



July 22, 2007

Commodores, Department Chiefs and DSOs-MT,

The National Department of Training is introducing a new phase of eTesting for the US Coast Guard Auxiliary with the implementation of a new eTesting system. The new eTesting system will take the place of the National Testing Center (NTC) currently administered by Auxiliarists in Nokomis, FL and will come under the supervision of the National Department of Training. The new system is accessible at <http://ntc.cgaux.org/> and has all the functionality and features as the old NTC. The user interface is more direct and intuitive: the user is presented with several simple and straightforward choices, rather than being confronted with a lot of text and a requirement that they "read the rules first". Those requiring additional information and explanations are provided with a thorough users' manual (the last choice on the menu of options).

The new site will be available as of July 23, 2007. The first week (July 23 - July 30, 2007) will consist of a "soft launch" with the only notification of the server change on the old (Nokomis, FL) testing site. Members will be redirected to the new site when they go to the old site. The new site will also be available at the Training Resource Center at [U.S. Coast Guard Auxiliary - National Training Department](#). On July 30, 2007, COMO Budar will release a letter to all Auxiliarists notifying them of the change to the new eTesting server.

Tests Available

All of the tests which are available on the NTC are available on the new site. Each test was screened with the appropriate Department Chief to solicit updates or enhancements. The resulting settings for each exam are summarized in the attached document: "Test Settings". The **only exception** is the NAVRULES 70 exam, which some Districts require to be administered by a QE. We can set the system up for use by Districts not requiring a NAVRULES 70 proctor to be a QE, but wanted to ensure that this would not be misunderstood by members in Districts that require a QE proctor for that exam. Therefore, all members requiring the NAVRULES 70 exam will need to order the paper-based exam. We will continue to work with the Directors of Auxiliary and G-3PCX to find a consistent practice for administering the NAVRULES 70 exam.

Member Access

Every member is already entered in the system, and new members will be added automatically based on their AUXDATA status. When a member first signs on, they are asked to enter their member number, password from eDirectory, and email address. If the member number and password agree with the eDirectory database, they are accepted and issued a temporary eTesting password. When they first sign on to take a test, they are required to create a permanent eTesting password (which could be the same as the eDirectory one, so they would only ever have to remember one password). Once they complete the sign-on process, they can take any exam.

Proctors

Currently, each District selects AUXOP proctors differently. To accommodate these differences, we requested AUXOP proctor verification from the Directors of Auxiliary in each District. There is no separate process for registering as a proctor, and no need to make an eTesting appointment as there was with the old system. The proctor need only enter their user name and eTesting password when the candidate begins the proctored test. We believe this system is a significant improvement over the old system in terms of efficiency and integrity of the proctor procedure.

Completion Features

Upon successful completion of an exam, the candidate will have the option of printing a completion certificate for their records. An email will be sent to the candidate as well as their DIRAUX confirming the



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successful completion of the exam and including a copy of the certificate. We recommend that the DIRAUX print out the certificate and forward to the candidate's flotilla commander for awarding at the next flotilla meeting or other appropriate event.

Test results will be automatically forwarded to and entered into AUXDATA. This feature was created by Ed Sweeney, BC-TDT, who developed the Nokomis system for doing the very same thing.

Implementation of the New System

The new eTesting system will be available as of July 23, 2007, but not "advertised" to the member until July 30, 2007. COMO Budar's letter to the member will serve as the "official" notification of the new National Testing Center. Members with questions or issues about the eTesting site (the new National Testing Center) can have their concerns addressed by going to <http://ntc.cgaux.org/helpdesk.html>.

Respectfully,

Gail A. Fisher
DC-T

The **proposed** ALLAUX letter announcing this change is attached (pending COMO Budar's approval).

Draft Proposed Memo to the Membership

Dear Member:

Online Testing is an essential tool for Auxiliarists seeking new qualifications or advanced training. Effective July 23, 2007 the **National Testing Center** will be changing to a new server with a simpler and more direct user interface. The URL address for the new site is: <http://ntc.cgaux.org>. Most of the features of this system will remain unchanged, but you will need to activate your user account and set up your password in order to use the system. In order to accomplish this, you will need to have a user account established at eDirectory. If you do not have such an account, go to: <http://www.auxedirectory.org/index.php> to set it up. If you are not sure what content is included in any of the tests, go to the Training Resource Center website at: <http://www.auxtdept.org/>.

1. To activate your account, go to the website and select "New User – Get Password". This interface requires three pieces of information
 - Your member identification number "EMPLID"
 - Your eDirectory password
 - Your current email address.

When you enter this information, the system will generate a new, unique password, which you can use the first time you access the new eTesting system. You may want to access the system immediately to change the password to something you can remember, such as the same password you use for eDirectory. Like the eDirectory, eTesting will rely on the use of your EMPLID for access and communication.

2. Under the new system, there will no longer be a separate process for an AUXOP proctor to become approved for on-line proctoring. If you need a proctor, contact an authorized AUXOP proctor in your flotilla or division. The proctor will need to sign on in the same way you do to authorize you to take the exam. Proctors, you may want to go ahead and run through the new access process outlined in Step 1 above so that you are prepared to proctor exams.



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3. When you successfully complete an eTest, you will immediately have the opportunity to print a completion certificate. You and your DIRAUX will also receive an email with the certificate attached, and the results will be entered into AUXDATA. You should keep your certificate in a safe place to document your completion of the exam. Your DIRAUX should put a copy of the certificate in your permanent file and send a copy to your Flotilla Commander for presentation at an appropriate time.

If you have any problems with the new eTesting system, contact our Help Desk at: ntchelp@auxtdept.org.

Good luck with your continuing training and advancement in the Auxiliary!

Sincerely,

Steven M. Budar
National Commodore