



**MarineNet Learning Management System (LMS)**  
**Standard Operating Procedures (SOP) for Electronic Testing**

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College of Continuing Education (CCE)  
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## **1.0 INTRODUCTION TO MARINET ELECTRONIC TESTING**

MarineNet has the ability to offer an electronic test (E-Test) for each course, to include paper, CD, and web-based courses. E-Tests may be taken from any DoD computer in units / organizations with Intranet or Internet connectivity to MarineNet, and may be proctored by the unit training officer / NCO who has been designated as the Training Manager (TM) for his/her unit (Reporting Unit Code / Monitored Command Code (RUC/MCC)). E-Tests may be taken in any USMC Learning Resource Center (LRC) and proctored by the LRC monitor.

NOTE: Information for LRC's may be found on the MarineNet portal page at [www.marinenet.usmc.mil/portal/locations.asp](http://www.marinenet.usmc.mil/portal/locations.asp).

Students are automatically assigned the E-test at the time of enrollment for each course that has an end-of-course E-Test associated with it. Course completion is determined by achieving a minimum passing score (or higher) on the end-of-course test. Users have two (2) opportunities to achieve a passing score on each E-Test – a Primary Test and an Alternate Test. Failure to obtain a minimum passing score on the Primary Test will trigger an automatic assignment of the Alternate Test. *Should the user fail to obtain a passing score on both the Primary and Alternate Test, the user is automatically disenrolled from the course, and must re-enroll in the course once again in order to complete the course and receive credit.*

### **1.1 CREATING ELECTRONIC TESTS**

Currently, only System Administrators (SA) at the USMC Distance Learning Network Operations Center (DLNOC) in St. Inigoes, Maryland, and Courseware Managers (CM) at the USMC College of Continuing Education (CCE) in Quantico, Virginia, are able to create E-Tests within the MarineNet system.

When an E-Test is created and associated with a course, it is automatically assigned to users upon enrollment in the course. Once enrollment in a course is confirmed, the user may elect to take the associated E-Test. Although each course may have only one end-of-course test associated with it, users will be given two opportunities (Primary and Alternate) to obtain a minimum passing score.

### **1.2 GENERATING AN ELECTRONIC TEST**

MarineNet E-Tests are dynamically generated at the moment a student launches the test by randomly selecting test items and answers for each learning objective from a bank of test items. This process of dynamically-randomly generated test items from a test bank, as well as varying the order of the test items and the

answers within each test item, ensures that users are presented with a different test “view” each time the E-Test is taken, maintaining the integrity of the testing process, while testing to the same learning objectives for that course.

### **1.3 PERSONNEL AUTHORIZED TO SERVE AS PROCTORS**

MarineNet E-Tests must be taken under the supervision of a designated proctor. Personnel who are authorized to serve as proctors for E-Tests must know the password assigned to the end-of-course E-Test being proctored. In most cases, the designated proctor will be assigned a role within MarineNet that allows him / her the ability to perform a search for the password for the end-of-course test. The following personnel are authorized to serve as proctors for E-Tests:

- MarineNet System Administrators (SA) – responsible for administration, role assignments, and maintenance of the MarineNet System. SA’s are located at the DLNOC in St. Inigoes, Md.
- Courseware Managers (CM) – responsible for the program management of each course throughout all phases of the courseware development cycle. CMs are located at the USMC College of Continuing Education (CCE) in Quantico, Va., and at designated USMC formal schools.
- Training Managers (TM) (unit training officer / NCO who has been designated by the Unit Commanding Officer as the TM for his/her unit (Reporting Unit Code / Monitored Command Code (RUC/MCC))
- Contract Logistics Support (CLS) Administrators – Learning Resource Center (LRC) Monitors, located at each LRC aboard Marine Corps bases and stations.
- Others (designated on a case-by-case basis). Marines on independent duty (e.g. recruiting, I&I, MSG, etc.), or other users who are not assigned to a unit with a USMC RUC / MCC and wish to take E-Tests for MCI courses, must contact the MarineNet Help Desk at 1-888-4DL-USMC. For E-Tests for MCI courses, the MarineNet Help Desk will determine / approve an individual who meets certain criteria to serve as an authorized proctor. If the MarineNet Helpdesk cannot verify the student’s enrollment and/or the requirements for taking an end-of-course test, the MarineNet Helpdesk shall contact the MCI Registrar, Student Services Division, for assistance. Once the criteria for proctoring have been satisfied, the designated proctor will either be assigned a role, such as Training Manager, which will allow him/her to perform a search for the E-Test proctor password, or will be issued the password from the MarineNet Helpdesk via e-mail. *Passwords shall not be given over the telephone.*

