proctor (more than 24 students will require 2 Proctors). Maintain no talking and movement discipline.

(9) Ensure no more than one student at a time leaves the test room to use the latrine or as deemed necessary. Before leaving, however, they must notify a Proctor. No student will be permitted to leave the test room for any reason other than those mentioned above, and the Proctor will collect the student's exam materials.

(10) Answer any student's questions they may have on general test procedures.

(11) Answer student's questions that are test question specific with the following statement: *"DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT QUESTION."*

(12) Instruct students to stop at the end of the test session.

j. Perform After Test Actions.

(1) Collect test materials. When finished with the test, each student should turn in all testing materials (including scratch paper).

(2) Inventory test materials for completeness and accountability. Ensure that all tests are in numerical order.

(3) Inspect test answer sheets (AIMS) to ensure that: All identifying information blocks have been filled in correctly. Pay particular attention to the markings of Last 9 Digits of Department of Defense (DOD) ID Number and TEST VERSION.

(4) All erasures of test answers are clean and thorough.

(5) No stray marks on the answer sheet. Do not use the answer sheets as scratch paper.

(6) All marks made on training aids that were used during testing (i.e. maps, overlays etc.) are cleaned off.

(7) When satisfied that the above actions have been accomplished, dismiss the students.

(8) Turn in all test materials (Instructor packet, student answer sheets, etc.) to the Test Control Office immediately after the test review, for grading. The Test Control Office will notify you when the grading process is complete, and the test results are ready for pick up.

(9) Do not provide completed student answer sheets to the students. Only furnish students with test scores.

k. Conduct a Test Review - Online or Written test.

(1) Conducting a test review after each test is a mandatory element of instruction.

(2) Conduct a test review for each test for the students to know what questions they missed and to learn from their mistakes.

(3) Discuss and give the correct answer to every question that at least one student missed on the test.

(4) Capture all the student's comments. They are used to improve the test or instruction. Share them with the Course Manager and the POI Manager.

l. Administration of performance evaluations.

(1) Maintain constant supervision and control of all test material/rubrics while signed out.

(2) Immediately contact the Directorate of Training and Leader Development (DOT&LD) Compliance Officer or Program Manager if issues, questions, or problems arise for action/guidance.

(3) The test proctors shall not be the person who instructed the given prerequisite course of instruction.

(4) Not only is a proctor responsible for monitoring students during performance evaluations, but they must also ensure that they are not compromised in any way. This means ensuring students:

(a) Do not have access to reference material during the test.

(b) Do not receive any assistance during the test.

(c) Are provided adequate time to take the test.

(d) Do not copy or duplicate any test material.

(e) Review the test control Standing Operating Procedures (SOP) on appointment and periodically or as directed by the Program Manager/DOT&LD Compliance Officer.

4. Performance Test Procedures.

a. If a written test material is used as part of the performance, each AA is only issued the number of examination materials and answer sheets required to test their students. Inventory the examination materials and answer sheets with the Test Control

Officer (TCO) prior to accepting them. The AA is required to sign for exam item sheets, answer sheets, and changes to the test material.

b. The AA accepts responsibility for the examination material while it is in their possession. When returning them to the Test Control Officer, the AA and TCO will again inventory the examination materials to ensure proper accountability.

c. When not in use, store all examination materials where only authorized personnel have access to it. Examination materials include the examination, exam item sheets, completed answer sheets, and changes to test material.

d. The AA must maintain a copy of the examination and Assessment Administration Guide (AAG) at all times during test administration.

e. Do not store answer keys in the same drawer or container as the examinations.

f. Under no circumstances will instructors be informed in advance which version of the examination is in use. Test proctors will not issue instructors examination materials until just before the examination.

g. Immediately after testing is completed, the AA will return the test materials to the Test Control Office. The Test Control Officer, and the AA will conduct an inventory of the test material to ensure it is all accounted for.

h. Perform Before Test Actions.

(1) Pick-up and inspect the test materials for the test to be given. Ensure that sufficient number of test folders (containing a test booklet, answer sheets, Student Test review Sheet, and special material, if required), scratch paper, pencils, and other testing materials, are on hand. The Test Administrator is responsible for the SECURITY OF TESTS/TEST MATERIAL while it is signed out. The Test Administrator will use only proponent test material in preparation for or during the administration of tests.

