Testing Officer's Guide to Online Milestones

Cadet Online Milestone Tests may only be taken in the presence of a testing officer. They are designed to be administered during a regular squadron meeting. Any senior member testing officer may proctor an online milestone exam.
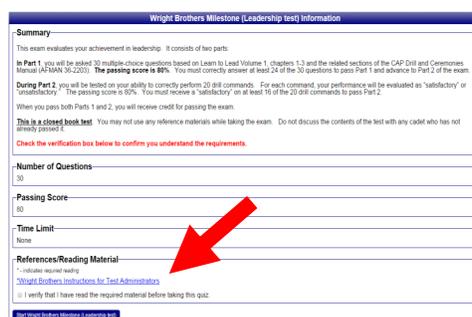
Before the exam
1.   Have the cadet sign into eServices.
2.   Open the Learning Management System application under Online Learning.
3.   Scroll down to the Cadet Programs: Milestone section of available courses.
4.   Select the exam the cadet wishes to take.
5.   Instructions for Tests Administrators are found under References/Reading Material.
6.   Open the file to read the detailed test administration instructions.
7.   Milestone exams are closed book. Ensure that the cadet does not have any reference materials while they are taking the exam.
8.   Ask if the cadet has any questions about the exam. They must check the box to verify that they've read the required materials.
9.   When they are ready to begin select the "Start test" button.
10. You will be prompted to enter your CAPID and eServices password to open the exam.
11. Once you hit "Verify" this will begin the clock for timed exams.

After the exam
1.   If the cadet finishes their exam before the end of the time limit, they should alert you and select "Submit." Timed tests will submit automatically after the clock counts down.
2.   The exam will be graded immediately. The result page will show the score. Select "View Results."
3.   The review details the questions the cadet answered correctly and incorrectly. If the cadet passed, it's still important to go over the questions they missed. If they failed, talk with the cadet about any incorrect responses and have them make a note of the learning objectives or modules they should review before their next attempt.
4.   To keep the test questions secure, **please do not give the review directly to the cadet**.
5.   After the review, close the review and select the "Finish" button. Scores are automati-

Wright Brothers. The Wright Brothers exam consists of two parts. Part 1 is multiple choice and Part 2 is a practical drill test. Cadets may only advance to Part 2 after passing Part 1 with an 80% or better. The drill sequence and scorecard for Part 2 is included in the Instructions for Tests Administrators (see right). Please note that while the cadet's Part 1 score will appear automatically, you will need to enter the drill score into the Cadet Promotions module manually.

Questions. For questions or problems send a note to cadets@capnhq.gov for assistance.