

AUXOP Exam Policy

As provided by the AUXMAN the following sections call attention to the proper method of obtaining AUXOP Examinations and Test Keys.

The preferred method of taking the exams is on-line with a Proctor present. Recipients of hard copies must take appropriate measures to ensure that the exams are not compromised. Therefore, paper exams should be limited to those students and proctors who cannot arrange reasonable access to computers to take the examinations. In these cases, the Proctor should order paper exams from DIRAUX. Students are to use CG-4886 as the answer sheet. After the exam is administered, the exams and answer sheets are to be returned to DIRAUX for grading and processing. ANSC will issue the Test and Key only to DIRAUX who will maintain custody (answer key will not be released to Proctors or the field).

Should exams be compromised, an email should be sent to the Director of Training detailing the circumstances so that ANSC and DIRAUX Offices will be aware that a new test series will be available at ANSC. DIRAUXs will be informed that a new test series will be issued to ANSC in place of the compromised exam.

Instructors as part of course preparation should include plans for administering the exam. Exams do not have to be taken immediately after the course concludes. Students may take the exam at a later date after making arrangements with their Proctor. When classes are large and it is not practical to take the exam immediately after course completion, students should schedule appointments with a Proctor via DIRAUX to take the examination(s).

AUXMAN C.2.b. Administration of Exams:

The Chief Director controls and administers specialty course examinations via the Director's office, CGI, and on-line testing. A commissioned, warrant, or petty officer of the Coast Guard or Coast Guard Reserve, any Coast Guard civilian employee or any Auxiliarist designated as an AUXOP, specifically appointed by the Director, may proctor and process the exams, including on-line exams. An Auxiliarist who has successfully completed a specialty course(s) but has not yet achieved AUXOP designation, and who has been specifically appointed by the Director, may proctor and process the exam for that course(s), including the on-line exam.

AUXMAN C.2.c. Requests for Exams:

Requests for specialty course examinations must be submitted by a SO/FSO-MT or by the DCDR or FC to the Director. Such written requests are made to the Director containing the needed ordering information. Adequate time should be allowed for the letter request to be received and reviewed, and for examinations to be sent to an assigned proctor. Examination responses will be recorded on the machine-readable Auxiliary Operational Specialty Course Examination Answer Sheet Form (CG-4886).

Thank you,

Robert B. Fong, Sr., Ph.D.

Director

U. S. Coast Guard Auxiliary

Department of Training

(231) 873-7670 (h), (231) 873-7694 (F), (808) 223-3777 (C)

bosunbob@frontier.com or Robert.fong@cgauxnet.us