

USASMA TEST CONTROL PROCEDURES

This Document Contains This document will be used to develop your Test Control Standard Operating Procedures (SOP) and incorporated as an Annex or Appendix to your Institution (SOP):

Note: The USASMA has developed these procedures as minimum requirements for the controlling and administrating test material. The procedure will be followed and incorporated into your Institutional SOP.

An example of a test control SOP and test control job aid can be Downloaded from the USASMA/QAO/Support Resources webpage.

USASMA TEST CONTROL PROCEDURES

Control Procedures for Student Measurement Instruments (Tests)

For proper control procedures for student measurement instruments (tests), Commandants must:

- a. Provide proper command supervision of student test instruments.
- b. Provide sufficient personnel and adequate facilities for administration of student test instruments.
- c. Appoint in writing a test control officer (TCO) and alternate test control officers (ATCOs) as required, for prompt compliance with student testing requirements. Appointment/Relief orders will be forwarded to USASMA-DOTD. TCO/ATCO appointment orders will include the TCOs email address and contact information.
- d. Ensure effective safeguarding of student test instruments from loss or compromise.
- e. Take immediate corrective action in the event of loss or compromise.
- f. Direct students and cadre to report to the staff and faculty of the test administering activity any situation regarding any possible or known loss, disclosure, or compromise of a test instrument.
- g. Ensure all personnel who handle sensitive test material have an absolute need to know, and are responsible for limiting access of test material to others without a need to know.

NOTE: Rank or position is not the primary determining factor for “need to know.”

NOTE: Do not reference AR 611-5.

(REF: TRADOC Test Policy and Procedures Memorandum and Enclosures, 6 Oct 01)

Test Control Officer (TCO) and ATCO Requirements

- a. The TCO and ATCOs will be appointed or relieved in writing by the Commandant.
 - b. The TCO/ATCO must be a commissioned officer, warrant officer, or enlisted soldier in the pay grade of E-7 or above and be a graduate of the course (if enlisted). If the academy instructs PLDC only, the TCO can be an enlisted soldier in the pay grade of E-6 or above and be a graduate of the course.
 - c. Commandants may appoint a civilian [GS-5 or above] when there are no commissioned officers, warrant officers, or senior NCOs available.
 - d. Commandants must provide a copy of the appointment orders to USASMA- DOTD, 11291 Sgt. E. Churchill St., Fort Bliss, TX 79918-8002. FAX is DSN: 978-djffjd, COM: (915) 568-8337.
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**TCO/ATCO
Responsibilities**

The TCO/ATCO will:

- a. Advise the Commandant on matters pertaining to test control procedures and administration.
- b. Maintain a testing facility SOP, as an Annex to the institutional SOP, containing the following as a minimum.
 1. A records system for administrative operations of the testing facility.
 2. Procedures for requisitioning, handling, storing, scheduling, administration, and scoring of tests.
 3. Disposition of test materials.
 4. Procedures for transmitting test results to the proper personnel.
 5. Procedures governing security of test materials IAW TRADOC Test Policy and Procedures Memorandum and Enclosures, 6 Oct 01 and Proponent guidance.
- c. Designate in writing, personnel authorized access to and handling of test materials, and ensure:
 1. Thorough indoctrination of all personnel in the testing facility.
 2. All personnel, upon their assignment to the testing facility, will initially review the testing facility's SOP and quarterly thereafter. Maintain written documentation for a period of 1 year.
 3. That personnel who administer and score tests, understand and practice correct procedures for administering and scoring each assigned test.
 4. To monitor all procedures prescribed in the testing facility SOP.
- d. Establish a Quality Assurance (QA) Program to inspect testing sessions to ensure the proper handling and administering of all tests. Academies will inspect test sessions quarterly (except for part-time NCOAs where infrequent class scheduling may only allow for inspections annually). Records will be maintained until the next accreditation visit. This will ensure that only authorized personnel handle test booklets, scoring keys, and completed answer sheets.
- e. Exercise close supervision over all phases of test receipt, storage, protection, issue, administration, scoring, and destruction.
- f. Secure and safeguard all examinations:

