

Cadets,

I hope everyone had a great Thanksgiving and are enjoying the time off school! I recently learned that Civil Air Patrol's National Cadet Programs team has revised the Cadet Online Tests. (e.g. Learn to lead and Aerospace Dimensions tests.) I wanted to update everyone on those changes and help everyone understand how those changes affect them. I will include instructions on how to access the tests at the end of this email.

### **What are these revisions?**

1. All cadet testing has been moved to Civil Air Patrol's new testing system called *AXIS Learning Management System*.
2. A new way to review the material was added. This is called the *Cadet Interactive Modules*.
3. We now have an additional aerospace module. This module is Aerospace Module 7 on Cybersecurity.
4. "Test banking" is now possible meaning you may take the test for your next rank as well as for the one after that.

### **How do these revisions affect me?**

1. Since Cadet Testing has been moved to the *AXIS Learning Management System* the tests have been relocated in eServices. The format they are in has also changed. As I said before, I will include detailed instructions at the end of this email to help you find and take your tests.
2. The *Cadet Interactive Modules* are basically a short review of the full aerospace and leadership texts. It walks you through the key points of the text and gives you a short 1-5 question quiz to check your reading comprehension. These are not however a replacement for the original texts. We still expect everyone to read and understand the full Aerospace and Learn to Lead books. The old-style tests are still available and once you complete both the cadet interactive modules and the old-style tests you

are eligible to receive “honor credit.” **We are requiring cadets to earn honor credit for promotion in our unit.**

**Why are we requiring this?**

- a. We want you to go above and beyond and not only jump through the hoops but really understand the material
- b. This will make passing your milestone comprehensive tests for the Wright Brothers Award and any future milestone tests you may take much easier. To earn your Wright Brothers award, you must pass a comprehensive closed book test over Learn to Lead chapters 1-3. For many cadets, this has not been a challenge because the test questions have been pulled from previous tests. However, this may become an issue because some cadets may not be familiar with those questions when they do their Wright Brothers Milestone test.

These are reasons we have decided to require honor credit for promotions.

3. Now that we have an additional module Achievement 8 will now have an aerospace requirement. This should not affect you much, you just have another module to choose from when working through the aerospace tests.
4. Thanks to test banking the classic excuse, “I have been too busy” is eliminated. For example, if you are a Cadet Airman working towards Cadet Airman First Class you may take your aerospace and leadership tests for C/A1C as well as for C/SrA. This may be useful if you know that you may not have time to take a test during a certain time of year.

Now that you know what has changed and how it affects you, let’s move on to how to access and take these tests.

**How do I access the AXIS Learning Management System?**

1. Open your computer’s web browser and search for <https://capnhq.gov>.
2. Enter your CAPID and Password and check the I’m not a robot box.
3. This will bring you to the eServices homepage. From there click the menu button in the top left corner.
4. Select the third dropdown menu called Cadet Programs and then choose Cadet Online Testing.

5. This will redirect you to a page titled Learning Management System. On the top of that page there is a subheading titled “**New!** AXIS LMS Portal.” Under that, there is a button that says, “Go To AXIS.” Click on that button and it will redirect you to the AXIS Main Portal.

## **How do I find and complete the tests in AXIS?**

1. This Main Portal displays courses you are enrolled in. Since you may not be enrolled in any courses at this time it may not display any courses.
2. To access your promotion tests, look at the top bar, if you are a cadet, you should see tabs labeled “Cadet Achievement” and “Honor Credit” on the far right.
3. Click on the Cadet Achievement tab, scroll down, and you should see the available Aerospace and Leadership tests. The Aerospace Test courses include **both** the interactive module and the honor credit tests while the leadership tests are separate courses.
4. The Honor credit tab displays the modules you can complete to earn honor credit.
5. To enroll in a course, navigate to it and click the enroll button on the bottom left of the icon.
6. A popup window will appear at the top of the screen informing you that the enrollment was successful. To go directly to the course, click the button called “Open Course.”
7. You will then be redirected to the course, and it will tell you what the material is. You can then open, read, and agree to the Honor Statement.
8. After agreeing to the honor statement, it will unlock the course material. You can then press start on the course material and it will open a menu.
9. Select the item you want from the menu to on that portion of the course.
10. Complete the course material and answer the quiz questions.
11. Start the completion acknowledgment, answer yes or no, and press next.
12. It will ask you if you want to submit for completion. Make sure that you click on the words, “Submit/Complete” and it will show you your results.
13. To exit this screen, press the X at the top right of the AXIS screen.
14. This will return you to the course materials page.
15. To exit this page, press the home symbol on the top left of the screen.

Now that you can access the courses here are some helpful suggestions.

## **Helpful Hints**

1. Treat the interactive modules as a review for the tests.
2. Take the interactive modules right before you take the tests.
3. Pay close attention to the question-wording.
4. Make sure you are fully prepared before starting the tests but make sure you are relaxed.
5. Find a quiet place free from distractions. If you can't find somewhere in your house, you could go to the library or arrange to take the test at a CAP meeting.
6. Skip harder questions and come back to them once you have completed the rest of the tests. This will help you complete the tests within the thirty minutes they give you.

Now that you are out of excuses, I encourage all of you to study for your tests and take them! Work together, many of you are working on the same tests. I challenge everyone to spend an hour a week studying and taking tests. That's only less than ten minutes a day! Try it this week, keep track of the time you spend working on your promotions, and report it at the next meeting. You will be amazed at what ten minutes a day can do. Stay ahead of your promotion dates so you are ready as soon as you have your time in grade!

**If you have any questions or need help finding the tests, call C/Amn Jones or me.**

Contact Information:

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Thank you,

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