(2) Ensure test facility has sufficient space for students to perform comfortably with required materials. The testing room must be well lit, adequately ventilated, and free of excessive noise.

(3) Assemble all Proctors and ensure they know their duties and the testing procedures.

(4) Place out all required testing material in the testing area.

(5) Inspect the area to ensure it is safe to execute the performance evaluation.

i. Perform During Test Actions.

(1) Ensure unauthorized personnel do not enter the testing area. Student's identity must be verified prior to taking the examination. This can be accomplished

either by visually looking at each student if you know them or by checking their individual picture-identification cards.

(2) After students have arrived and are situated, issue test material to each student before testing.

(3) Ensure students have all the necessary/authorized test material (for example: student handouts, publications, personal notes, calculators, etc.).

(4) Ensure students have removed all unauthorized material from their testing area.

(5) Record the test starting and stopping times where all students can see them. Periodically update the students with the time remaining for the test period.

(6) Ensure students are always monitored while taking the test (refer to POI/Lesson plan for amount of proctor's required).

(7) Ensure only one student at a time leaves the testing area to use the latrine or as deemed necessary. Prior to leaving the student must notify a Proctor. No student will be permitted to leave the testing area for any reason other than those mentioned above.

(8) Answer any student's questions they may have on general test procedures.

(9) Answer student's questions that are test question specific with the following statement: *"DO THE BEST YOU CAN; I CANNOT HELP YOU WITH THAT."*

(10) Monitor the students and testing area for any unsafe action.

(11) Instruct students to stop at the end of the test session.

j. Perform After Test Actions.

(1) Collect all testing material.

(2) Inventory test materials for completeness and accountability.

(3) When satisfied that all testing material has been turned in and accounted for dismiss the students.

k. Conduct a Test Review - Online or Written test.

(1) Conducting a test review after each test is a mandatory element of instruction.

(2) Conduct a test review for each test in order for the students understand what they missed and learn from their mistakes.

(3) Discuss with every student their mistakes made on the test.

(4) Conduct an AAR of the test and document student comments. This documentation must be included and part of the formative evaluation. This information is used to improve the test, and instruction.

I. Administration of performance evaluations.

(1) Maintain constant supervision and control of all test material/rubrics while signed out.

(2) Immediately contact the Directorate of Training and Leader Development (DOT&LD) Compliance Officer or Program Manager if issues, questions, or problems arise for action/guidance.

(3) The test proctor shall not be the person who instructed the given prerequisite course of instruction.

(4) Not only is a proctor responsible for monitoring students during performance evaluations but also ensure the test is not compromised in any way. This means ensuring students:

(a) Do not have access to reference material during the test.

(b) Do not receive any assistance during the test.

(c) Are provided enough time to take the test.

(d) Do not copy or duplicate test material.

(e) Periodically review the testing Standing Operating Procedures (SOP) for updates.

5. Training Department Responsibilities.

a. Conduct all examinations and retests/make-ups for which responsible.

b. Conduct a review of the examination. Ensure all questions are reviewed to eliminate any uncertainty on the student's behalf.

c. Safeguard the integrity of all examinations, to include the following:

(1) Use alternate forms of each examination.

(2) During review, instruct the students to clear their desktops and not to write any information.

(3) The instructor should not refer to the answer by its identifying letter (for example a, b, c, d), but should state the answer in normal language.

6. Retraining/Retesting.

a. If a student does not pass a test the first time, they must be provided remedial training before the retest.

b. Different test versions should be used for retesting. Retesting and remedial training should be conducted at times other than during scheduled class time. If a student fails the retest, the Instructor Supervisor will start the student status review process.

c. Lost or Compromised Test. Report any lost, or compromised test to the Test Control Office who will then contact DOT&LD. The DOT&LD will contact the DOI to discuss and conduct a thorough investigation and initiate proper actions to prevent a reoccurrence of lost or compromised tests.

