



DEPARTMENT OF THE NAVY
NAVAL RESERVE OFFICERS' TRAINING CORPS UNIT
UNIVERSITY OF NEW MEXICO
ALBUQUERQUE, NEW MEXICO 87131-1556

IN REPLY REFER TO
NROTCUNINST 5570.1
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12 Nov 15

NROTCU UNIVERSITY OF NEW MEXICO INSTRUCTION 5570.1

Subj: Test Security

Ref: (a) NSTC M-1533.2(series)
(b) BUPERSINST 1430.16(series)

1. Purpose. The integrity of Naval Reserve Officer Training Corps at University of New Mexico depends on the security of testing materials. This instruction provides local policy and guidelines for security of tests and testing materials. Practices and policies from reference (b) are incorporated to satisfy the requirements of reference (a).

2. Policy. Test security requirements must be fully understood by all permanent staff and students. Naval Science tests and instructional materials shall be strictly controlled and securely stored before and after use. Securely stored means either locked in a safe, cabinet, or sufficiently guarded within a computer such that someone without proper authority cannot reasonably gain access. Instructors will avoid overuse of the same tests. Test material and maintenance security will be reviewed during command inspections.

3. Action.

a. Student Responsibilities. Naval Science students shall not, without the express permission of the Naval Science instructor:

(1) Have in their possession, obtain, sell, publish, give, purchase, receive, or reproduce any examination paper, or any copy thereof, or answer sheet thereto, for any examination whatsoever which has been, is, or is to be, administered within the Naval Science Department.

(2) Prior to, during, or after any examination which is to be, is being, or has been administered within the Naval Science Department, persons in Naval Science courses shall not, without proper authority, disclose, or solicit the disclosure of

any information regarding questions or answers to questions on such examinations.

b. Instructor Responsibilities. Instructors will take proactive measures to ensure the highest integrity as it pertains to testing security. Instructors shall:

(1) Consider collecting examination materials following a post-exam review with students.

(2) When examinations are not collected after review, consider changing at least thirty percent of the test questions each time the test is administered. Examinations shall not be repeated from year to year in identical form.

(3) Clearly identify testing materials; either by printing on conspicuously colored paper or by conspicuously marking the header and footer of the page to identify its sensitive nature.

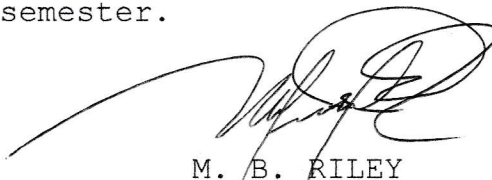
c. Test and Sensitive Instructor Material Security. Test and sensitive instructor materials shall be accounted for at all times. Test materials include question banks, copies of the tests, answer keys, computers containing testing materials and any diagram, formula sheet, etc. used by the student when taking a test. Such materials must be controlled in one of the following manners:

(1) Stored in a locked container in an area accessible to permanent staff only. Draft testing materials shall be treated in the same manner as finalized tests.

(2) Secured via permissions and/or passwords for all digital materials stored on a network or removable digital media. A computer having items stored on a hard drive should be in an area accessible to permanent staff only.

d. In the case of missing tests, evidence of tampering, or any suspected compromise, the test shall not be administered to students and circumstances shall be reported in writing to Commanding Officer, NROTC University of New Mexico via the Executive Officer.

e. This instruction is to be included as an enclosure of all Naval Science course syllabi and reviewed with students at the beginning of each semester.



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