DEPARTMENT OF THE NAVY
OFFICE OF THE ACADEMIC DEAN AND PROVOST
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1531.53B
2/ADAA
JAN 5 2009

USNA INSTRUCTION 1531.53B

From: Superintendent

Subj: POLICIES CONCERNING GRADED ACADEMIC WORK

Ref: (a) USNAINST 1531.49B
(b) USNAINST 1610.3G

Encl: (1) Examination Chain of Custody (USNA CCA 1531/5)

1. Purpose. To publish policies concerning the submission of graded academic course work by midshipmen and the security of academic testing materials administered by the faculty.

2. Cancellation. USNAINST 1531.53A. This instruction is a complete revision. It should be read in its entirety.

3. Background

a. Midshipmen are expected, at all times, to adhere to the tenets of the Honor Concept, reference (a), and to be persons of the highest integrity. The policies established herein are intended to create an environment in which:

(1) Midshipmen receive unambiguous directions for carrying out academic assignments and clearly understand their responsibilities in the submission of work for credit, and

(2) The faculty administers examinations as fairly as possible, taking care to maintain the security and integrity of the processes by which midshipmen are evaluated.

Achieving these ends requires the cooperation of midshipmen, faculty, and the administration.

b. Since there are differences in substance and approach to evaluating the academic work of midshipmen among the several departments at the Naval Academy, it is not possible to formulate one policy to cover all situations. Therefore, the general policies set forth below may be augmented by departmental guidelines.

4. Action

a. Midshipmen

(1) Academic work by midshipmen must conform to the highest ethical standards.

(2) Midshipmen must have, or must seek, a clear understanding of the rules concerning the academic work they submit for credit. In particular, midshipmen are responsible for knowing precisely what constraints exist concerning collaboration or communication and the use of source material. Unless specified otherwise:

(a) Midshipmen may collaborate freely and use any sources on routine out-of-class assignments.

(b) Midshipmen may not communicate or collaborate with others in any manner or use written or printed materials or tools such as calculators on any in-class quiz, test, or examination. See subparagraph 4b(3) below for exceptions.

(c) Midshipmen may not employ any devices that can be used to store, transmit, or receive information except as specifically directed by their instructors during in-class tests. In particular, audio and video devices are not permitted unless specifically approved in advance.

(3) A midshipman who suspects or has knowledge of any compromise of any examination, test, or quiz must immediately inform his or her instructor or the chair of the department concerned.

b. Faculty

(1) Clear Instructions. Faculty must make clear to midshipmen precisely and in writing what is expected on all quizzes, tests, examinations, laboratory reports, papers, and other assigned work that is to be submitted for credit. This must be done on either the faculty member's course policy statement or directly on the assignment itself. It should also be repeated orally any time different rules are to be used. Faculty must inform midshipmen about the constraints placed on any assistance or collaboration obtained outside the classroom and the rules that pertain to using and citing source material. Clarification is necessary whenever rules concerning work to be submitted for academic credit differ from the usual and ordinary procedures at the Naval Academy.

(2) Same Tests at Different Times. The same examination, test, or quiz may be given to different midshipmen at different times. Instructors must make clear to their midshipmen that they intend to give the same test at another time and they must be clear about communications, if any, that are permitted between those who have taken the test and those who have not yet taken the test. In view of the fact that collaborative learning and teamwork is common at the Naval Academy, faculty members should understand that the administration of the same test to different midshipmen at different times is not without its perils. All materials used by midshipmen that would provide information about the specific content of the test (question papers, student response papers, scratch paper, and the like) must be secured after each administration of the test until the last administration of the test. To facilitate the uniform administration of tests given during the semester to several sections of midshipmen in a course, departments may request, via the Associate Dean for Academic Affairs, the use of Period X, 0655-0745, for this purpose in the preceding semester.

(3) Test Aids. Faculty may permit all midshipmen taking a quiz, test, or examination to use calculators, computers, textbooks, tables, faculty-prepared information sheets, student-prepared information sheets ("crib sheets") or other information sources provided that it is verified by each instructor that these tools or aids conform to clear department policy, approved by the Academic Dean and Provost (see subparagraph 4d(2)), and no midshipmen have an unfair advantage over others by the use of such aids.