**TCO/ATCO
Responsibilities,
continued**

1. Maintain control over all examination materials. USASMA sends all test materials only to the TCO via return receipt mailing or secure website. Notification will be sent out when to download tests. (Once notified, testing material must be downloaded within 72 hours).
2. Upon receipt of test material, conduct a 100 percent quality control check of all testing material to include examination booklets to ensure that there are no missing pages and that all pages are legible .
3. Ensure all testing material is marked with “**FOUO-Sensitive (Testing) Material**” or similar words. You must indicate security level and type of material. **FOUO** by itself is not a sufficient marking. Mark testing material on the front/back (top or bottom) covers and front of every page of the test material if not already marked. All electronic versions of sensitive test material will have the warning “**DO NOT COPY, PRINT, TRANSMIT, OR SAVE UNLESS SPECIFICALLY AUTHORIZED**” (or words to this effect) on any portable medium and on first page/screen seen when opening the file.
4. Assign all testing material to include booklets, CDs, and floppy disks, a unique serial number immediately upon receipt. This is an essential requirement to maintain accountability of testing material. (Remember, the master must also have a unique serial number on the cover sheet.)
5. Prior to testing, make sufficient copies immediately before first administration. Make additional copies only if necessary and immediately before subsequent administration.
6. Prior to issuing examination booklets to the Test Administrator, place a unique serial number on the student answer and review sheets. (Local policy dictates where the exam serial number appears on the answer sheet).
7. Issue each Test Administrator only the number of examination booklets, student answer and review sheets required to test. Inventory the examination booklets, student answer and review sheets (page by page inventory is required) with the Test Administrator prior to issuing them. The Test Administrator accepts responsibility for the examination materials while in their possession. When the Test Administrator returns the examination materials to the TCO, the TCO will conduct an inventory to ensure proper accountability.

TCO/ATCO

8. Store all examination material not in use only where authorized

Responsibilities,
continued

personnel have access to it. Examination material includes the examination booklets, exam answer sheets, completed student answer sheets, student review sheets, CDs, floppy disks, scantron answer key, land navigation course information and answer keys, and changes to test material.

9. Maintain a copy of the written test administration guidance (TAG) at all times.
10. Ensure that the Test Administrators do not know in advance what questions are on the examination.
11. Issue Test Administrators examination material just prior to administering the examination. Ensure Test Administrators follow the procedures listed in the Test Administrator Duties.
12. The TCO or ATCO will be the only ones authorized to grade completed answer sheets without specific permission from the Commandant. This will be conducted in the test control office/area.
13. Upon receipt of new tests or changes from USASMA, remove and destroy the old versions and replace them with the new versions or changes. Document all dispositions as appropriate.
14. Control and safeguard changes to the same standard as current test material.
15. Maintain an inventory of ALL test material using DA Form 5159 (or a locally produced form). Conduct inventories (quarterly for full-time academies and semi-annually for part-time academies where infrequent class scheduling occurs) and additional inventories may be necessary upon reproduction of exam booklets. Attach all examination dispositions (sign in/sign out sheets, destruction, reproduction, transfer documents etc.) with the quarterly inventory. Maintain records for a period of 1 year.

**Test
Administrator
Duties**

Test Administrator must:

- a. Ensure the classroom is set up and ready for administration of student testing.
- b. Read and follow the test instructions (test administration guide) verbatim to the students taking the test, and allow for questions during or upon completion of the reading.
- c. Be present during all phases of testing and circulate throughout the classroom on a random basis to observe any suspicious activity or be in a position where visual observation of all examinees can be accomplished without creating a distraction.

**Test
Administrator**

- d. Positively verify every student's identity before test administration. This can be through visual recognition of each student or by checking
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Duties
continued

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- the identification card.
- e. Ensure that all students have the necessary materials (for example: student handouts, publications issued for the course, personal notes, calculators, or computers) for taking the test and that they follow directions correctly.
 - f. Answer only those questions that pertain to test procedures, time limits, purpose, and use of test.
 - g. Provide visual display of specific time remaining, such as 60, 30, or 5 minutes. Announce the time remaining in 30-minute increments and each minute for the last 5 minutes.
 - h. If assigned a section of a room, watch over their assigned section so as not to distract the students.
 - i. Carry out, in sequence, all instructions given.
 - j. Strictly adhere to test time limitations.
 - k. Ensure students fill out their student review answer sheets prior to turning in testing material to the Test Administrator.
 - l. The test administrator will check for any missing pages, and account for all testing materials.
 - m. The test administrator and TCO/ATCO will conduct a 100 percent inventory of returned testing material.
 - n. The test administrator will return to the student their student review sheets prior to conducting the AAR. Follow the procedures as outlined in the TAG and SOP. Immediately after the AAR, the test administrator will collect all student review sheets and return them to the TCO/ATCO.
 - o. Do not return completed test answer sheets to the examinees. The only information furnished to the examinee is the test score or subtest scores and other administrative information found in the identification portion of the answer sheet.
 - p. If the SOP allows students to leave the testing area to use the latrine or finish early, ensure they turn in all test material and that they do not disturb those still working.

