

Gen Carl A Spaatz Award Exam

Test Administrator's Guide

Civil Air Patrol
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GENERAL CARL A SPAATZ AWARD EXAMINATION

Test Administrator's Guide

Preface

This pamphlet explains the procedures used when administering the Gen. Carl A. Spaatz Award Examination. It is a handbook for the individual administering the overall exam process (for instance, the state director) and the individual who personally administers the exam to the cadet (for instance, the state director or CAP-USAF Reservist).

The Gen. Carl A. Spaatz Award is Civil Air Patrol's highest cadet honor. Cadets who pass the Spaatz exam and earn the award receive preference when applying for Air Force commissioning or entry to the U.S. Air Force Academy (see AFI 10-2701, *Organization and Function of the Civil Air Patrol*, paragraph 4.5 for details). Accordingly, since the award's inception in 1964, CAP-USAF has agreed to administer the exam to safeguard the integrity of this important award and the related Air Force benefits.

CAPR 52-16, *Cadet Programs Management*, chapter 2, governs the Spaatz Award and the Spaatz Award Examination.

Previous Editions

These instructions supersede all previous instructions. Destroy all Spaatz Award Exam instructions and tests dated prior to 1 August 2003.

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INTRODUCTION

Eligibility

CAPR 52-16 lists eligibility requirements for the Spaatz Award exam. The unit commander and wing commander ensure the cadet meets eligibility requirements before approving the cadet’s request to test. For re-test procedures, see page 9.

Upon approving the request, the wing commander contacts the test administrator and authorizes the exam. Test administrators do not administer the exam unless the wing commander (or region commander, in cases where the cadet appeals the local commanders’ decision) has approved the cadet’s request to test.

Test Administrators

CAPR 52-16 prescribes who may administer the exam. This pamphlet calls those individuals "test administrators."

Scheduling the Test

The cadet contacts the test administrator to make an appointment to test. The exam is administered at a time and place mutually agreeable to the test administrator and the cadet. The cadet needs about 4 hours to complete all four exam components. The cadet makes each attempt at the exam during a single day; the tests are not spread-out over multiple days.

Cadets living outside their home wing (ie: while attending college) may take the exam out of state with the approval of the test administrators of the affected wings.

Points of Contact

The points of contact for Spaatz exam test administrators are:

Administrative Questions	Curriculum Questions
<i>For questions about test procedures, scoring, on-line authorization codes, awards packages, and other administrative issues, contact the cadet registrar:</i>	<i>For questions about the cadet curriculum and test material, contact the Cadets & Senior Member Professional Development Division:</i>
HQ CAP / LMMR (Cadet Registrar) Telephone: 1-877-227-9142 ext. 203 Email: cpr@capnhq.gov Fax: 334-953-6699	HQ CAP / LMPD Telephone: 334-953-4304 DSN: 493-4304 Email: cpca@capnhq.gov Fax: 334-953-6699

Figure I. Points of Contact

Quick Reference Checklist

For a quick reference checklist of test administration responsibilities, see the Appendix on page 10.

Part II

TEST ADMINISTRATION OVERVIEW

Exam Components

The Spatz Award examination is a battery of four tests:

Test Component	Test Format	Time Limit	How Administered	Scoring Procedure	Passing Score
Leadership	60-question multiple-choice closed-book	60 min.	on-line	instantly on-line	80%
Aerospace	60-question multiple-choice closed-book	60 min.	on-line	instantly on-line	80%
Physical Fitness	4-event test (see CAPP 52-18)	can be completed in 60-min. or less	in-person	instantly using CAPP 52-18, Attachment 3	Pass / Fail (Must Pass All 4 Events)
Moral Leadership	1-question closed-book essay exam	60 min.	on-line / MSWord	scored by HQ CAP	Pass / Fail

Figure 2. Exam Components

Resources Needed to Administer the Exam

The test administrator ensures the cadet will have access to the resources needed to test. The cadet and/or the test administrator will need the following equipment:

