

## **Individual Student Assessment Plan (ISAP)**

### **CHAPTER 9**

#### **Individual Student Assessment Plan (ISAP)**

**Issue this ISAP to every learner.**

NONCOMMISSIONED OFFICER LEADERSHIP CENTER OF EXCELLENCE (NCOLCoE)

BATTLE STAFF NCO (BSNCOC)

INDIVIDUAL STUDENT ASSESSMENT PLAN (ISAP)

**Instructions to the learner:** Effective date of this ISAP is **01 October 2023**. Read this ISAP and complete the learner acknowledgement on the last page. You will keep this ISAP for your records.

This ISAP establishes learner responsibilities and graduation criteria, details how Noncommissioned Officer Academies/Regional Training Institutes (NCOAs/ RTIs) will determine if the learner has demonstrated a sufficient level of competency to pass and informs the learners of the testing strategy used to evaluate them on the training. This ISAP also informs learners, facilitators, and other personnel of the course graduation requirements. NCOAs/RTIs will explain this plan to the learner at the beginning of the course, ensure the learner has read and understood this ISAP, and post an unsigned blank copy in the BSNCOC area for the learners' reference.

#### **9-1. Learner Responsibilities**

- a. The method of instruction for this course is the ELM. This method places the responsibility for learning on the learner through participation in small groups setting led by facilitators who serve as role models and facilitate throughout the course. A facilitator uses collaboration and experiences to stimulate learning.
- b. This method capitalizes on learner experiences, requires intensive learner interaction, and makes each learner responsible for their own learning. Cooperation takes precedence over competition. ELM provides individualized learning, team building, and maximum exchange of ideas.
- c. It is the responsibility of the learner to learn and achieve the learning objectives of this course. This includes adhering to the advance sheet, reading assignments, completing the homework assignments, journaling, to include class participation, in battle room discussions and completing the learning activities (individual and group). The learner is encouraged to ask questions pertinent to the lesson prior to the assessment.

#### **9-2. Learner Counseling Requirements**

- a. Facilitators must counsel learners using the DA Form 4856 (Developmental Counseling Form) in accordance with TRADOC Regulation 350-18 and FM 6-22. At a minimum, facilitators will conduct the following counseling:

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(1) Initial

(2) Initial SHARP

(3) Academic Assessment Panel (AAP)/Assessment Failures (only for learners that fail an assessment)

(4) End of Course (EOC)

(5) Blackboard specific tools, such as assignment and assessment feedback, to confirm learner understanding of course requirements and expectations. The learner receives a digital copy or digital access to each counseling/feedback transaction.

b. Facilitators will counsel learners who fail to pass an assessment. The counseling will include a plan of action to improve and pass the assessment.

c. Learners will receive assessment feedback as an individual or as a class.

d. When conducting performance counseling, the facilitator will comment on the learner's strengths, weaknesses, and ways to improve. Performance counseling is a form of communication that informs learners about their expected performance and provides feedback on actual performance. Learner performance includes appearance, conduct, learning accomplishment, and the way learning will take place.

(1) Soldiers attending service schools or military courses of instruction will have established goals and be assessed on how they are meeting the commitment on fostering climates of dignity, respect, and adhering to the SHARP program.

(2) Academic raters will include goals and objectives to support the SHARP program in the learners initial counseling IAW procedures established locally by the commandant of the school or the TRADOC commanding general, or the appropriate military/civilian official as applicable.