NOTE: If more than 25 students are being testing at one time in an area, a test proctor will be utilized. The test proctor will meet the same requirements as the test administrator and follow instruction given by the test administrator. (For each 25 students being tested at one time in one location, an additional test proctor will be utilized). (For example: 72 students require a test administrator, and two proctor).

**Testing
Conditions and
Environment**

The following testing and environmental conditions should bring out the students' best performance. Test administrators must ensure that:

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- a. The test facility is reasonably free from environmental distractions.
 - b. The students are fully aware of the reasons and importance for taking the test.
 - c. Students are comfortable and rested.
 - d. The testing room is quiet. (Frequent or loud noises may interfere with the test performance, therefore, never conduct ordinary business in the test location).
 - e. Instructions are loud enough and clear so all students can hear and understand them.
 - f. The testing room and working surface are adequate and comfortable. (Lighting should be such that there are no shadows or strong glares on working surfaces).
 - g. The testing room's ventilation, temperature, and humidity provide comfort for the students.
 - h. The space allotted for each student is sufficient enough to hold all associated testing materials.
 - i. No student will interact with another during the test. The use of partitioned booths or alternate seating helps to prevent collaboration.
 - j. Computers may have references stored on them but will be unable to communicate with other student computers. Computers utilized for on-line testing will have security measures to ensure student interaction does not occur.
 - k. Cell phones and beepers will be turned off during testing.
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Security of Test Components

The TCO or ATCO will include the following security measures as a minimum:

- a. Store test components in locked rooms or containers, when not in use or transit and where they are not accessible to unauthorized personnel.
 - b. Identify individuals who have access to test material. Access rosters will be posted on the outside of the test facility or container.
 - c. Store the test booklets and answer keys in separate locked containers.
 - d. Conduct inventories (quarterly for full-time academies and semi-annually for part-time academies where infrequent class scheduling occurs)--as a minimum--of all test booklets, administration and scoring manuals, and scoring keys. The Commandant may establish a more frequent inventory schedule.
 - e. Ensure all testing material is marked with **“FOUO-Sensitive (Testing) Material”** or similar words. You must indicate security level and type of material. **FOUO** by itself is not a sufficient marking. Mark testing material on the front/back (top or bottom) covers and front of every page of the test material if not already marked. In addition, all electronic versions of test material will have the warning **“DO NOT COPY, PRINT, TRANSMIT, OR SAVE UNLESS SPECIFICALLY AUTHORIZED”** (or words to this effect) on any portable medium and on first page/screen seen when opening the file.
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Security of Test Components
continued

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- f. Apply indelible serial numbers to test booklets, manuals, answer keys, CDs, floppy disks, scoring keys, and optical scanner test scoring machine forms for internal security control. Use the office symbol of the activity or the next higher headquarters, which has an assigned office symbol. Do not assign serial numbers of previously destroyed materials for newer test materials. The cover sheet for all Masters will also have a unique serial number assigned as well.
 - g. Create a serial number system using the school's office symbol as the prefix to the serial number. The **item description** can follow the **office symbol**, then the **test version**, and then the **sequence number**. This will create unique serial numbers. See the example.

1. Example: **ATSS-Q-PLDC-E202-0001**

- h. The security requirements established in this document meet the requirements for handling "Sensitive in Nature" materials. The test material will bear the designation "**FOUO-Sensitive Examination (Testing) Material.**"
- i. **DO NOT** use DA Label 87, "**FOR OFFICIAL USE ONLY**" cover sheets or this term on any test materials.
- j. Ensure personnel account for all test components at all times. Make exact counts of test components, except unused answer sheets, when taken from and returned to the locked cabinets. Each time sensitive test material (weather paper-based or disk-based) is removed from its locked container, a record of sign-out (name, organization, ect,) will be made.
- k. Whenever sensitive material is transferred make a record of:
 - 1. Date of transfer.
 - 2. Method of transfer.
 - 3. Who was responsible for the transfer?
 - 4. The exact material transferred.
- l. Maintain transfer or disposition documentation with the inventories.

