**SASI OR ASI (PROCTOR) INSTRUCTIONS**

**TO BE EMAILED WITH AQT STUDENT PAMPHLET**

Instructors,

As you know, HQ opened the application window for the new AFJROTC Flight Academy Scholarship program.

**The deadline to apply is 15 December 2017.**

Additionally, per the application process, **Cadets must take an Aviation Qualification Test prior to 8 December 2017**. This email provides you general information and the necessary instructions to PROCTOR the online exam. The information in this document is for the Instructor only. DO NOT SHARE THIS INFORMATION.

The results of the exam are no longer required to be printed by Cadets after the test. The results will automatically flow to the HQ AFJROTC screening board when the exam is complete.

**\*\*\*Please note the following change to the application process regarding test scores.\*\*\*** The cadets will not receive their final score on the exam. The exam is a very challenging test and is designed to measure the cadet’s aptitude for grasping aviation concepts. Many of the questions are college-level. Please brief your cadets to expect a very difficult exam, encourage them to finish and do not let them feel discouraged. HQAFJROTC is not grading their exam on the basis of how many questions they get right…the test is for comparison only, i.e…”how did the individual perform, compared to other cadets?” Again, this is a challenging exam; some of the questions are college-level, and many cadets may not have had previous experience with these aviation concepts. Please simply encourage your cadets to do their best.

Instructors are critical in ensuring this program executes seamlessly and the SASI’s will proctor the Aviation Qualification Test for their cadets. In an effort to equip you with the necessary instructions, we created the following guidelines. It is important that you not share this information with examinees.

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**INSTRUCTIONS FOR PROCTOR**

This is an online exam. Proctor’s will need to ensure students have access to a reliable internet source.

The necessity for rigid test control cannot be overemphasized. No one will be allowed in the testing area except the instructor and examinees. The exception is if there is only one (1) examinee and the SASI is the opposite sex, the SASI may take appropriate measures to meet school policies. Examinees cannot possess any personal electronic devices (i.e., watches, cell phones, computer, calculating devices, or any other item which could be used to gather, store, copy, reproduce, transmit, or receive data). Students are only allowed to have the window with the test open on their computer. They may not navigate to any other windows, links, or functions (e.g. calculator) on the computer. If you observe a student to be in violation of this, immediately stop the exam and remove the student from the application process. Notify HQ AFJROTC at [HQ-FlightTrainingPgm@afjrotc.com](mailto:HQ-FlightTrainingPgm@afjrotc.com). Students may have several sheets of clean paper and a pencil during the exam. However, at the end of the exam the proctor should collect all materials (scratch paper, etc) before releasing examinees. Do not allow an examinee to leave the room during a testing session, except for an emergency. Inspect the table reading section handout thoroughly for marking or mutilation. At the end of the testing session, you must safeguard and destroy scratch paper used by examinees.

As career Airmen, SASI or ASI, and lastly the test proctor, it is given that you understand the importance of maintaining the integrity of the testing process. This process provides a fair and competitive environment for your cadets and all of AFJROTC’s 120,000 cadets. You are responsible to ensure a proper testing environment and the protection of testing data and materials. This test was produced in partnership with the Department of the Air Force Strategic Research and Assessment Division. The testing materials, questions, and process are protected under strict Air Force Policy. All test administration personnel should clearly understand that administrative or disciplinary action may be imposed upon them for test compromise; improper storage or handling of test materials; or failure to comply with this manual, applicable testing procedures, and any applicable changes.

**The instructor/Proctor will be responsible for logging into the exam and having it ready for the student. The exam is password protected and only “YOU” (the instructor/Proctor) will have access to the PW. DO NOT SHARE YOUR PASSORD.**

**The online exam is located here:** [**http://afpilot.collegeoptionsfoundation.net/**](http://afpilot.collegeoptionsfoundation.net/)

**The password for the exam will be provided to instructors at a later date.**

**The instructor/Proctor will also need to print a copy of the attached table and give to each cadet immediately before the exam. This table will be used in the “Table Reading” section of the exam. Do not share this table with cadets prior to the beginning of the exam.**

**While administering the exam to your students…if you have internet issues or get kicked out of the test please contact the following:**

**1. Major Molly Butler – (334) 953 - 6823**

**2. Major Mike Allen – (334) 953 - 5116**

**3. MSgt Larry Nix – (334) 953 - 6822**

**4. Mr. Todd Taylor – (334) 953 - 0265**

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**Please ensure you brief your cadets taking the exam on the following:**

“You must observe the following rules throughout all testing sessions:

a. Do not touch any of the test materials/or scratch paper until given specific instructions to do so.

b. Do not talk with other examinees during testing.

c. You may only have scratch paper available.

d. Follow the directions exactly; they give all the necessary information.

e. If your pencil breaks or you need more scratch paper, raise your hand.

f. Only during an emergency situation will you be allowed to leave the room.

g. If you need assistance, raise your hand. The SASI will provide assistance only if allowed by the guidance given.

h. Other than the online test, do not open any other windows, links, or functions on your computer.

I. If you have internet issues, raise your hand.

During the testing session, you will be allowed to use only the materials given to you. Electronic devices such as watches, cell phones, computer, calculating devices, or any other item which could be used to gather, store, copy, reproduce, transmit, or receive data are prohibited in the testing room. If you have any of these in your possession, please hand them to me and I will return them to you at the end of the testing session.”

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This email is meant to serve as an expectation baseline for the instructors and the email content is intended for instructors only. You will find an information pamphlet attached to this email. This document can be shared with your cadets who are interested and we recommend sharing with them soonest.