### **9-3. General Standards**

a. Minimum Achievements. Learner must complete all graded requirements, homework assignments, learning activities, and performance assessments. Learner will attend all classes and activities. Failure to pass any of the course graduation requirements will constitute failure to meet course standards and the learner will not graduate.

b. Standards of Conduct. Learner will conduct themselves in a manner expected of a Noncommissioned Officer. This includes demonstrating law-abiding personal conduct and behavior, both on and off duty. Commandants or Representative may dismiss a learner 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, local regulation, or policy. This includes, but is not limited to, substantiated cases of lying (oral or written, sworn or unsworn), cheating, plagiarism, and improper relationships, e.g., senior-subordinate or learner

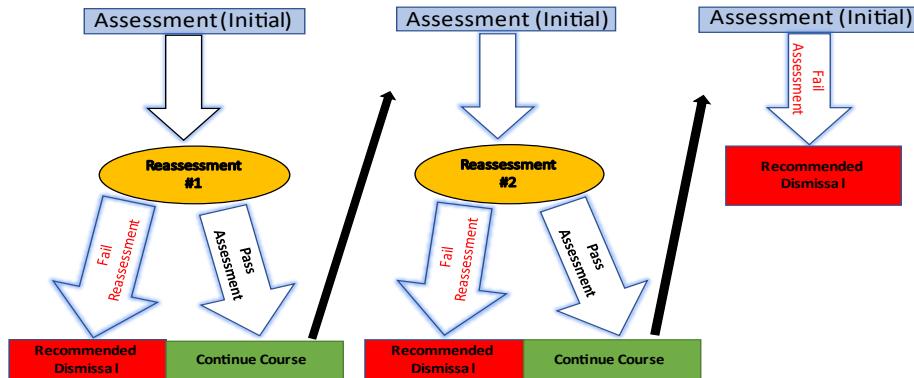
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facilitator. Learner shall be at their appointed place of duty on time. Learner may only miss a total of four academic hours. If a learner misses more than four hours, he/she will be dismissed from the course. Any learner who demonstrates a pattern of lateness may receive dismissal consideration.

c. Artificial Intelligence (AI): AI resources may be utilized for preparation or further investigation of course content. However, all assessments submitted to be evaluated by the facilitator must be the original work of the learner. Submitting content that has been generated, whole or in part, by an AI content generator is prohibited and considered an act of deception, which violates the BSNCOC Academic Integrity and Ethics policy.

d. Remedial instruction and reassessments. The facilitator will formally counsel learners who fail an initial assessment. They shall provide remedial instruction and a reassessment. The reassessment for the Prepare an Overlay and Course of Action Sketch will be administered two duty days after the initial assessment. Short Answer Response, Short Answer Essay and Plans, Orders, and Attachments writing assessments will be due 48 hrs. after counseling have been conducted. Learners are allowed no more than two reassessments during their enrollment in BSNCOC; additional reassessments are not authorized. Learners who require and pass a reassessment will receive the minimum passing score of 70% for that event and will automatically be removed from class honors consideration. The highest final grade for an assignment a learner can obtain on a reassessment is 70% (regardless of the score obtained). If a learner fails the reassessment or requires more than two reassessments, they will be recommended for dismissal to the Deputy Commandant or Course Managers from the course. The senior facilitator is responsible for reassessments.