**Security of
Electronic
Media Test**

The following minimum additional controls apply for electronic media files:

- a. Secure files at least with password/userid protection.
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Components

- b. When accessed, first page screen must display the warning “**DO NOT COPY, PRINT, TRANSMIT, OR SAVE UNLESS SPECIFICALLY AUTHORIZED TO DO SO.**”
 - c. Restrict access when viewing material on screen.
 - d. Allow **NO** unauthorized copying.
 - e. **DO NOT** store or transfer material to an uncontrolled system.
 - f. TCO/ATCO must modify electronic media if necessary.
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Actions for Loss, Compromise, or Possible Compromise

Exact procedures must be developed by intuition and incorporated into the Test Control Annex of the institutional SOP.

- a. Every incidence of suspected unauthorized disclosure of sensitive in nature test material requires an investigation and the compromise substantiated, refuted, or left unsubstantiated. If an investigation refutes possible compromise--shows it to be false or erroneous--no further action is necessary.
 - b. Upon completion of an investigation which finds there is a compromise or potential compromise, the Commandant--or other designated authority--will report the incident to their chain of command. The Commandant or designated representative will--
 - 1. Conduct a thorough investigation of the compromise, possible compromise, or loss, and initiates proper actions to prevent recurrence of loss or compromise of test materials.
 - 2. Decide the risk mitigation factors to employ.
 - 3. Maintain a record of the results of the investigation and actions, if any, taken.
 - 4. If warranted, initiate actions IAW AR 15-6.
 - c. If the investigation substantiates or cannot definitely refute the compromise--suspected but unsubstantiated--the Commandant must immediately conduct a risk assessment based upon the level of control required of the test. The risk assessment must mitigate any serious consequences from the loss. At the discretion of the Commandant --or other designated authority--the procedures for mitigation must include, but not be limited to, one or more of the following--
 - 1. Withdrawal of the test booklet from use and immediate notification to appropriate USASMA-DOTD Chief.
 - 2. Retesting of one or more students using unsuspected versions.
 - 3. Take no action, if unsubstantiated.
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Exam Advance Sheets

During inprocessing, NCOAs will provide the students with the Advance Sheets (listed in the appropriate lesson plan) for each examination. The Advance Sheets inform the student what areas the examination evaluates,

and the references or student handouts each examination requires.

**Practice Test
(PLDC ONLY)**

Commandants at their discretion administer a practice test to familiarize students with timed test taking. This practice test is developed by USASMA-DOTD and does not require control procedures, as do other graded examinations. See CMP/TSP and Written Test Administration Guidance (TAG) for instructions. Commandants may take the one-hour allowed for the test and the thirty-minute AAR from their training support activity hours. Administer the practice test prior to the first written examination. (**Test control inventory and security procedures do not apply to practice tests**).

**Open Book
Written Exams**

All examinations are open book requiring the students to apply knowledge to solve problems in an environment that simulates the soldier's duty positions.

- a. Allow students to use any reference material available to them during the examination, for example: student handouts, publications issued for the course, personal notes, calculators, and computers. This is subject to the following restrictions:

NOTE: Items 1 and 2 are at the discretion of the Commandant.

1. Students must not damage recoverable publications (PUB). This means that students will **NOT** tab, fold, crease, highlight, or write on pages of **RECOVERABLE** PUB. They may; however, tab recoverable reference material with a nonpermanent adhesive tab, such as a Post-it®, that will not mark or damage the PUB.
2. Before the administration of the first test all students will be advised of the following:
 - a. They will not acquire or provide inappropriate assistance either before, during, or after an test except as instructed, (ie. Group activities).

**Open Book
Written Exams,
continued**

- b. They will report any unauthorized assistance either before, during, or after the test administration of which they may have knowledge.
 - c. For legal reasons first time notification will be in writing and acknowledged by the student, this will be done during the Integration and Reception Counseling.
 - d. Reiteration of the above before each test is highly recommended .
 3. Students may highlight and make marginal notes only on **NON-RECOVERABLE** reference material.
 4. Students may use computers issued by the NCOA that has
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references stored on the computer. Computers will not be able to communicate with other student computers.