1. Computer, Internet connection, MSWord
2. CAPP 52-18, *Cadet Physical Fitness Program*.
3. Writing paper, pens, pencils, and a dictionary
4. Stopwatch accurate to the hundredth of a second
5. Tape measure, for measuring the 30' shuttle run area
6. Chalk or masking tape for marking the shuttle run lines
7. Two blocks, approximately 2" x 2" x 4" for the shuttle run (ie: whiteboard erasers, pine blocks, etc.)
8. Meter stick for the sit-and-reach (or use a yard stick and convert from English to metric, 1 inch equals 2.54 centimeters).

Test Environment

The test administrator ensures that the test environment will be quiet and free of interruptions.

Also, the test administrator ensures the cadet will have access to a track or a quiet road with a wide shoulder for running the mile. Test administrators may measure road courses using an odometer, but tracks are preferred for their accuracy and safety.

Additionally, the exam requires access to a staircase for the sit-and-reach, unless a specially constructed sit-and-reach box is available.

Cadet's Uniform & Attitude

The cadet must report for the exam properly wearing a CAP uniform, but a formal uniform inspection is not necessary. If the cadet's appearance or attitude is unacceptable, the test administrator may refuse to administer the exam. In such cases, immediately notify HQ CAP/LMMR (see page 3 for contact information).

TEST ADMINISTRATION PROCEDURES

Required Tests	<p>Cadets taking the exam for the first time complete all four test components (see Figure 2, page 4), unless assigned to Physical Fitness Category IV (see page 8).</p> <p>For re-tests, cadets take only the test components they previously failed as indicated on the “exam results” memo (see page 9).</p>
Test Sequence	<p>The cadet may complete each required test component in the order of his or her choosing. The cadet may take short breaks between tests.</p>
Test Security	<p>Test administrators keep all exam documents secure and inform the cadet that he or she may <u>not</u> discuss the contents of the exam with anyone at any time.</p>
Procedures for Logging-In to the On-line Test System	<p>Test administrators contact HQ CAP/LMMR to obtain an authorization code to access to the Spaatz Exam (see page 3 for contact information). If possible, request the code 3-5 days before the test date. Authorization codes are good indefinitely; they are used to help protect the integrity of the exam.</p>

Log-In Procedures

1. Go to <https://ntc.cap.af.mil/login.htm>
 2. Enter the user ID and password provided by the cadet registrar
 3. Click “Spaatz Exam On-line”
 4. Have the cadet enter their CAPID and select the test they want to take
 5. Follow the instructions for the corresponding test, as described on the screen and on page 7
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Figure 3. Log-in Procedures

Disconnections. If disconnected from the Internet, the test administrator will need to re-boot the computer and log-in again. If the cadet was in the process of taking an exam, he or she will need to begin the test again. For this reason, dial-up Internet connections are not recommended. Local schools, colleges, and military installations may be able to provide an Internet connection.

Leadership Test
Procedures

Cadets take the leadership test on-line. It is a 60-question, closed-book, multiple-choice test. Cadets have 60-minutes to complete the exam, at which time the software will automatically tabulate the cadet's score. After logging-in to the on-line test system, allow the cadet ample time to read the test instructions. Then, note the time that the cadet begins the test and provide warnings when 20-minutes and 5-minutes remain in the test period.

Aerospace Test
Procedures

Cadets take the aerospace test on-line. It is a 60-question, closed-book, multiple-choice test. Cadets have 60-minutes to complete the exam, at which time the software will automatically tabulate the cadet's score. After logging-in to the on-line test system, allow the cadet ample time to read the test instructions. Then, note the time that the cadet begins the test and provide warnings when 20-minutes and 5-minutes remain in the test period.