Annex D

Assessment Administration Checklist

Course: _____ Class: _____

AA, AAA: _____ Test Title: _____

POI Time Scheduled: _____ Date Given: _____

Location of Observation: _____ # of Students (USA/IMO): _____

Scheduled Time of Examination: FROM _____ TO _____

Scheduled Time of Critique: FROM _____ TO _____

Total Time of Observation: FROM _____ TO _____

CHECK ITEM	YES (x)	NO (x)
Was the room prepared for the administration?' (Environment, start/stop/test number on board)		
Were #2 pencils issued to students?		
Did the Assessment Administrator read the instructions verbatim?		
Did the administrator instruct students how to enter correct name, social security number, test number, test booklet, version, course and class info, and any other special codes on the answer sheet?		
Did the administrator instruct students to mark only one correct answer for each question?		
Did the administrator instruct students how to mark answers on the answer sheet?		
Did the administrator do a page check and question check with the students?		
Did the administrator instruct the students NOT to make any stray marks on the test booklets?		
Did the administrator instruct students on the procedures and consequences of leaving the room before completion of the test?		

Did the administrator instruct students concerning the use of reference materials and test aids?		
Did the administrator inform students they may NOT seek or accept assistance from other students; may NOT give, offer, or in any way help other students; and will be subject to disciplinary action?		
Did the administrator inform students of the minimum passing score?		
Did the administrator inform students of the time allotted for the test?		
Did the administrator explain procedures for turning in test materials?		
Did the administrator inform students where and when the test critique would be conducted?		
Did the administrator inform students how and when test results would be available?		
Did the administrator ask if there were any questions before starting the test?		
Did the administrator issue the order to "turn the page and begin the test?"		
About 15 and 5 minutes before the end of the test period did the administrator announce the remaining time?		
After the test, did the administrator correctly account for all test material?		
After the test, did the administrator verify that all answers were properly filled-in?		

Time Exam Started: _____ Time 1st Student Finished: _____

Time Last Student Finished _____

Annex E

Chemical, Biological, Radiological and Nuclear (CBRN) School Honor Code

1. Purpose. This Annex defines and identifies the intent and principles of the U.S. Army Chemical, Biological, Radiological and Nuclear School (USACBRN) Honor Code.

2. General.

a. The USACBRN School operates on an honor principle. Integrity is an essential attribute of any military professional. Any student found guilty of a breach of integrity is subject to immediate relief from the course and possible disciplinary action. The honor code accepted at the CBRN school, while broad in application, is precise in its meaning: "Every student's work is his or her own work."

b. The honor system does not preclude students from working together on exercises when directed to do so by an Instructor or is applicable by type activity, nor does it preclude mutual discussion of individual solutions to upgrade homework requirements prior to turn in of the solutions. However, all graded written requirements must be an individual effort unless otherwise directed.

3. Explanation of terms.

a. Integrity. Student must complete homework assignments and exams individually and not as a group effort. Since most of the academic requirements are repetitive with each class, students will not provide students from other classes any information or assistance that would give the student an unfair advantage over other students in the course. This assistance includes, but is not limited to, listings of correct answers, specific questions or their answers, scoring keys or similar material.

b. Cheating. Students will not possess any material during testing not authorized by the assessment administrator. If the assessment administrator or another student suspect a student is cheating, the administrator will collect available evidence to include names of witnesses and immediately report the incident to the Instructional department.

c. Plagiarism.

(1) Students will not plagiarize. Plagiarism is presenting the language, ideas and thoughts of another author as one's own work. The instructor will initiate a SSR on any student that uses material from another author without properly crediting that author in footnotes. Students will use footnotes for direct quotations, indirect quotations, and paraphrasing.

(2) Plagiarism is defined for the purpose of this course as the language, ideas, and thoughts of another author and representing them as one's original work. This would include the extraction of portions of reference material and submitting it as one's own work on book reports, essay papers, etc., and not crediting the original author or publisher.

(3) The most blatant form of plagiarism is to repeat as your own, someone else's sentences, more or less verbatim. Other forms of plagiarism include repeating someone else's phrase or idea without appropriate acknowledgment, paraphrasing another person's argument as your own, and presenting another's line of thinking as though it were your own. All students in the course shall use their own ideas for research projects. Students must submit written assignments reflecting the student's work, not another's. Submitting content that has been generated by an Artificial Intelligence (AI) content generator is prohibited and considered an act of deception, which violates the academic integrity policy.

d. False statements. An individual's word is his/her bond, whether under oath or in casual conversation, and whether or not the statement is meant to deceive. Any statement made is expected to reflect the whole truth without distortion or withholding of any facts.

e. Wrongful appropriation. The taking, obtaining or withholding of the property of another with intent to deprive is wrongful appropriation.

f. Compromise of test material. Test material issued during scheduled tests, retests or test review sessions must not leave the test/review area or the presence of the Assessment Administrator. Test questions and answers are not to be discussed outside of the controlled environment.

g. Violations.

