

**Individual Student Assessment Plan**  
**4C-F67/260-F28 (CP), Cyber Common Technical Core**

**Individual Student Assessment Plan (ISAP)**

1. The ISAP establishes student responsibilities and presents training graduation (pass/fail) criteria. In addition, the evaluation strategy describes how the Cyber Technical College will determine if the student has demonstrated a sufficient level of competency to pass and the testing strategy used to evaluate the student's ability.
  
2. The ISAP documents the requirements needed to graduate from the 4C-F67/260-F28 (CP) Cyber Common Technical Core. Instructors will explain the ISAP to the student at the beginning of the course and make it available for reference through Blackboard.
  
3. The ISAP includes:
  - a. Student Responsibilities
  - b. Counseling
  - c. General Standards
  - d. Student Grievances and Redress
  - e. Student Recognition
  - f. Academic Grading and Test Plan (AC and RC)
  - g. Academic Evaluation Report
  
4. **Student Responsibilities:**
  - a. This course uses a variety of training strategies to support and encourage student participation in class/lab rooms led by Instructors.
  
  - b. It is the responsibility of the student to meet the training objectives of this course. This includes completing homework assignments, successful completion of the Practical Exercises (PEs), and participating in classroom/group discussions and training activities.
  
5. **Counseling:**
  - a. Students will participate in counseling sessions conducted by instructors/supervisors throughout the course to review academic progress and to discuss personal development. Students will be formally counseled whenever their academic standing falls to borderline failing status. Additionally, if students fail to comply with the standards of academic integrity and conduct in accordance with Army regulations as outlined in the school's local policy they will be counseled by an instructor/supervisor.

b. Criterion-referenced tests, tailored to measure performance abilities, will be used to measure student proficiency per TRADOC Regulation 350-70. Module exams will be performance/skills oriented (hands-on) with sequenced measures, or performance based (written or computer based). Performance/skill based/hands-on examinations require a minimum correct answer score of 70%. Both types of exams may have time limits for successful completion. Student(s) with examination score of less than 70% will be brought to the attention of the course manager.

c. First Test Failure: Instructors will counsel all Soldiers who fail an exam and inform them of Academic Probation and mandatory remedial training. The counseling session will outline, specifically, the appropriate actions to follow. The student is counseled in writing by the Instructor. The Course Manager will be notified of the student's performance and may opt to counsel the student. Remediation will be scheduled. The retest is scheduled within an appropriate amount of time in order to not detract from the student's education. Students who require a retest will automatically be removed from class honors consideration. Students will retest following the completion of their remediation.

- 1) If the student passes the retest, the score will be recorded as 70, which is calculated in the overall GPA. The true test and retest scores will be annotated in the student's course records along with counseling and remediation documentation.
- 2) Failure of the retest will count as a second test failure. The score of the retest will be annotated in the student's course records along with counseling and remediation documentation.

d. Second Test Failure: The Instructor and Course Manager will counsel the student in writing. The Division Chief and the Director will be notified of the student's performance and may opt to counsel the student.

- 1) The student will receive remediation and will be retested if their second test failure is not a retest of their first test failure.
- 2) Failure of the retest given for a second test failure will count as a third test failure (i.e., fail a test, then pass the retest, then fail another test, and then fail the retest).

