

**BY ORDER OF THE
SUPERINTENDENT**



**HQ UNITED STATES AIR FORCE
ACADEMY INSTRUCTION 36-3524**

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Personnel

**CADET GRADED REVIEWS AND
COURSE EVALUATIONS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive (AFPD) 36-35, *United States Air Force Academy*, and outlines procedures used in administering evaluations and in predicting and analyzing cadet grade distributions. It applies to all USAFA personnel who give and grade cadet evaluations. This publication does not apply to Air Force Reserve Command (AFRC) units and the Air National Guard (ANG). Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using Air Force (AF) Form 847, *Recommendation for Change of Publication*. The authorities to waive requirements in this publication are identified with a Tier 3 (T-3) number following the compliance statement. See AFI 33-360, *Publications and Forms Management*, for a description of the authorities associated with the Tier numbers. Submit requests for waivers through the chain of command to the appropriate Tier waiver approval authority. The waiver authority for non-tiered requirements in this publication is the (HQ USAFA/DF). Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS).

SUMMARY OF CHANGES

This interim change updates the opening paragraph. It also updates office titles from Data Management Information to Information Services (HQ USAFA/DFRI), removes a reference to common Graded Reviews (GRs), clarifies the policy regarding examination release from

Academic Security, and updates the title of USAFA/ADP to Deputy Athletic Director/Head of Physical Education. A margin bar (|) indicates revisions from the previous edition.

1. EVALUATIONS.

1.1. Graded Take-Home Graded Reviews (GRs) and Homework. Dean of the Faculty (HQ USAFA/DF) departments will not normally give take-home GRs. The Vice Dean of the Faculty (HQ USAFA/DFV) may approve exceptions to this policy. A GR is an evaluation covering material taught during several periods of instruction. It carries weight equal to two or more quizzes. The extent of the material and the approximate weight assigned to each GR are announced before the examination. Routine homework assignments may be graded but this must be specified beforehand. Any exceptions to individual effort must be specified in writing.

1.2. Final Examination Exemptions for Exceptional Students. A Final Examination is an evaluation covering an entire course. It requires two or more hours to complete and counts for at least 25% of the course grade. Unless waived by the Vice Dean of the Faculty, final examinations must be administered in-class during a scheduled final examination period. At the department head's discretion, a final examination exemption procedure may be established in core and elective courses. The procedure must meet the following criteria:

1.2.1. The excused cadets must have a clear "A" in the course upon completion of all graded work during the 40 lessons. Further, they must have demonstrated successful integration of all course material, USAFA outcome(s) formally linked to the course, and consistent high-quality performance throughout the course.

1.2.2. Up to five percent of course enrollment, as measured at lesson 40, may be excused from the final examination in any course. Departments must submit a listing of excused cadets to Student Academic Affairs and Academy Registrar (HQ USAFA/DFR) prior to the final examination period.

1.3. Makeup Evaluations. Cadets will make up all final examinations missed unless exempted as described in **Paragraph 1.2**. HQ USAFA/DF departments may require cadets to make up any quizzes or graded reviews (GR) missed. A cadet may take a GR or final examination at a date later than normally scheduled if the HQ USAFA/DF department head determines that the cadet has not had sufficient opportunity to make up missed instruction. If a cadet misses a large number of regular evaluations or if unusual circumstances prevail, a HQ USAFA/DF department may schedule the cadet for a special course-end evaluation. A makeup final examination takes precedence over regularly scheduled classes if there is a conflict. If a cadet misses a scheduled GR due to a trip or other authorized absence, the HQ USAFA/DF department head may allow the cadet to complete a makeup GR. Makeup GRs are normally administered during the cadet's free academic periods. HQ USAFA/DF departments will comply with **Paragraph 4** when administering makeup GRs.

1.4. Rescheduling GRs. Academic Scheduling and Customer Services (HQ USAFA/DFRR) prints and distributes a master schedule of GRs at the beginning of each semester. An HQ USAFA/DF department head may allow a cadet with three or more GRs on the same day to complete the GR given by that particular department or squadron on another mutually agreeable day. Rescheduled GRs are normally administered during the cadet's free academic

periods. HQ USAFA/DF departments will comply with **Paragraph 4** when rescheduling GRs.

1.5. Cadet Term Papers and Reports. The respective HQ USAFA/DF department head is responsible for scheduling term papers and reports for specific courses. Cadets must submit all such reports or papers to the instructor no later than the last day of regularly scheduled classes. Failure to do so normally warrants an "I" grade and academic probation, based on USAFAI 36-3504, *Assigning and Processing Formal Grades*.