5. Students will **NOT** have cell phones or beepers in their possession while testing.
 - c. All material used during the examination must be the student's own or material the NCOA issued for individual student use.
 - d. The intent is to ensure students know the lesson material, know how to research, and know how to find the correct answer.
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**Exam
Development**

- a. USASMA-DOTD will develop three versions of each test (Versions A, B, and C) and will provide to the TCO separate from other course material for security purposes. The TCO must locally reproduce required additional copies.
 - b. To ensure standardization, use **ONLY** the test material provided by USASMA-DOTD.
 - c. Commandants will ensure that test versions are alternated from class to class. All versions test a student's knowledge on the same ELOs but with different questions.
 - d. To provide effective control of test versions, TRADOC Test Policy and Procedures Memorandum and Enclosures recommends that TCOs print a sufficient amount of test version booklets for the projected class size plus a surplus established by the Commandant for unanticipated walk-ons.
 - e. USASMA-DOTD will follow the procedures in TRADOC Test Policies and Procedures Memorandum Enclosure 4 in developing tests.
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**Exam Answer
Sheets**

- a. Commandants have the option to use the most readily available examination answer sheets. NCOAs may have the answer sheet either commercially or locally produced. Commercially produced mark-sense answer sheets have an advantage over locally produced sheets because a machine or a manual answer key makes grading easier, faster, and more accurate.

**Exam Answer
Sheets**
continued

- b. The answer sheet will usually not have information blocks that apply to PLDC.
- c. NCOAs will develop an answer key for each examination version, identify, and secure it accordingly.

**Scheduling
Written Exams**

Refer to the course map in the appropriate CMP for scheduling written examinations.

**(PLDC Only)
Evaluating
Results of
Written Exam
and
Performance
Tests**

- a. To receive a passing score, students must score at least 70 percent or higher on each written examination. Written examinations I and II have 40 test questions. This means each question has a value of 2.5 points. On a 40-question exam, the student must answer 28 questions or more correctly to receive a passing score. Missing 13 or more questions results in a failing score.
- b. Written Examination III has 20 questions. This means each question has a value of 5 points. The student must answer 14 or more questions correctly to receive a passing score. Missing 7 or more questions results in a failing score.
- c. In addition to the written examinations, students must successfully complete performance tests to meet course graduation requirements in the following areas:
 1. Army Physical Fitness Test (APFT). (IAW FM 21-20w/C1) (GO).
 2. Army Physical Fitness Training Performance Evaluation Test (GO).
 3. Drill and Ceremonies Performance Evaluation Test (GO).
 4. Individual Training Performance Evaluation Test (GO).
 5. Land Navigation Performance Evaluation Test (GO).
 6. Leadership Performance Evaluation Test, Garrison and STX (GO).
- d. Students may **NOT** use notes/cue cards during the performance evaluations of C2 and C3 above.
- e. For all other courses, to receive a “GO” a student must receive a 70% on all written exams. To receive a “GO” in a performance test, for the guidance provided in the TAG/CMP

(REF: AR 350-1, Chap 3, TR 350-18, Chap 3, and TR 350-10, Chap 2)

**Retest
Procedures**

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- a. NCOAs will schedule remedial training and retesting for soldiers who fail any initial written or performance evaluation. They will retest the students only once using a test version different from the one the student failed initially.

**Retest
Procedures
continued**

- b. SGLs will identify those Terminal Learning Objectives (TLO)/Enabling Learning Objectives (ELO) that the student failed. The primary focus of remedial training will be done on the ELOs that the student failed to achieve. Counsel the student and provide a plan of action. Written documentation will be maintained in the students record.
- c. NCOAs will annotate retest scores in the students’ course records along with counseling and remediation documentation. However,

students who require and pass a retest will receive the minimum passing score (70 percent) for that event. NCOAs will automatically remove these students from class honors consideration, and use the 70 percent score for any type of averaging.

- d. (PLDC ONLY): If a student receives two failing scores (one initial test and one retest) on any single exam/performance evaluation, the Commandant will initiate dismissal procedures IAW AR 350-1.
- e. Due to the strict regiment of the course's conduct of training, Commandants must dismiss those students who, after an unsuccessful appeal, fail a second retest.

