

A Guide to taking Online Cadet Achievement Tests in eServices

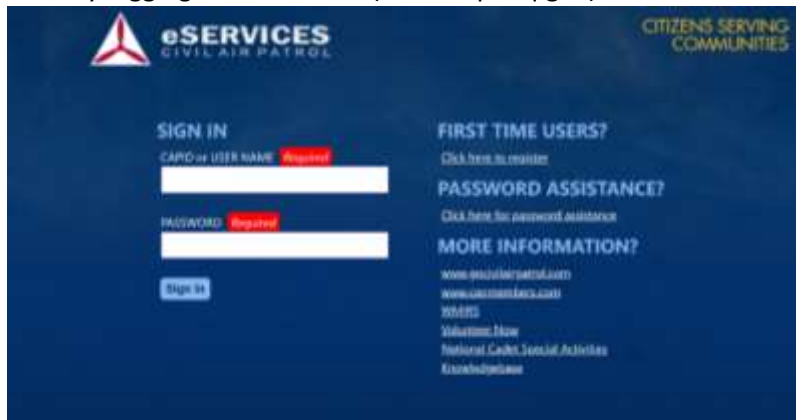
In order to promote you need to take online tests in eServices. For most promotions you will need to take an Aerospace test and a Leadership test. These tests are open-book with a passing score of 80%. For the Wright Brothers Award, Mitchell Award, and Earhart Award you will need to take a closed-book test, and you will need to talk with a testing officer to coordinate that.

This guide is focused on how to take the open-book tests. For Leadership tests, each test covers one chapter in the Learn to Lead textbook. The chapters are tested sequentially: so for your second achievement you take the Chapter 2 test, for your third achievement you take the Chapter 3 test, and so forth. For Aerospace tests (through Phases I and II at least) you take a test on any of the Aerospace Dimensions modules you received. You can choose to take the modules in whatever order you wish, but you cannot repeat a module.

For example: You are a Cadet Airman (completed Achievement 1) and are ready to become a Cadet Airman First Class (Achievement 2). You would read Chapter 2 in Learn to Lead and then take the online, open-book test. You would need a score of 80% or better to pass. You would also choose one aerospace module (let's say you chose Module 5). You would read Module 5 and then take an online, open-book test on Module 5. You would need a score of 80% or better to pass.

Here are how the screens actually look when you want to take your test:

1. Start by logging into eServices (www.caphq.gov).



2. Next, go to the "Cadet Programs" section, hover over it until a new menu shows up, and then click on "Cadet Online Testing".



3. Now a screen will load that shows different testing options along the left side. From here select whichever type of test you wish to take (Aerospace Dimensions or Leadership). If you choose Leadership, it will only show you the test your are eligible to take. If you choose Aerospace, it will show you all the modules you can choose from.



If you do not pass a test the system will lock you out from retaking it until one of the squadron administrators unlocks you. Typically we unlock cadets within 24 hours. If we don't unlock you, the system will unlock you in seven days all by itself.