(1) Violations of the USACBRNS honor code include, but are by no means limited to, those mentioned in paragraphs 3a through 3f above. Common sense and good judgment provide the basic guidelines to what is acceptable and what is not acceptable conduct. Any related conduct that is unbecoming to a gentleman/lady and any student that may bring discredit to the USACBRNS, and the U.S. Army may be considered an honor violation.

(2) When a person is suspected of violating the honor code, the individual making the observation will collect all available evidence on the case, including names of witnesses, if appropriate, and immediately report the incident to his/her first-line faculty supervisor, i.e., training officer/NCO, Course Manager, or Instructor.

(3) Failure to report an honor violation after having observed or after having been informed of such violation constitutes an honor violation itself. **TOLERANCE:** Any student having knowledge of wrongdoing by fellow student of the class is obligated to report violations. Failure to do so constitutes **TOLERANCE** and violates the honor code.

Annex F

Instructions to Students for Online Exams

Assessment Administrator Directions: Instructions to Students (begin reading).

1. BEFORE THE EXAM - Read these Instructions verbatim:

a. *To prevent complications while taking an exam in Blackboard, you should know your Enterprise email.*

NOTE: *The Question Completion Status (right side above first question) allows you to track what question you are on, quickly move to another question within the test or see what question/s you have not answered.*

b. **ALL THE WORK ON THE EXAM MUST BE YOUR OWN.** *You will NOT make a record of your exam in any format. You must not ask for or accept assistance from another student. You will not offer or give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your exam will be terminated. You will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 250-1, and the Course Management Plan (CMP).*

c. *If you must leave the testing area for any reason (i.e., to use the latrine), raise your hand and wait until you receive permission from a test Proctor. If an emergency arises and you must leave the Exam Room, your exam will be terminated, and you will be permitted to take the Exam at a later date.*

2. DURING THE EXAM:

a. *If you have any questions during the exam, raise your hand and the Proctor will come to you. The Proctor will only be able to answer general administrative questions about the exam. Remain seated throughout the exam. DO NOT remove your CAC or minimize the Blackboard window into the task bar. Removing your CAC will result in your exam closing prematurely. It is strongly recommended that you know your AKO username and password.*

b. *You must score an 80% or above to pass this exam. If you should fail, you will receive remedial training on those Terminal Learning Objectives/ Enabling Learning Objectives corresponding to the questions that you answered incorrectly.*

c. *If you should fail, you will be allowed one retest with an alternate version of the exam. You must also score an 80% or above to pass the retest.*

d. *As you work through the exam, select your answer and click on the SAVE button before moving on to the next question. When you change your answer, you must click on the SAVE Button again. Choose the BEST answer. When more than one response appears correct, CHOOSE THE RESPONSE THAT BEST ANSWERS THE QUESTION!!*

e. A timer on the test screen informs you of the time remaining to finish the exam. If you complete the exam prior to the allotted time, you may recheck your answers. Once YOU CLICK ON THE SUBMIT BUTTON at the end of the exam, your official score will appear. If, however, you did not complete your exam within the allotted time, and you did not click on the submit button at the end of the exam, you will receive your official score result from the Test Control Office.

f. When you have completed your exam, turn in all the test materials including scratch paper to the Test Administrator/Proctor, then quietly gather up your personal effects and leave the room. You may NOT reenter the Test Room at any time during the exam period.