(REF: TR 350-10, Chap 2, para 2-9a and b)

Grading Tests

Tests can be scored one of two ways:

- a. Machine Scoring: At a minimum 5 percent of all machines scored test answer sheets will be rescored by hand. The exception is if the total of tests is 20 or less, at the time, at least two will be rescored by hand.
 - 1. Samples from machine scored test batched will be randomly selected from the top, middle, and lower third of each batch of test answer sheets for rescoring by hand.
 - 2. 100 percent of failures must be machine scored twice and verified by hand grading.
 - b. Hand Scoring: Academies will create scoring keys to be utilized. There is only one correct answer for each question.
 - 1. 100 percent of failures must be checked independently by a second person.
 - 2. Academies will place procedures in their SOP for hand grading.
- a. Conduct an AAR following each written examination in order for students to know what questions they missed and to learn from their mistakes. To conduct a proper AAR, while not compromising the exam, USASMA recommends the following procedure:

After Action Review (AAR)**After Action Review (AAR)**
continued

- 1. At the beginning of the exam, issue each student a sheet of paper (test review sheet) numbered 1 - 40 or 1 - 20 with the test booklet and answer sheet.
 - 2. Have the students write their names, test serial number and student numbers on the sheet of paper.
 - 3. Tell the students that the sheet of paper is for an AAR, that it is not an answer sheet. Tell them that after they complete the examination, to copy their answers from their test answer sheet onto the test review sheet.
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4. Once the students complete the exam and fill out their test review sheets, the students will turn in the test booklet, test answer sheet, and the test review sheet to the Test Administrator.
 5. The Test Administrator will return all testing materials to the TCO/ATCO and returns to the class with one examination booklet, one exam answer key, and the student test review sheets.
 6. While the TCO/ATCO grades the examinations, the Test Administrator may begin the AAR. The Test Administrator will go over each question and discuss the correct answers with the students. At the conclusion of the AAR, the Test Administrator will collect all review sheets.
 7. The Test Administrator will return all test materials to the TCO/ATCO. The TCO/ATCO will account for all materials and destroy all review sheets.
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Student Developmental-Counseling
Test Failures

Feedback is essential for students to know how they are performing and where they stand in the course. Developmental counseling is one of the most important tools of leader development in NCOES. SGLs must developmentally counsel students continually on both the positive and negative aspects of their performance throughout the course, on DA Form 4856. Identifying the student's strengths, weaknesses and ways to maintain/improve will assist the student in successfully completing the course.

(REF: TR 350-10, Chap 2, para 2-7g and TR 350-18, Chap 3, para 3-29)

Destruction of Test Materials

- a. The TCO/ATCO will destroy:
 1. Test components (except for test answer sheets filled in by currently enrolled students) that have become mutilated or marked through by use, superseded, or that cannot be made usable by erasing, transparent tape, disk, or stapling.
 2. Test material by burning, shredding, melting, or chemical decomposition.
 3. Student test/performance answer sheets upon completion of the course.
 4. Non-graduate student test answer sheets at the end of 24 months.

Destruction of Test Materials
continued

- b. The TCO, having custody of/or supervision over the test material, validates the destruction process.
 - c. Whenever sensitive test materials are destroyed a record will be made of:
 - a. Date of destruction.
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- b. Method of destruction.
 - c. Who was responsible for the destruction?
 - d. The exact material destroyed.

d. Maintain the destruction disposition documentation with the inventory.

(REF: TRADOC Reg 350-10, Chap 2, para 2-8c and TRADOC Test Policy and Procedures Memorandum and Enclosures)

Key Control

The institution will establish procedures to control keys and combinations which allow access to testing material.

**Land
Navigation
Course
Testing**

- a. Each student will receive a land navigation test and answer sheet which will be assigned a unique serial number.
- b. Upon completion of the land navigation course, the student will turn in the test and answer sheet to the SGL for grading.
- c. Students who do not receive a passing score on the land navigation course will receive remedial training and be retested.

(REF: PLDC CMP)

**Quality
Assurance
Program**

- a. IAW the institutional SOP, the following will be accomplished as a minimum:
 - 1. Inspections of test sessions (quarterly for full-time academies and semi-annually for part-time academies).
 - 2. An inspection as part of the institutional self evaluation.
 - 3. Internal QA inspection records will be maintained IAW regulatory guidance and be made available during the next accreditation.
 - 4. Each academy will establish a viable quality assurance program for test policies and procedures.
- b. Ensure these procedures are IAW the appropriate TAG/CMP and proponent guidance.