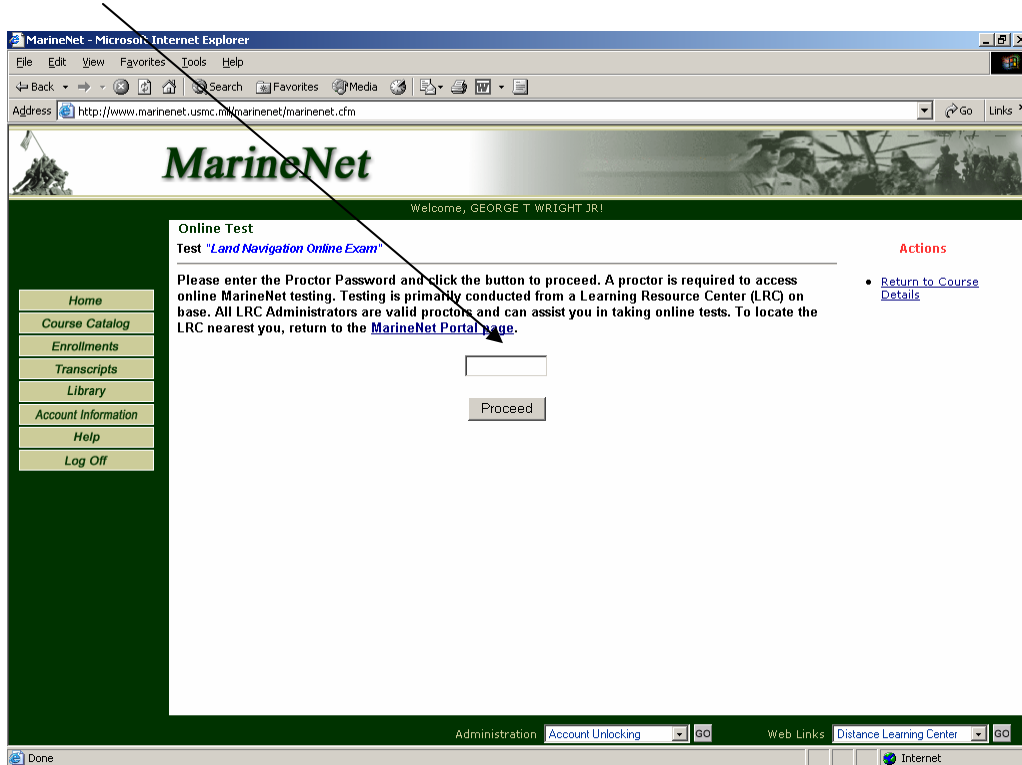
Generally, personnel who meet the following criteria are authorized to serve as proctors for MarineNet E-Testing:

- Immediate supervisor of the student taking the E-Test
- Officers or Staff Non-Commissioned Officers (SNCO)
- Personnel designated by the organization's Commanding Officer / Officer in Charge
- Other personnel in a position of authority or trust (e.g. college professor, school principal or a member of the clergy)

## 1.4 PROCTOR PASSWORDS

A password is required for taking an end-of-course test. The password authorizes the test for the user. The proctor (see section 1.3 for criteria for proctoring end-of-course tests) must know the password assigned to the E-Test he/she is proctoring. In most cases, the designated proctor will be assigned the role of Training Manager or CLS Admin, which gives him/her the ability to perform a search for the password.

When a user selects the **“Take <course title> on-line test”** link on his/her enrollment page, a screen similar to the illustration below will appear requesting the proctor password.



- A password is assigned to each E-Test by the MarineNet System Administrator (SA). NOTE: It is possible for more than one end-of-course E-Test to share the same password.
- Passwords are changed on a quarterly basis and may be changed more frequently at the discretion of the SA.

- Personnel who are authorized to serve as proctors and are having problems with the proctoring procedures or proctor password search can obtain assistance by calling the MarineNet Helpdesk number listed at the end of section 1.6.

## 1.5 PROCTORING PROCEDURES

Prior to entering the password, the proctor must ensure the following:

- **User ID Check** – ask to see the military identification card (or another valid form of identification such as a State Driver’s License or official U.S. passport) of the individual taking the E-Test, to ensure that the individual who is actually enrolled in the course is taking the E-Test.
- **Verify Course Enrollment** – ensure the individual taking the E-Test is actually enrolled in the associated course. If the user’s Transcript screen shows the user has been disenrolled or if the user is not enrolled in the course, the proctor should assist the user in the course enrollment process.
- **Collect MCI Paper Exam** -- collect from the user his/her sealed paper exam (for MCI paper or CD courses), and enter the appropriate information in the Test Accountability Log (see Appendix A). If the user is enrolled in the web-based version of the course, a paper exam was not issued.  
NOTE: Once the student has successfully enrolled in the paper or CD version of the course, the student will wait for MCI to mail out the new paper exam (refer to section 1.6 for instructions on handling MCI paper exams) or, in the case of a Web-based course, review the appropriate courseware and/or elect to take the E-Test. If a user enrolls in a course via MarineNet or MCI-On-Line and the proctor witnesses the user’s enrollment and the user does not request a paper test from MCI, then it is not necessary for the proctor to collect a paper exam prior to the user taking the E-Test.
- **Verify user Login** – ensure that the user taking the E-Test is actually logged in to his/her own MarineNet account.
- **Without the Aid of Reference / or Help from Others** – E-Testing is an individual effort. No help from references, notes, texts, either in the form of paper materials or online, nor assistance from other individuals is allowed during the conduct of the E-Test.
- **Enter the Proctor Password** – this marks the official beginning for the E-Test.
- **Proctor Accessibility During the Course of the Test** – while it is not necessary for the proctor to be “physically present” in the testing area throughout the entire duration of the test, the proctor shall be in the general vicinity and available in case the user encounters technical difficulty or has a general question about the

testing process, without assisting the user in answering test items. The proctor should advise the user of his/her expected location, & should periodically check on the user's progress thru the E-Test. *The user should notify the proctor upon test completion.*