3. AFTER THE EXAM:

a. An exam critique will be conducted by the student following the completion of the exam individually at the workstation. After submitting the exam, students will have the option to review the exam within the Blackboard platform. During the exam critique you may NOT have any personal material (i.e., paper, books, pencil/pen, etc.) on your desk. Internet access is a violation and all electronic devices (e.g., cell phones, smart phones, blackberries, tablets, and any other PDAs, etc.) will be turned off and put away. Using Internet access and/or any type of electronic devices for any reason, at any time during the exam, after the exam and, during the exam critique is a violation and is subject to dismissal from the course. Once again, you will NOT make a record of your exam answers in any format.

b. Student Reclama. A Student Reclama may be submitted after the exam grades have been returned for those questions that you feel are wrong. If you have any questions about the Student Reclama process, see your Cadre.

Annex G

Instructions to Students for Written Exams

Assessment Administrator Directions: Instructions to Students (begin reading).

1. BEFORE THE EXAM.

a. Please DO NOT open the Exam folders until I have read to you the following instructions.

b. You should have in your possession a #2 pencil, an exam folder containing a copy of the exam booklet, an answer sheet, and any special exam materials you will need to take this exam.

c. Use a black, #2, lead pencil only. DO NOT use ink or ballpoint pen.

d. Orient your answer sheet so that the title is in the top right corner.

e. In the upper right corner of the answer sheet, print the three-digit bolded portion of the exam booklet number that is located on the label in the upper right corner of the exam folder (e.g. 013).

f. On the answer sheet, print your name, (LAST, FIRST, MI) rank, course, and class in their corresponding space.

g. Print the last 9 digits of your DOD ID number below the blocks labeled Social Security Number. Print only one digit in each block. DO NOT leave a space between digits. Blacken the circle in each column that contains the digit you have placed in the block above.

h. Print the six-digit Test number below the blocks labeled Test Number. Print only one digit in each block. DO NOT leave a space between the digits. Blacken the circle in each column that contains the digit you have placed in the block above. The Test Number is [VERSION A] – 000000, [VERSION B] - 000000.

i. DO NOT mark in "Page No." block or the block marked "Instructor Use Only.

j. Mark only one correct response for each question on the AIMS answer sheet. Blacken the circle that corresponds with your response. When more than one response appears to be correct, choose the response that best answers the question. Multiple responses per question will be scored as a blank response and graded as an incorrect response. Your grade is based on the number of correct responses.

k. Are there any questions on how to fill out the answer sheet, or on how to indicate your responses on the answer sheet?

1. Please check your exam booklet; there should be a Title/Cover page and pages EA-__ through EA-__ (EA or EB for Versions A or B). The questions are numbered 1 through __. Ensure that your exam booklet/exam materials have not been marked on.

2. DURING THE EXAM.

a. DO NOT make any marks in the exam booklet. After completing the exam, check your exam booklet and erase all stray pencil marks.

b. You may leave the room to go to the latrine or any reason deemed appropriate by the Proctor. You must receive permission from the Test Administrator/Proctor by raising your hand. You will NOT take anything with you. Close the exam booklet with the AIMS answer sheet with exam inside and drop it off with the Proctor/TA once you have permission to leave.

c. If you must leave the room for a reason other than stated above, your exam will be terminated, and you will retest at a later date.

d. This is an open/closed book test. You will/will not be allowed to use references and/or class notes. (As applicable to the exam)

e. You must not ask for or accept assistance from another student. You must not give or offer to give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your Exam booklet and answer sheet will be collected, your exam will be terminated, and you will be subject to administrative and/or disciplinary action IAW TRADOC Regulations (TR) 350-6; 350-1; according to the Individual Student Assessment Plan (ISAP).

f. If you have any questions during the test, raise your hand and I will come to you. I will only be able to answer general administrative questions about the test. Remain seated throughout the test.

g. You will have __ minutes to finish the test. When one-half of the test period has elapsed, I will inform you of the time remaining by saying "ATTENTION. YOU HAVE __ MINUTES IN WHICH TO FINISH YOUR TEST." I will give a similar warning 15 and 5 minutes before the end of the testing period.

h. When you have completed the test, check your answer sheet to ensure that you have selected a response for each question. Then turn all exam materials into the Proctor, place a new answer sheet in with the exam booklet, and quietly gather up your personal effects and leave the room. You may NOT reenter the room until the test is completed. DO NOT discuss this test with other students of other classes. It is your duty to report any observation of a student providing exam information to another student of your class or another class.

i. You must receive a score of 80% to pass this test.