Moral Leadership Essay
Procedures

Cadets select their moral leadership essay topic from the choices generated by the on-line test system. However, they write their essay longhand or using MSWord. HQ CAP grades this essay. This is the only test in the Spaatz exam where the cadet does not receive test results instantly.

Preparations. Prior to the test, open MSWord and disable the automatic grammar-checking feature (click "Tools," then "Options," then "Spelling & Grammar" and ensure the "Check Grammar as You Type" box is not checked).

However, cadets may use the spell-check feature; enable that feature on the "Spelling & Grammar" dialog box.

While keeping MSWord open, allow the cadet ample time to read the test instructions on-line before beginning (they may refer back to the instructions as they write their essay). Then when the cadet is ready, note the exact time and advance to the next screen where the computer will randomly generate three essay questions. The cadet chooses one question from the three options and uses MSWord or pen and paper to write a thoughtful, well-organized essay. Stop the cadet when 60-minutes has expired.

Reporting Results. The test administrator collects all notes and the final draft at the conclusion of the test and sends them to HQ CAP/LMMR (see page 3 for contact information). HQ CAP grades the essay using the critique found in CAPR 52-16, figure 2-7.

The test administrator conducts the physical fitness test. Follow the test procedures described in CAPP 52-18, *Cadet Physical Fitness Program*, chapter 5.

Fitness Categories & Waivers. The cadet's physical fitness category, as assigned by the unit commander, determines whether all, some, or none of the physical fitness test events are required. See CAPP 52-18, chapter 2, for details.

Category I. Most cadets are able to complete the physical fitness test events without restriction. They are classified as Category I cadets and must complete and pass all four test events.

Category II. Cadets who have a temporary injury are assigned to Category II and will not be administered the Spaatz exam until they are assigned to another fitness category.

Categories III & IV. Category III cadets are medically restricted from at least one physical fitness test event. Category IV cadets are medically restricted from all physical fitness test events. In either case, forward the cadet's completed CAPP 52-18 Attachment 1, "Cadet Physical Fitness Waiver Request," to the cadet registrar immediately after administering the exam.

Exceptions & Verification. HQ CAP will not make exceptions to the rules outlined above. HQ CAP reviews the unit commander's decision to assign a cadet to Category III or IV, and verifies that classification by contacting the cadet's physician.

Preparations. Allow the cadet ample time to change into athletic clothing and warm-up before beginning this test.

Spectators may cheer-on the cadet, but may not pace the cadet or coach in any way.

Scoring. The test is graded as pass or fail. To pass the test, the cadet must meet or exceed the test standard for their age and gender (see CAPP 52-18, attachment 3).

Reporting Results. No special form is required to record the cadet's physical fitness test results. Instead, send a simple note to the cadet registrar indicating whether the cadet passed or failed the test (see page 3 for contact information).

Part IV

TEST RESULTS & THE AWARD PACKAGE

Sending the Exam to HQ CAP for Grading	Within 3 business days of administering the exam, the test administrator sends HQ CAP/LMMR the moral leadership essay (including all drafts) and a note stating whether the cadet passed the physical fitness test. Test administrators may send these materials via mail, fax, or email (for contact information, see page 3).
Exam Results	HQ CAP/LMMR will notify the cadet of the exam’s official results. The unit, wing, and region commanders, and the test administrator, are also notified.
The Awards Package	When the cadet passes all elements of the Spaatz Award exam, HQ CAP/LMMR will send the Spaatz Award certificate and the other award elements to the wing headquarters for presentation.
The Award Ceremony	The unit commander, wing commander, and state director work together to arrange a meaningful awards ceremony for the cadet, as soon as possible. See CAPR 52-16, paragraph 2-11, for details.
Re-test Procedures	<p>Cadets may re-take the exam twice. They request a re-test following the same procedures used for their first test request (see page 3). They re-take only the tests they previously failed, as listed on the “exam results” memo described above.</p> <p>The first re-test may occur no earlier than 60 days after the date of the <u>first test</u>.</p> <p>The second re-test may occur no earlier than 120 days after the date of the <u>first re-test</u> (the second test attempt).</p>