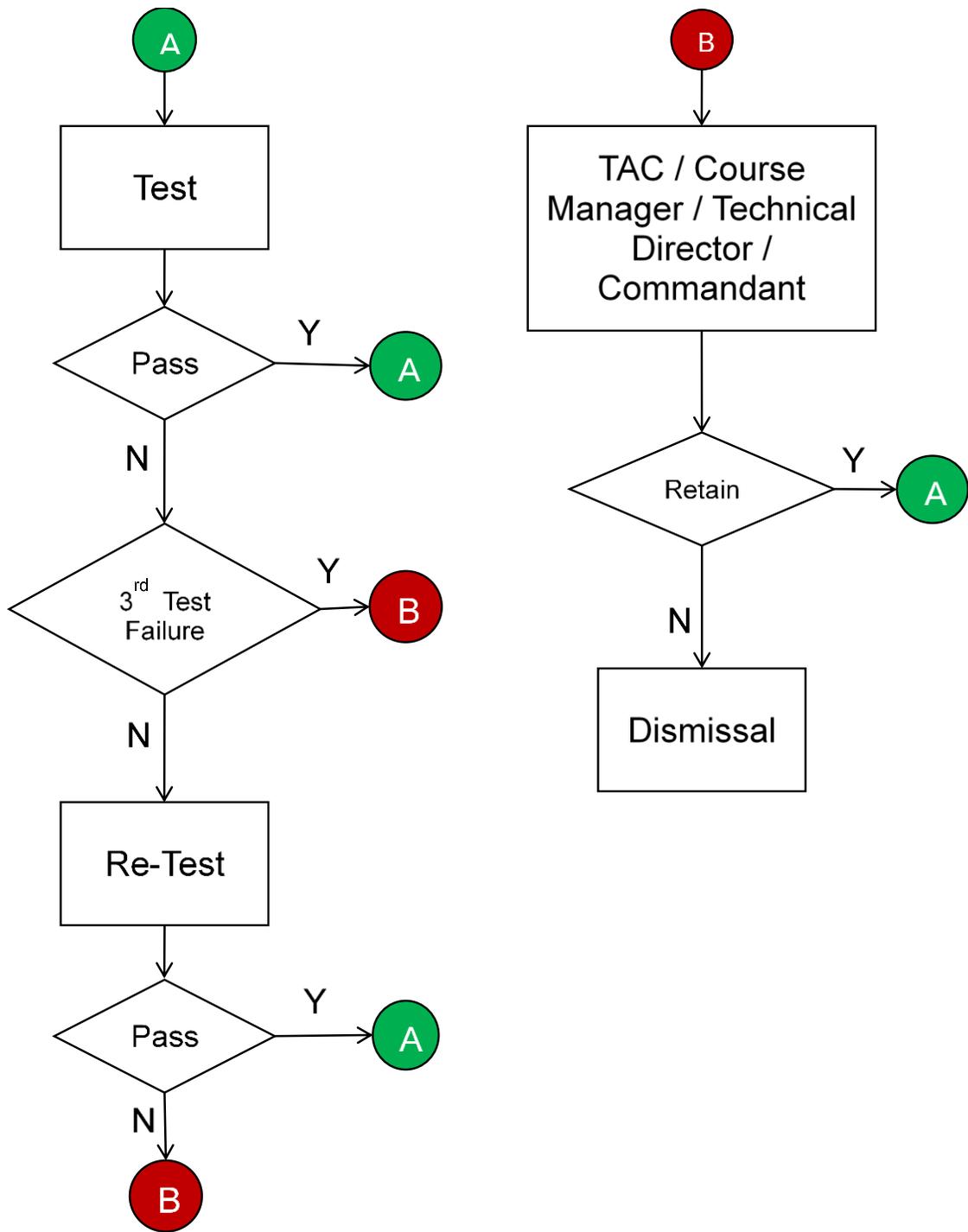
e. Third Test Failure: The Director will counsel the student. The Director will decide to refer the student to an Officer Student Evaluation Board (OSEB), in accordance with US Army Cyber Center of Excellence and Fort Gordon Regulation 350-5.

At this point, a decision will be made as whether or not to grant a waiver for the student to

continue on a probationary basis or recycle the student.

- 1) Students on a waiver or placed on probation by the OSEB are allowed to continue the course only under circumstances that are dictated on a case-by-case basis by the Director or the OSEB. Those circumstances may include no additional test failures, additional reading assignments, library time after classroom hours, etc.
- 2) Certain exceptions or circumstances may arise during training that might delay or require a second retest. These exceptions and circumstances are determined by the Commandant.

f. Officer Student Evaluation Board: Occasionally, a student must appear before a board IAW USACyber CoE&FG Regulation 350-5. Reasons may include: honors violation, three test failures, poor attitude, disciplinary problems, leadership deficiencies and/or other actions deemed inappropriate for professional Army leaders. The OSEB will meet, evaluate all evidence, render its findings, and make recommendations to the Commanding General for subsequent action. Possible recommendations include, but are not limited to, allowing continuance in a course, declaring the student a non-graduate, being relieved from active duty, and recommending discharge from the U.S. Army. Cases based on non-academic misconduct are not reviewed by OSEB but are processed IAW USACyber CoE&FG Regulation 350-8. Dismissal and student appeal procedures are found in AR 135-175, AR 350-1, and AR 600-8-24.