j. A test critique will be conducted at a later time. During the exam critique, you may NOT have any personal material (i.e., paper, books, pencil/pen, etc.) on your desk. You may NOT make a record of your exam answers in any format.

k. You will get your exam results after the answer sheets have been electronically scanned and the grades posted to the grade books.

l. A student Reclama may be submitted after the exam grades have been returned. The procedure is explained in the ISAP. If you have any questions about Student Reclamas, see your instructor.

m. Are there any questions about the test instructions?

n. When I say "Begin," turn the page and begin the test.

o. When you have completed your exam, turn in all the test materials including scratch paper to the Assessment Administrator/Proctor, then quietly gather up your personal effects and leave the room. You may NOT reenter the Test Room at any time during the exam period.

3. AFTER THE EXAM.

a. During the exam critique you may NOT have any personal material (i.e., paper, books, pencil/pen, etc.) on your desk. Internet access is a violation and all electronic devices (e.g., cell phones, smart phones, blackberries, tablets, and any other PDAs, etc.) will be turned off and put away. Using Internet access and/or any type of electronic devices for any reason, at any time during the exam, after the exam and, during the exam critique is a violation and is subject to dismissal from the course. Once again, you will NOT make a record of your exam answers in any format.

b. Student Reclama. A Student Reclama may be submitted after the exam grades have been returned for those questions that you feel are wrong. If you have any questions about the Student Reclama process, see your Cadre.

Annex H

Instructions to Students for Performance Evaluation

Assessment Administrator Directions: Instructions to Students (begin reading).

1. You may leave the staging/classroom area to go to the latrine. You must receive permission from the Proctor by raising your hand. You will NOT take anything with you. You may not leave the evaluation once in progress.
2. You must not ask for or accept assistance from another student. You must not give or offer to give help of any sort to another student. If you are observed using or attempting to acquire unauthorized material or assistance, your evaluation will be terminated, and you will be subject to administrative and/or disciplinary action IAW TRADOC Regulations 350-6, 350-1, and the Course Management Plan (CMP).
3. If you have any questions during the test, raise your hand and a Proctor will come to you. They will only be able to answer general administrative questions about the test.
4. DO NOT discuss this test with other students of other classes. It is your duty to report any observation of a student providing test information to another student of your class or another class.
5. When you have completed the test you will be escorted to a staging area. You may NOT reenter the testing area until all evaluations have been completed or as directed by an Instructor/Proctor.

Annex I

Academic Evaluation Report Procedures

1. Purpose. These are Guidelines based on AR 623-3 for the Service School Academic Evaluation Report (AER), DA Form 1059.
2. Part I is for administrative data and for identifying the rated Student, the type of course attended, the period of the report, the reason for submitting the report, and explanation of non-rated periods. The rating official or rating official's designated representative completes part I.
3. Part II is for academic achievement and will identify if the rated individual fully supported SHARP, EO, and EEO, met height and weight standards IAW AR 600-9, as well as their GPA for the course. Blocks a, c, and d will be completed. Block b is not required as there is no ACFT required to graduate this course.

a. Block f. CHARACTER/ACCOUNTABILITY.

(1) "FAR EXCEEDED STANDARD" – a rating that is given based on the following:

(a) Student must display the highest standards of personal and professional conduct.

(b) Demonstrate all aspects of the Total Student Concept.

(c) Exhibit spatial awareness to assist and bring up those around them in adverse situations.

(d) Meets all standards below.

(2) "EXCEEDED STANDARD" – a rating that is given based on the following:

(a) Displays self-awareness and resilience in adverse situations.

(b) Demonstrate all aspects of the Total Student Concept.

(c) Stands out among his/her peers.

(d) Meets all standards below.

(3) "MET STANDARD" – a rating that is given based on the following:

(a) Maintained accountability of all assigned equipment.

(b) Demonstrated the Total Student Concept.

(4) "DID NOT MEET STANDARDS" – Students given this rating may graduate the course as long as they meet all graduation requirements as outlined in the CMP. This rating is given if any/all of the following apply:

- (a) Loss or significant damage to equipment.
- (b) Failed to demonstrate the Total Student Concept.
- (c) Honor code violation.
- (d) Conduct unbecoming of a professional.