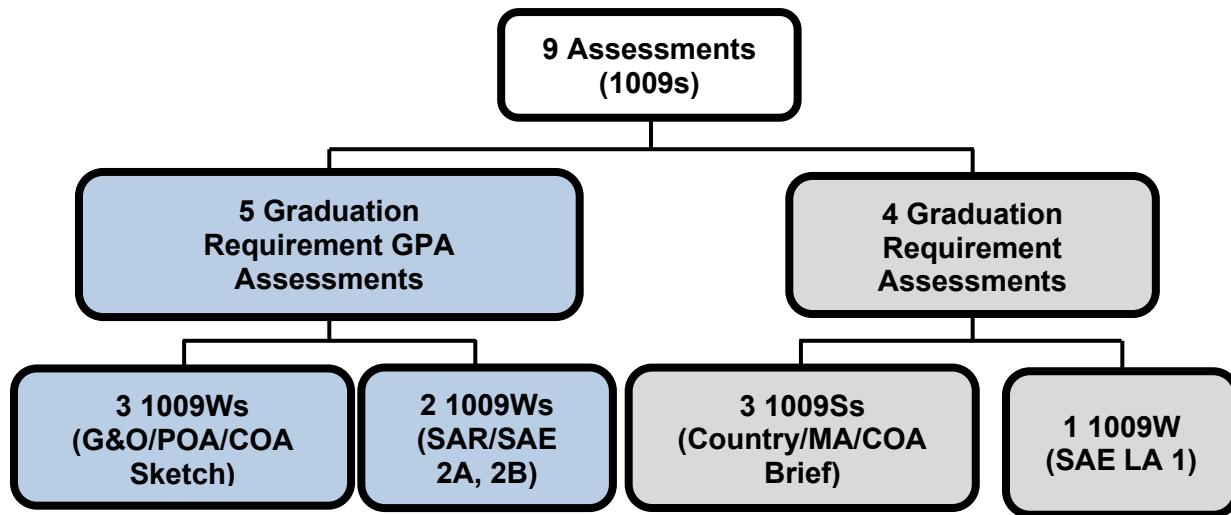
Reassessment Flow Chart



e. Learner Dismissal/Disenrollment. Commandants, Deputy Commandants or Course Managers may remove a learner from the course before completion for disciplinary reasons, lack of motivation, and other valid reasons (such as illness, injury, or academic deficiencies). A learner's failure to maintain standards during the course may constitute an infraction of the UCMJ or may simply indicate a lack of motivation or aptitude. A learner who violates the UCMJ may receive a suspension or dismissal from the course. Commandants may require a learner to report to the court-martial convening authority. The facilitator will counsel a learner whose actions demonstrate a probable lack of motivation and may consider them for dismissal/disenrollment for motivational, disciplinary, or academic reasons.

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### 9-4. Course Graduation Requirements, Academic Grading, and Assessment Plan



a. There are NINE assessments used in this course. To meet course graduation requirements learners must achieve an overall rating of 70 percent or higher on the following FIVE GPA assessments. These are individual assessments and must be the learners own work.

- (1) Form 1009W Assessing Prepare an Overlay – weight = 30 percent of GPA.
- (2) Form 1009W Assessing Plans, Orders, and Attachments – weight = 20 percent of GPA.
- (3) Form 1009W Assessing Course of Action (COA) Sketch – weight = 10 percent of GPA.
- (4) Form 1009W Assessing Short Answer Response – weight = 10 percent of GPA.
- (5) Form 1009W Assessing Short Answer Essay (2A, 2B) – weight = 30 percent of GPA. This assessment is divided into two requirements, each worth 15 percent.

b. The following three Form 1009Ss are graduation requirements. These are group assessments that each group member is individually assessed on.

- (1) Form 1009S Assessing Country Brief.
- (2) Form 1009S Assessing Mission Analysis Briefing.
- (3) Form 1009S Assessing Course of Action (COA) Decision Briefing.
- (4) The following Form 1009W Assessing Short Answer Essay 1 (SAE 1) Learning Activity.

c. Learner may not get credit or take any assessments prior to receiving the training. In the even a learner fails the primary assessment but passes the reassessment, the learner will only be given a 70 percent for that assessment regardless of their score on the reassessment. Learners who

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fail two reassessments are subject to dismissal. The dismissal authority for learners in the BSNCOC is the Deputy Commandant at the NCOLCoE; local Commandant or their representative at Camp Williams, UT; Fort McCoy, WI; or Fort Indiantown Gap, PA. A learner wishing to appeal this dismissal must submit appeal through the BSNCOC Chief Instructor to the Deputy Commandant NCOLCoE, if attending at Fort Bliss or through the BSNCOC chief/Course Manager at the learner's location (Camp Williams, UT; Fort McCoy, WI; or Fort Indiantown Gap, PA) to the Commandant at the respective location. Once the final decision is made, a memorandum will go through the Chain of Command to the learner.

