



D7DIRAUXINST 1230.1

APR 7 2015

D7 DIRECTOR OF AUXILIARY INSTRUCTION 1230.1

Subj: ONLINE AND PAPER TEST POLICY

Ref: (a) Auxiliary Manual, COMDTINST M16790.1G

1. PURPOSE. In a manner consistent with reference (a), this Online/Paper Test Policy provides a description of procedures for Auxiliarists to take end of course examinations.
2. ACTION. This policy applies to all members of the Seventh District Auxiliary and is to be promulgated via the elected Chain of Leadership and the Member Training Chain of Management. Internet release is authorized.
3. DIRECTIVES AFFECTED. None.
4. DISCUSSION. Consistent with the Seventh District Commodore's Strategic Issue - "husbanding D7 resources through technology" - and in the interest of providing members with virtually immediate feedback on their end of course examination results, effective immediately all end of course examinations will be administered online via the National Testing Center (NTC) at: <http://ntc.cgaux.org/>. The only exceptions to this policy are: the final examinations for Auxiliary Search Coordination and Execution (AUXSC&E) and Advanced Coastal Navigation (AUXACN/AUXNAV) B courses.
5. PROCEDURES. Upon completion of course study, members should log onto <http://ntc.cgaux.org/> to access online end of course exams. The log on is the same as that used for the AuxDirectory/AuxOfficer and all "Member Zone" applications.
 - a. The first tab on the NTC home page lists all examinations available online and may change from time-to-time.
 - b. Detailed instructions are provided in the fourth tab on the main NTC page.
 - c. If the test requested requires a proctor, a proctor login box will appear after the General Instructions. A member will not be allowed to proceed without an authorized proctor logging in for those examinations.
 1. It is the responsibility of the member to arrange for a proctor prior to attempting to commence the examination.
 2. The third tab on the NTC home page lists all the Seventh District proctors.

d. Upon successful completion of the examination, it is highly recommended that the member print a copy of their confirmation letter. This letter is accessible via the second tab, Test History. It is also available via the AuxDirectory/AUXOfficer web site:

<<https://auxofficer.cgaux.org/auxoff/index.php>>.

e. Paper Examinations:

1. The AUXSC&E final examinations have specific rules and must be administered by an authorized AUXSC&E instructor who will provide the paper examination.
 2. AUXACN/NAV B requires charting work and is not available online. This end of course examination must be ordered on ANSC 7026 by the proctor and submitted via the D7 Help Desk (<http://d7help.cgaux.org/>). The examination will be shipped to the requesting proctor only. Upon completion of the examination, all materials must be returned and shipped in the envelope provided.
 3. Any paper examination requests other than for AUXACN/AUXNAV B or AUXSC&E will be returned to the requester unfulfilled along with an explanation that the examination is available online only.
6. ENVIRONMENTAL ASPECT AND IMPACT CONSIDERATIONS. Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable.
7. FORMS/REPORTS. This instruction is applicable to the form ANSC 7026. The most up to date form can be found online at < <http://forms.cgaux.org/>>.


R. A. WESKERNA
District Commodore


W. E. SEWARD.
Director of Auxiliary