

**GOV 13:** Institution administers, controls, and negates or investigates compromise of all tests and test materials in accordance with regulatory guidance.  
 (Comments:  
NOTE:- "Army/TRADOC regulatory guidance provides the minimum requirements for training and education institutions to accomplish mission; however, due to the nature of each proponent's career fields, guidelines that are more stringent may be warranted."

As of: 2012 WORKING COPY

Criteria	Criteria Guidelines	References	Required Documents	Applicability				Mandatory Comments
				CoE	School/College	TR NCOA	RC	

<b>Criterion 13a:</b> Institutions control and administer tests (exams) in accordance with regulatory guidance.	<b>13a(1):</b> Verify learning institution standing operating procedures (SOP) includes test control and administration guidance. Institution may have a separate SOP for test control/administration.	AR 350-1. TR 350-6. TR 350-10. TR 350-18. TR 350-70-VI-7. TP 350-70-5.  Current local/higher headquarter guidance.	SOP, Local guidance.	X	X	X	X	<b>Comment:</b> If there is no SOP guidance covering test control.
	<b>13a(2):</b> Verify test control officer(s) (TCO(s)) and alternate TCO(s) (ATCO(s)) are identified by written appointment orders or memorandum.	TR 350-10. TR 350-18. TP 350-70-5.  Current local/higher headquarter guidance.	TCO/ATCO appointment orders or memorandum of additional duty, SOP.	X	X	X	X	<b>Comment:</b> If there is no written appointment order or memorandum.
	<b>13a(3):</b> Review test destruction logs to ensure tests are being destroyed, purged, or transferred and documented in IAW guidance.	AR 25-400-2. AR 380-5. TR 350-10. TR 350-18. TP 350-70-5.  Current local/higher headquarter guidance.	SOP, test destruction logs, or any destruction, purged, or transferred documentation.	X	X	X	X	<b>Comment:</b> If destruction logs (or any destruction documentation) are not being maintained and/or tests are not being purged and destroyed properly.

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	<p><b>13a(4):</b> Review test control logs and observe test issuance to verify tests are properly receipted, issued, inventoried, and returned. Compare control logs and inventories against actual/original test inventory to ensure all tests are accounted for IAW guidance.            Note: This includes performance based test materials, if applicable.</p>	<p>AR 380- 5.            TR 350-70-VI-7-2.            TR 350-10.            TR 350-18.            TP 350-70-5.</p> <p>Current local/higher headquarter guidance.</p>	<p>SOP, Test control and inventory logs, any inventory documentation.</p>	X	X	X	X	<p><b>Comment:</b> If tests are not being properly issued or inventoried.</p>
	<p><b>13a(5):</b> Check security measures to verify tests are properly secured at all times.            Note: Ensure key issuance is inventoried and controlled to secured test control areas.</p>	<p>AR 25-2.            AR 25-400-2.            AR 350-1.            AR 380- 5.            TR 350-10.            TR 350-18.            TP 350-70-5.</p> <p>Current local/higher headquarter guidance.</p>	<p>SOP, evidence to confirm tests are properly secured at all times.</p>	X	X	X	X	<p><b>Comment Not Met:</b> If there is evidence that a test has been compromised and subsequently administered to students OR if there is evidence that a test has been compromised but no formal investigation has been conducted.</p> <p><b>Comment:</b> If security measures are not being employed.</p>

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	<b>13a(6):</b> Observe the administration of a written exam to verify instructors follow the required test administration procedures.	AR 350-1. TR 350-70-VI-7-2. TP 350-70-5.  Current local/higher headquarter guidance.	SOP, SEP, CMP, POI, and test administration lesson plan.	X	X	X	X	<b>Comment:</b> If tests are not properly administered.
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<b>Criterion 13b:</b> Institution puts in place security measures to negate compromise of all test materials. NOTE: This Includes electronic and hard copy versions.	<b>13b(1):</b> Verify test materials delivered, mailed, or transferred by the proponent are handled IAW information assurance (IA) requirements.	AR 25-1. AR 25-2. AR 25-55. AR 350-1. AP 25-1-1. TR 350-70-VI-7-7. TP 350-70-5. Current local/higher headquarter guidance.	SOP, Instructional materials; server containing dL or electronic testing materials; IA required documentation.	X	X	X	X	<b>Comment:</b> If test materials are not handled IAW IA requirements.
	<b>13b(2):</b> Verify test screen/access design does not compromise the test items.	AR 25-2. TP 350-70-2. TP 350-70-5. Current local/higher headquarter guidance.	Access to electronic tests.	X	X	X	X	<b>Comment:</b> If any test design compromises the test answers.
	<b>13b(3):</b> Verify all test materials are properly labeled with correct classification CLASSIFIED, UNCLASSIFIED, FOUO <u>and-or similar wording.</u> <del>electronic</del> <u>Electronic</u> tests	AR 25-2. AR 25-55. TP 350-70-5.	SOP, Access to all testing material to	X	X	X	X	<b>Comment:</b> If materials are labeled improperly.

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	are marked with warning NOT TO PRINT, COPY, TRANSMIT, or SAVE.	Current local/higher headquarter guidance.	include electronic tests.					
	<b>13b(4):</b> Verify media and systems selected to store and manage test records meet the requirements of Department of Defense.	DOD 5015.02-STD. AR 25-2. AR 25-400-2. TR 350-70-VI-7-2. TR 350-70-5. Current local/higher headquarter guidance.	SOP, Access all testing material to include electronic tests.	X	X	X	X	
	<b>13b(5):</b> Verify all superseded or obsolete electronic test materials are disposed of IAW regulatory and local guidance.	DA PAM 25-403. AR 25-400-2. AR 25-2. Current local/higher headquarter guidance.	Access to all disposable or destroyed electronic test material records.	X	X	X	X	<b>Comment:</b> If there is any improper disposed or destroyed electronic test materials.
<b>Criterion 13c:</b> Institution formally investigates suspected incidents of compromised tests.	<b>13c(1):</b> Verify if there are suspected incidents of compromise or cheating on tests and whether or not proper investigation procedures are followed and documented by the commander/commandant or approving authority.	UCMJ Articles 133 and 134. AR 15-6. TR 350-10. TR 350-18. TP 350-70-5. Current local/higher headquarter guidance.	Access to any records of violations.	X	X	X	X	<b>Comment:</b> If suspected incidents of compromising or cheating on tests and follow-on investigations or lack thereof.  <b>Comment Not Met:</b> If there is evidence that a test has been compromised but no formal investigation has been conducted.