QUICK REFERENCE CHECKLIST

	Cadet	Squadron Commander	Wing Commander	Test Administrator	HQ CAP
Before the Test	<ul style="list-style-type: none"> <input type="checkbox"/> Apply for the exam via memo or email to squadron commander per CAPR 52-16 <input type="checkbox"/> Upon approval of wing or region commander, contact test administrator (for instance, the state director) and coordinate a test date, time, and location 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify cadet's eligibility <input type="checkbox"/> Approve or disapprove cadet's request per CAPR 52-16 <input type="checkbox"/> Forward cadet's memo to wing commander for action 	<ul style="list-style-type: none"> <input type="checkbox"/> Receives cadet's request from squadron commander <input type="checkbox"/> Approves or disapproves cadet's request per CAPR 52-16 <input type="checkbox"/> Forward approved requests to state director 	<p>The person administering the overall exam process (for instance, the state director) should complete the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Receive approved requests from wing or region commander per CAPR 52-16 <input type="checkbox"/> Receive call from cadet; coordinate exam date, time, and location <input type="checkbox"/> For cadets re-taking the exam, review official exam results (memos sent by HQ CAP) to determine which tests to administer <hr style="border-top: 1px dashed black;"/> <p>The person who personally administers the exam (for instance, the state director or CAP-USAF Reservist) should complete the following about 1 week before the exam date:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Review test administration procedures, as outlined in this pamphlet <input type="checkbox"/> Obtain authorization code from HQ CAP/LMMR, if necessary <input type="checkbox"/> Ensure the cadet will have access to the necessary test resources (see page 4) 	<ul style="list-style-type: none"> <input type="checkbox"/> Develop exam materials and procedures <input type="checkbox"/> Ensure validity of exam questions and accuracy of answer key <input type="checkbox"/> Monitor ease and differentiation indices to ensure quality <input type="checkbox"/> Manage the software used to power the exam
Day of Test	<ul style="list-style-type: none"> <input type="checkbox"/> Report for exam in any CAP uniform <input type="checkbox"/> Complete all required tests on day of exam 			<ul style="list-style-type: none"> <input type="checkbox"/> Ensure cadet is wearing a CAP uniform before administering the exam <input type="checkbox"/> Administer the required test(s) in the sequence of the cadet's choosing <input type="checkbox"/> Monitor the cadet throughout the exam to guard against test compromise <input type="checkbox"/> Send CPFT results (or waiver requests) and essay materials to HQ CAP/LMMR, as required, within 3 business days 	
After the Test	<ul style="list-style-type: none"> <input type="checkbox"/> Await exam results <input type="checkbox"/> Pin-on C/Col insignia once Spaatz Award is posted on database <input type="checkbox"/> Discuss ideas for awards ceremony with squadron commander <input type="checkbox"/> In case of failure, reapply for exam (see p. 9) 	<ul style="list-style-type: none"> <input type="checkbox"/> Receive from HQ CAP official exam results memo; maintain in cadet's personnel record <input type="checkbox"/> Arrange awards ceremony, in cooperation with cadet, wing, and state director 	<ul style="list-style-type: none"> <input type="checkbox"/> Receive from HQ CAP official exam results memo; maintain on file <input type="checkbox"/> Arrange awards ceremony, in cooperation with cadet, squadron, and state director 	<ul style="list-style-type: none"> <input type="checkbox"/> Receive from HQ CAP official exam results memo; maintain on file <input type="checkbox"/> If necessary, assist Wing HQ in arranging awards ceremony 	<ul style="list-style-type: none"> <input type="checkbox"/> Verify cadet's eligibility for award <input type="checkbox"/> Verify test scores; grade essay <input type="checkbox"/> Compile and distribute official exam results; update database <input type="checkbox"/> Send award package to cadet's Wing HQ