### **d. NCOAs/RTIs Responsibilities**

(1) NCOAs/RTIs conducting the BSNCOC will use the aforementioned written assessments and performance assessments to ensure learner can demonstrate overall mastery of course material and meet course graduation requirements.

(2) NCOAs/RTIs will provide remedial/refresher training to the learner who fails an assessment and offer them one reassessment (unless additional reassessments are approved by the Commandant). Learners who fail a writing assessment will receive feedback during their counseling and will have 48 hours after retraining to correct the deficiencies identified in the counseling. Should a learner fail the reassessment, the Deputy Commandant at the NCOLCoE or the BSNCOC chiefs/Course Managers at other NCOAs and RTIs will dismiss the learner from the course. Learner may request second reassessment based on matters of extenuation only. The desire to complete the course is not grounds for a second reassessment.

(3) NCOAs/RTIs will award the learner passing the reassessment the minimum passing score, which is 70 percent, regardless of the learner's actual grade point achieved on the reassessment. NCOAs/RTIs will record the final reassessment score in learner course records along with counseling and remediation documentation.

**Note:** The following are UNAUTHORIZED during all assessments: All forms of sharing, cell phones, smart watches, tablets, cameras, or other unauthorized electronic devices. If a learner is caught using any of the electronic devices, or copies/distributes the assessment(s), the learner will be subject to dismissal. Assessment materials are sensitive in nature. Do not copy, print, or save unless specifically authorized, for example, the take home assessments. Do not transmit other than your submission in Blackboard. Once the assessment is complete and uploaded, the learner will turn in/discard/delete all assessment materials.

<b><u>Primary Assessments</u></b>	<b><u>Weight Percentage</u></b>
Form 1009W, Assessing Prepare an Overlay =	30 percent
Form 1009W, Assessing Plans, Orders, and Attachments =	20 percent
Form 1009W, Assessing Course of Action (COA) Sketch =	10 percent
Form 1009W, Assessing Short Answer Response =	10 percent

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Form 1009W, Assessing Short Answer Essay = 30 percent

**TOTAL =** **100 percent**

e. The above five weighted assessments determine the learner's overall grade point average (GPA). Calculate weight percentage to the second decimal place (0.00 %). Determine the 4.0 GPA by multiplying the overall GPA by 4 (i.e.,  $90.00 \times 0.04 = 3.6$ ) (see chapter 11 for more details).

### 9-5. Learner Grievances and Redress

Learners having a grievance will address that grievance to the facilitator or senior facilitator and then to the course Chiefs/Managers immediately. Learner may also address their grievance to the Commandant, if necessary. Learners having a grievance involving discrimination or violation of policy should use the NCO Support Chain up to the Commandant.

### 9-6. Learner Honors and Recognition

- a. Learners who successfully complete the BSNCOC will receive a DA Form 87.
- b. The learners who earn the top two highest GPAs will have Distinguished Honor Graduate (DHG) or Honor Graduate (HG) annotated on their DA Form 87. In the event of a tie, the BSNCOC Chief/Course Manager or NCOA/RTI Commandant or representative will determine what criteria to use as a tiebreaker. Recommendation for tiebreakers- use the SAE LA, Mission Analysis Brief, COA Decision Brief, and the Country Brief.
  - (1) Distinguished Honor Graduate: To achieve the distinction of DHG, the learner must have the highest GPA; pass all initial assessments; and receive no negative counseling.
  - (2) Honor Graduate: To achieve the distinction of HG, the learner must have the second highest GPA; pass all initial assessments; and receive no negative counseling.

### 9-7. Point of Contact for ISAP

- a. Chief Instructor or Course Manager at the attending BSNCOC location.
- b. Course Manager, BSNCOC, Directorate of Curriculum Development (DCD), NCOLCoE at DSN 621, commercial: (915) 744-2126.

### 9-8. Learner Acknowledgement and Understanding of this ISAP.

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Rank

Print Last Name

Print First Name

Signature/date