



DEPARTMENT OF THE NAVY
OFFICE OF THE SUPERINTENDENT
UNITED STATES NAVAL ACADEMY
121 BLAKE ROAD
ANNAPOLIS MARYLAND 21402-1300

USNAINST 1531.53C
2/APAA
22 Feb 2021

USNA INSTRUCTION 1531.53C

From: Superintendent, U. S. Naval Academy

Subj: POLICIES CONCERNING GRADED ACADEMIC WORK

Ref: (a) USNAINST 1610.3L

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

1. Purpose. To provide guidance on the policies for the administration of semester examinations, and 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 1531.53B

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.

(3) 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. However, departmental guidelines shall not be more lenient than the general policies of this instruction.

4. Action

a. Midshipmen

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

(2) Midshipmen must have, and 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 not communicate or collaborate with others in any manner or use written or printed materials or electronic devices on any in-class quiz, test, or examination. See 4b(5) below for exceptions.

(b) Midshipmen may not employ any device that can be used to store, transmit, or receive information during any in-class quiz, test, or examination except as specifically directed by their instructors.

(c) Midshipmen may collaborate freely and use appropriate sources on routine, out-of-class, non-credit assignments (unless otherwise directed by their instructor).

(3) A midshipman who suspects or has knowledge of any compromise of any quiz, test, or examination must immediately inform his or her instructor, the chair of the department concerned, or anyone else in their chain of command if faculty members are not immediately accessible to the midshipman.

b. Faculty

(1) Clear Instructions. Faculty must make clear to midshipmen precisely and in writing what is expected on all work that is to be submitted for credit. This should be done on either the faculty members' course policy statement or directly on the assignment itself. It should also be repeated orally anytime rules that vary from the guidance described above in 4a 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. Faculty will issue clarifying instructions whenever rules concerning work to be submitted for academic credit differ from the usual and ordinary procedures of the Naval Academy.

(2) Same Tests at Different Times. The same quiz, test, or examination 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 (in the preceding semester), via the Associate Provost for Academic Affairs, the use of Period X, 0655-0745, for this purpose.

(3) Personal Communication Devices. Faculty will take all reasonable steps to ensure students do not have access to personal communication devices, such as cellular phones, tablet computers, etc., for the duration of any quiz, test, or examination. Additionally, all personal communication devices shall be powered off as they are stowed away. These devices will include laptops, tablets, smart phones, and smart watches.

(4) Computer-Based and On-Line Examinations. Examinations should normally be given in a paper format, with no student access to a network-capable device such as a laptop, tablet, smart phone, or smart watch. If a test requires the student to use such a device, the following restrictions apply. The Department Chair can waive any of these additional protection measures on a case-by-case basis for majors courses; however, exceptions for core and service courses must be approved by the APAA.

(a) The examination should be administered in-person, with students in a proctored classroom space.

(b) The examination should be administered through a lockdown browser such as Respondus (available on BlackBoard), or if a lockdown browser is not to be used then the department must arrange for proctors to have a clear view of student screens for the duration of the exam.

(5) Test Aids. Faculty may permit all midshipmen taking a quiz, test, or examination to use calculators, 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 and no midshipmen have an unfair advantage over others by the use of such aids.

(6) Honor Pledge. All quizzes, tests, and examinations must contain an honor pledge, to be written out and signed or initialed by each midshipman, such as "I pledge my honor that I have neither given nor received unauthorized assistance on this exam."

(7) "Take-Home" Tests. "Take-home" tests and examinations are not permitted at any time. Midshipmen may be assigned non-examination type graded work outside of class, and 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.

(8) "On-the-Road" or Remote Tests. No quizzes, tests, or examinations are permitted to be taken either "on-the-road" or remotely, i.e. away from the Naval Academy, without the affirmative recommendation of the Provost and the approval of the Superintendent.

(9) 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 until it is administered. If stored on a computer, those files must be made secure by means such as passwording 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) All quizzes, tests, and examinations must prominently bear the date and the word "QUIZ," "TEST," or "EXAMINATION," as appropriate, on each page.

(d) 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.

(10) Compromise. In the event that any part of a quiz, test, or examination is lost, compromised, or stolen, or there are credible grounds for suspecting any of these, this will be reported immediately to the Superintendent via the Department Chair, School Dean, and Academic 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.

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. Must ensure that all faculty members are familiar with the contents of this instruction and any departmental policies that support it.

e. Provost. In coordination with the Commandant of Midshipmen, the Academic 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.

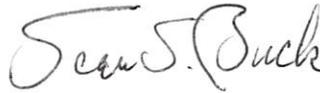
5. Records Management

a. Records created as a result of this instruction regardless of format or media, must be maintained and dispositioned for the standard subject identification codes (SSIC) 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division

(DRMD) portal page at <https://portal.secnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this instruction or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

6. Review and Effective Date. The Academic Dean and Provost will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction.



S. S. BUCK

Releasability and distribution:

This instruction is cleared for public release and is available electronically only vis USNA Official Issuances Web site, <https://www.usna.edu/AdminSupport/Inst/>.

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:		
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