2. EVALUATION FREQUENCY.

2.1. A cadet is expected to be prepared and actively participate during class unless excused under AFCW instructions or by the Command Surgeon. A cadet may expect to be evaluated on oral or written work at any class attendance. Within each grading period, all cadets in a course should receive approximately the same number of evaluations.

3. EVALUATION WEIGHT.

3.1. HQ USAFA/DF department heads ensure that weights assigned to different types of evaluations are in proportion to the overall importance of the evaluations to course learning objectives. However, a final examination must be two or more hours in length, and must count for at least 25% of the course grade.

4. ACADEMIC SECURITY.

4.1. Regular Examination Offerings. All multi-section 100- and 200- level courses will have three substantially different (at least 50% different by content), but equitable, versions of the GR, two in-class versions and one make-up version. Two versions are to be randomly administered by section across a course. For each substantially different in-class version, where appropriate, departments will develop two different sub-versions in which the order (not the content) of the questions are different. These sub-versions will randomize the order of multiple choice, True/False, and matching questions and will also be randomly administered by section. These requirements will result in minimum total of four different examinations for in-class offerings. An additional substantially different version will be administered for make-up GRs. HQ USAFA/DF department heads have discretion to require additional versions of a GR.

4.1.1. All 300- and 400-level courses may have the same in-class GR over the entire M- & T- day cycle (period M-1 through period T-7).

4.1.2. Once cadets have taken any version of a GR, they may not discuss the GR or the course material with anyone except their instructor until the GR is no longer under academic security. This includes not discussing the exam with other cadets who have taken the exam. Cadets wanting to help each other study for an exam can only do so as long as none of the cadets studying together have taken the exam.

4.2. Makeup Examination. The HQ USAFA/DF department head will prescribe the arrangements for makeup examinations. If a makeup examination will not be administered to other cadets, then it is released from academic security immediately after it is administered. If a makeup examination will be administered to other cadets, then it will be held under academic security for the minimum period required.

4.3. GRs and Final Examinations must clearly indicate a release date from Academic Security on the first page of the examination. Release from Academic Security will normally occur after the last administration of the examination, but must occur no later than the end of that semester. Departments may choose to not release physical or electronic copies of GRs and Final Examinations. Departments may also prohibit photographs and written notes on examination content. Every page of the examination should be labeled with all release restrictions. Exceptions will be approved by the Vice Dean of the Faculty.

5. GRADES DISTRIBUTION.

5.1. HQ USAFA/DFRI will compute predicted grade distributions for all graded courses each semester and send this data to each HQ USAFA/DF department head and the Deputy Athletic Director/Head of Physical Education (HQ USAFA/ADP) not later than one month prior to the latest due date for submitting grades at mid-semester and end-of-semester. The distribution will not predict C-, D, or F grades separately, but rather will predict a combined C-, D, and F percentage.

5.2. Grade Prediction Process. Grade distribution percentages for each course are determined by aptitude and achievement measures for cadets enrolled. Input criteria for individual cadets are based on academic composites for first semester cadets. For cadets entering from the USAFA Preparatory School, the academic composite score is based on their performance (grade point average) at the Preparatory School. For cadets entering from any other source, the academic composite score is based on each cadet's Scholastic Aptitude Test (SAT) or American College Test (ACT) aptitude scores plus a prior academic record (PAR) score from high school. For cadets beyond their first semester, grade point average and related sciences and humanities indices are input to the grade prediction model, resulting in three separate grade distribution predictions for each course.

5.3. Using Predicted Grade Distributions. Because HQ USAFA/DF department heads and HQ USAFA/ADP assign letter grades that reflect student performance, actual grades may vary from historical or predicted grade distributions. These predicted grade distributions are provided only as a tool for periodic management reviews.

6. GRADE DISTRIBUTION ANALYSIS.

6.1. HQ USAFA/DFR prepares actual grade distribution analyses twice each semester: after grades have been assigned at the mid-semester progress report and at the end of the semester grade report. The format will be department or agency specific, including summaries of predicted and actual grade data. Each HQ USAFA/DF department head and HQ USAFA/ADP receives the analysis pertaining to their respective department or agency. The Dean of the Faculty receives the entire analysis for all departments, by department and course.

ANDREW P. ARMACOST, Brig Gen, USAF
Dean of the Faculty

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFMAN 33-363, *Management of Records*, 1 March 2008

AFI 33-360, *Publications and Forms Management*, 1 December 2015

USAFAI 36-3504, *Assigning and Processing Formal Grades*, 7 July 2017

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*