**NOTE:** Whenever a student is formally counseled, General Counseling Form, DA Form 4856 will be completed by the counselor with copies furnished to authorized addressees in accordance with the school's local policy.

## **6. General Standards:**

- a. **Minimum Achievements:** Students must complete all graded requirements/graduation requirements, all homework assignments, all practical exercises, and leadership performance evaluations. Students will attend and participate in all classes and training activities. To graduate, students must complete each graduation requirement to the established standard. Failure to pass any of the graduation requirements will constitute failure to meet course standards and the student will not graduate. RC students awarded constructive credit will receive an administrative Go and credit for the requirements for the specific training module(s).
- b. **Standards of Conduct:** Students will conduct themselves in a manner expected of a professional. This includes demonstrating law abiding personal conduct and behavior, both on and off duty. The Director of the Cyber Technical College may recommend to the Officer Student Evaluation Board to relieve students from the course for any conduct or behavior that violates local, state, or federal law, including the Uniform Code of Military Justice (UCMJ) or for any conduct or behavior that violates any DoD, Army, or local regulation or policy. This includes, but is not limited to, substantiated cases of lying (oral or written, sworn or un-sworn), cheating, plagiarism, and improper relationships, e.g., senior-subordinate or student-cadre. Students shall be at their appointed place of duty on time. Students demonstrating a pattern of lateness may receive dismissal consideration.
- c. **Physical Fitness Standards:** Students must meet and maintain physical fitness standards. Students will maintain physical fitness standards by participating in physical fitness training sessions a minimum of three times per week. Instructors will evaluate students on their ability to lead the physical fitness training sessions. Students with permanent medical profiles will take part within their profile limitations. The Director will consider for administrative dismissal those students that receive a temporary profile that precludes them from meeting the minimum graduation requirements of the course.

## **7. Student Grievances and Redress:**

Students who have an academic grievance will address that grievance to the Course Manager, and then to the Chief of the Cyber Technical College. Students may also address their grievances to the Division Chief, if their grievance is not addressed by the Course Manager or Chief of the Cyber Technical College. Students may address their grievance to the Cyber Commandants Office, if necessary. Students having a grievance involving discrimination or violation of policy should use the chain of command up to the Division Chief. Students may seek the assistance of

the Inspector General (IG) at any time, but first must inform the chain of command if they desire to see the IG during duty hours.

**8. Course Grade/Percentage is based on a 100 point scale:**

- Student’s test scores are entered into Resident Individual Training Management System (RITMS) and the Course Grade/Percentage is based on a 1000 point scale:

---

<b>Course Subject Area</b>	<b>Percentage</b>	<b>Points</b>
Windows Final Exam	33%	100
Linux Final Exam	33%	100
Networking Final Exam	34%	100
<b>Total POI Points:</b>	<b>100%</b>	<b>300</b>

**9. Test Plan:**

All student evaluations are written, computer based, or performance based. Each exam standard is outlined below showing the minimum exam standards required to pass on each module.

<b>Instruction</b>	<b>Module</b>	<b>Standard</b>	<b>Exam type</b>
Windows Final Exam	A	70%	Performance Test
Linux Final Exam	B	70%	Performance Test
Networking Final Exam	C	70%	Performance Test

NOTE: The flow process for examinations will follow the sequential flow of lessons and modules as listed in the Course Management Plan.

## ISAP STUDENT ACKNOWLEDGEMENT

I have read the ISAP for 4C-F67/260-F28 (CP), Cyber Common Technical Core, as well as the amendment memorandum published by the Course Manager, and understand the requirements for satisfactory completion of this course and the general standards to which I will be held as stated herein.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_