(5) "NOT EVALUATED" rating is self-explanatory.

b. Block g. PRESENCE/COMPREHENSIVE FITNESS.

(1) "FAR EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Displays advanced understanding of the course material.
- (b) Knowledge and expertise sought after by other students.
- (c) Seeks added responsibility.
- (d) Excels in all assigned roles/responsibilities.
- (e) Meets all below standards.

(2) "EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Displays a high level of understanding of the course material.
- (b) Seeks added responsibility.
- (c) Demonstrates the potential to serve in positions beyond rank/experience level.
- (d) Meets all below standards.

(3) "MET STANDARD" – a rating that is given based on the following:

- (a) Demonstrates the ability to serve in positions relative to the individuals rank/experience.
- (b) Met height and weight standards IAW AR600-9 or service equivalent.

(4) "DID NOT MEET STANDARDS" – Students given this rating will not graduate the course or receive the ASI. This rating is given if any/all of the following apply:

- (a) Does not display understanding of the course material.
- (b) Does not excel in all assigned roles/responsibilities.
- (c) Does not meet height and weight standards IAW AR600-9 or service equivalent.

(5) "NOT EVALUATED" rating is self-explanatory.

c. Block h. INTELLECT/CRITICAL THINKING & PROBLEM SOLVING.

(1) "FAR EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Top 20% academic achievement based on GPA.
- (b) Shows analytical understanding of concepts taught within the course.
- (c) Meets all standards below.

(2) "EXCEEDED STANDARD" – a rating that is given based on the following:

(a) First time "Go" on all performance evaluations. Achieves a course GPA of 90% or above on all graded evaluations.

(b) If not a GPA of 90%, must be top 40% academic achievement based on GPA.

(3) "MET STANDARD" – a rating that is given based on the following: Passes all evaluations with a first or second time "GO" on all performance evaluations and a "80%" or above on all graded evaluations.

(4) "DID NOT MEET STANDARDS" – Students given this rating may graduate the course as long as they meet all graduation requirements as outlined in the CMP. This rating is given if any/all the following apply: Failed to meet any of the graduation criteria for the course.

(a) Received a first and second time "No-Go" on any individual performance evaluation.

(b) Received a first- and second time score below 80% on any written evaluation

(c) Failed first attempt at five or more evaluations.

(5) "NOT EVALUATED" rating is self-explanatory.

d. Block i. LEADS/COMMUNICATION & ENGAGEMENT.

(1) "FAR EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Demonstrated leadership potential far beyond rank and experience.
- (b) Made informed decisions during the course STX which led to multiple desired outcomes and overall mission success.
- (c) Led, coached, and mentored, other Students throughout the course to achieve success.
- (d) Able to answer questions through analysis to effect F3EAD cycle or operated effectively as Class Leader throughout the course.
- (e) Meets all standards below.

(2) "EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Demonstrated leadership potential beyond rank and experience.
- (b) Made informed decisions during the course STX which led to mission success without injury or loss of personnel.
- (c) Able to answer questions through analysis to effect F3EAD cycle or operated effectively as Class Leader throughout the course.
- (d) Meets all standards below.

(3) "MET STANDARD" – a rating that is given based on the following:

- (a) Demonstrated leadership expected of the individual based on rank/experience.
- (b) Made informed decisions when in a leadership position.

(4) "DID NOT MEET STANDARDS" – Students given this rating may graduate the course as long as they meet all graduation requirements as outlined in the CMP. This rating is given if any/all of the following apply:

- (a) Failed to demonstrate leadership potential during the course STX even at the lowest level.
- (b) Made questionable decisions which lead to mission failure or loss/injury to personnel.

(5) "NOT EVALUATED" rating is self-explanatory.

e. Block j. DEVELOPS/COLLABORATION.

(1) "FAR EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Consistently seeks opportunity to develop those around him/her.
- (b) Brought meaningful discussion to the course which greatly improved the learning outcomes.
- (c) Provided up to date/relevant material that will change a portion of the course.
- (d) Integral in the collaboration of group assignments, projects, practical exercises, or end of course STX.

(2) "EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Assisted other students around them to succeed.
- (b) Brought insightful discussions/questions up during the course.

(3) "MET STANDARD" – a rating that is given based on the following:

- (a) Acted as a member of a team.
- (b) Participated in group work/discussions.
- (c) Completed assigned homework.