(4) "Take-Home" Tests. Midshipmen may be assigned graded work outside of class. Instructors must be clear in their instructions concerning the nature of the source material, the kind of collaboration, if any, that is permissible, as well as any time limits that may apply. "Take-home" tests are not permitted for scheduled final examinations.

(5) "On-the-Road" Tests. No examinations, tests, or quizzes are permitted "on-the-road," that is, outside the Naval Academy.

(6) Preparation and Administration of Tests

(a) Faculty must make all reasonable efforts to secure all materials used in connection with the preparation of in-class quizzes, tests, and examinations. These materials must remain in a secure place

or in the possession of the test's creator until it is administered. If stored on a computer, those files must be made secure by means such as pass wording and encryption. Printed copies of quizzes, tests, and examinations should be stored securely, preferably in a combination safe or under lock and key.

(b) Test materials taken from the department in which they were prepared (for duplication purposes, for example), must be accompanied by a form, enclosure (1), that records exactly who had custody of the materials and the period of time for which they had custody.

(c) Only the Defense Automative Printing Service (ext. 3-2692), located in Building 187 next to Halligan Hall, may be used for duplicating quizzes, tests, or examinations outside of the department in which they were prepared.

(d) All quizzes, tests, and examinations must prominently bear the date and the word "QUIZ," "TEST," or "EXAMINATION," as appropriate, on each page.

(e) In preparing midshipmen for quizzes, tests, or examinations, faculty members must not give any midshipman or group of midshipmen an unfair advantage over others by divulging any information ("gouge") that is not made available to all the midshipmen to be tested.

(7) Compromise. In the event that any part of a test or examination is lost, compromised, or stolen, or there are credible grounds for suspecting any of these, this shall be reported immediately to the Superintendent via the Department Chair, Division Director, and Academic Dean and Provost. If at all possible, a new test or examination will be prepared and administered without delay. If this cannot be done in time to enter grades, INCOMPLETES will be assigned to all affected midshipmen. In this connection, see reference (b).

c. Staff and Other USNA Employees. All personnel connected with the preparation, duplication, or administration of examinations are responsible for maintaining their security and must report any compromise of examination materials via their chain of command to the Superintendent.

d. Department Chairs:

(1) Must assure that all faculty members and midshipmen are regularly and thoroughly briefed in writing and orally about the contents of this instruction and approved departmental policies that supplement it.

(2) May develop departmental policies applicable to all or some courses taught by the department. These policies must be consistent with sub paragraphs 4a, 4b, and 4c above and may address issues concerning, for example, standardization of material, test security, collaboration, proper documentation and citation of sources, the use of calculators and other aids or tools, plagiarism, equity in grading, common review procedures, standards for laboratory reports, and programming assignments. Care will be taken so as not to stifle creative approaches to teaching that are consistent with the general policies of this instruction. Departmental policies and changes to them will be submitted, before their implementation, via Division Directors, to the Academic Dean and Provost for approval.

e. Division Directors:

(1) Will forward, with their recommendations, departmental policies that are submitted to the Academic Dean and Provost.

(2) Will ensure that departments are in compliance with the policies described above.

(3) Conduct investigations into an examination compromise as directed by the Academic Dean and Provost.

f. Academic Dean and Provost. In coordination with the Commandant of Midshipmen, the Academic Dean and Provost will ensure that members of the Commandant's staff and the Brigade Honor Committee receive briefings at the start of each fall semester on approved policies concerning the academic evaluation of midshipmen.

/S/
J. L. FOWLER

Distribution:
All Non-Mids (electronically)
Brigade of Midshipmen

EXAMINATION CHAIN OF CUSTODY

Course: _____ Semester: _____

Instructor: _____ Form prepared by: _____

Description of material: _____

Date that test material is to be administered: _____

Received from:	Received by:	Purpose of transfer:	Date, time:
Name:	Name:		
Signature:	Signature:		
Name:	Name:		
Signature:	Signature:		
Name:	Name:		
Signature:	Signature:		
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