- The user must complete the E-Test within the allotted time, which is two (2) hours unless otherwise stated. A user is not allowed to leave in the middle of an E-Test and complete it later. A user is allowed two (2) opportunities to pass an E-Test, and may retake a failed test immediately or following a period of study / remediation. If the user fails the test twice, he/she is automatically disenrolled from that course, and must re-enroll in the course and either have the proctor witness the enrollment and verify that a MCI paper test will not be mailed or wait to receive a new paper test in order to retake the E-Test via MarineNet.

## 1.6 COMPLETION CERTIFICATES

When the user has completed the E-Test, the test will be immediately electronically scored, and the score will be posted in MarineNet, MCAIAS, and MCTFS. If the minimum passing score was achieved on the test, a **Completed** link will be displayed on the user's Transcripts page in the course History/Status column. Clicking on this link will generate an unofficial copy of a course "Completion Notice", which may be printed to a local printer. Users may obtain copies of "Official Completion Certificates" for all MCI courses by contacting MCI Student Services at 1-800- MCI-USMC.

MarineNet - Microsoft Internet Explorer  
Address: https://www.marinenet.usmc.mil/marinenet/

Welcome, GEORGE T WRIGHT JR!

Transcripts

Displaying 11 - 20 of 47 Records.

Result Page: 1 2 3 4 5 60 (Pages: 5)

To sort the results, click the Sort Order criteria and click "GO".  
Click the Course Title for transcript detail.  
Click the History Status (Completed) to Print/View Certificate.  
To request official transcripts, please go to the [MCI Online](#) webpage.

Sort Order:  Course Code  Course Title  History Status  Completion Date GO

Course Code	Course Title	MCI Course	History Status	Completion Date	Grade
7501BP	<a href="#">FMF ORGANIZATION</a>	Yes	<a href="#">Completed</a>	06/10/1991	98.0 (PASS)
7502BP	<a href="#">MARINE AVIATION</a>	Yes	<a href="#">Completed</a>	09/07/1990	98.0 (PASS)
7503@P	<a href="#">FIRE SUPPORT</a>	Yes	<a href="#">Completed</a>	04/23/1991	90.0 (PASS)
7503CP	<a href="#">FIRE SUPPORT</a>	Yes	<a href="#">Completed</a>	04/23/1991	98.0 (PASS)
7504@P	<a href="#">STAFF FUNCTIONING</a>	Yes	<a href="#">Completed</a>	04/23/1991	90.0 (PASS)
7504BP	<a href="#">STAFF FUNCTIONING</a>	Yes	<a href="#">Completed</a>	04/23/1991	92.0 (PASS)

Actions

- [New Search](#)
- [Print Preview](#)

Administration Account Unlocking GO Web Links Distance Learning Center GO



## 1.7 HANDLING OF MCI PAPER EXAMS

- LRC monitors should store the paper MCI exams in a locked file cabinet.
- During the first week of the month, the senior on-site CLS personnel must mail the sealed paper tests back to MCI via FEDEX to the address below:  
Marine Corps Institute  
Attn: Operations Officer  
Washington Navy Yard  
912 Poor Street, S.E.  
Washington DC 20391-5680  
Phone: 1-800-MCI-USMC (1-800-624-8762)
- If the Proctor receives an opened paper MCI exam, they should collect the test, note that the test was opened by the student, and return it to MCI. The student will not be allowed to take the exam. The proctor should direct the student to request a new exam from MCI. The test will not be returned to the student if they fail the E-Test in MarineNet.

The Marinenet helpdesk is available for assistance at the below listed number & hours of operation:

1-888-4DL-USMC or DSN 995-6049

Operating Hours: Monday-Friday, 0800-1900 (Except Federal Holidays) EST.

**APPENDIX A: MCI PAPER EXAM ACCOUNTABILITY LOG**

Exam #	Action (Collected or given back)	Exam Title	Student Name	Student Signature	Date	Proctor Signature	Date sent to MCI	FEDEX tracking #
033	Collected from student	FMCL (Paper)	John Doe	<i>John Doe</i>	03/14/03	<i>Jane Smith</i>		
0214A	Given back to student	Terrorism Awareness (CD)	John Doe	<i>John Doe</i>	05/22/03	<i>Jane Smith</i>		
0214A	Collected an opened exam	Terrorism Awareness (CD)	John Smith	<i>John Smith</i>	05/27/03	<i>Jane Smith</i>		