(4) "DID NOT MEET STANDARDS" – Students given this rating may graduate the course if they meet all graduation requirements as outlined in the CMP. This rating is given if any/all of the following apply:

- (a) Failed to complete assigned homework.
- (b) Was disruptive during group work or course STX which led to mission failure or the injury/loss of personnel.

(5) "NOT EVALUATED" rating is self-explanatory.

f. Block k. ACHIEVES/LIFELONG LEARNER.

(1) "FAR EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Top 20% in class standing.
- (b) Met criteria for Commandant's list.
- (c) Meets all standards below.

(2) "EXCEEDED STANDARD" – a rating that is given based on the following:

- (a) Top 21-40% in class standing.
- (b) Met criteria for "Superior Academic Achievement."
- (c) Meets all standards below.

(3) "MET STANDARD" – a rating that is given based on the following:

- (a) Meets all graduation criteria for the course.
- (b) Demonstrated Total Student Concept.

(4) "DID NOT MEET STANDARDS" – Students given this rating may graduate the course as long as they meet all graduation requirements as outlined in the CMP. This rating is given if any/all the following apply: Failed to meet any of the graduation criteria for the course.

(a) Received a first and second time "No-Go" on any individual performance evaluation.

(b) Received a first- and second time score below 80% on any written evaluation

(c) Failed first attempt at five or more evaluations.

(5) "NOT EVALUATED" rating is self-explanatory.

g. Block l. COMMENTS will consist of the comments by the Academic Rater to justify the ratings in a. thru k.

h. Block m. SPECIAL PROJECT (S) OR PAPER (S): Will be left blank. This course does not have special projects or papers to justify comments in this section.

4. Part III is for overall academic achievement and the reviewing official will write a narrative summary as it pertains to the individual Student. This item must be completed for all students unless released from the course for no fault of their own such as approved retirement, or resignation from the service. Overall Academic Achievement is intended to measure each student's level of performance against the course standards and their peers. The reviewing official will identify each student's level of performance by placing an "X" beside the most appropriate entry as described below:

a. Block a. Select one box representing Related Student's overall academic achievement. Rated Student's class standing is, will be completed based on the following guidelines:

(1) Class standing will be enumerated for the top 40% of Students (based on the number of Students input in ATTRS on the start day of class). The #1 enumerated Student will be the Distinguished Honor Graduate for the course as outline above. The #2 enumerated Student will be the Honor Graduate for the course as outlined above.

(2) All other enumerated Students must meet the criteria for either Commandant's List or Superior Academic Achievement as outlined below.

(a) "Commandant's List" is limited to the top 20% Students as well as the student meeting the following criteria.

- 1 Must achieve a first time "Go" on all performance evaluations.
- 2 Must achieve a first-time score of "80%" on all written evaluations.
- 3 Must achieve a GPA of 90% or above on all evaluations.
- 4 Must meet all graduation criteria.
- 5 Cannot receive any derogatory counseling statements.
- 6 Must display the Total Student Concept.

(b) "Superior Academic Achievement" is limited to the top 40% of Students, based on GPA, as well as Students meeting the below criteria.

- 1 Must receive less than five first time failures on any evaluations.
- 2 Must meet all graduation criteria.
- 3 Cannot receive any derogatory counseling statements.
- 4 Must display the Total Student Concept.

(c) "Achieved Course Standards" will be selected for all Students who meet all graduations requirements.

(d) "Failed to Achieve Course Standards" will be selected for individuals who did not meet graduation requirements as outline above.

b. Block b. COMMENTS are required when: "Commandant's List", "Superior Academic Achievement", or "Failed to Achieve Course Standards" is selected with enough specificity to justify the rating. If "Failed to Achieve Course Standards" is selected see AR 623-3, chapter 3-35 for guidance on referred reports.

c. Block c. RATED STUDENT HAS DEMONSTRATED APTITUDE FOR THE FOLLOWING ASSIGNMENT (S): Not required. This is a functional course.

5. Part IV is the Authentication portion of the DA Form 1059. Administrative data and signatures for both the Academic Rater and Reviewing Official. For block c2. RATED STUDENT'S COMMENTS see AR 623-3, 3-28.