

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 **1 FEBRUARY 2021**. 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 noncommission 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 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 his/her 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, completing the learning activities, and fully participating in classroom/group room discussions and learning activities. Learner is encouraged to ask questions pertinent to the lesson prior to the assessment.

**9-2. General Standards**

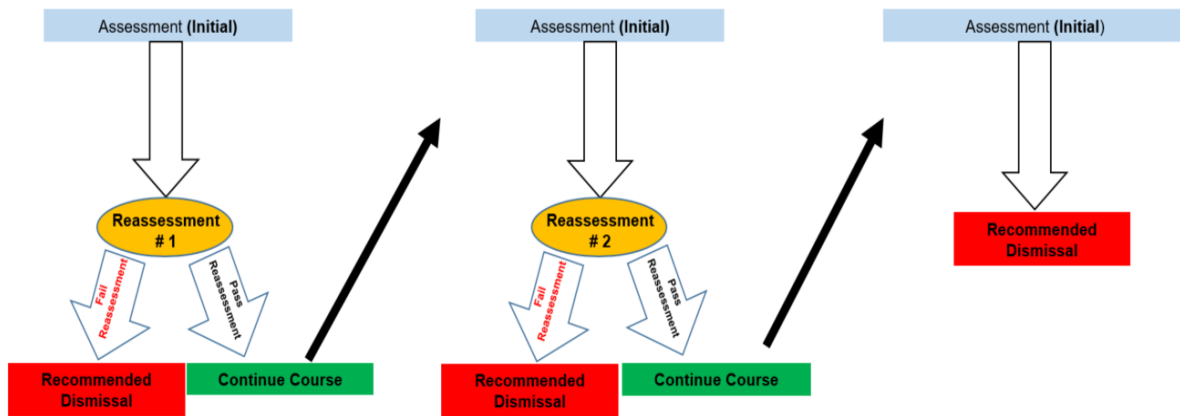
a. Minimum Achievements. Learner must complete all graded requirements, all homework assignments, all learning activities, and all performance assessments. Learner will attend all classes and activities. Failure to pass any of the course graduation requirements will constitute failure to meet course 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 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-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. Physical Readiness Training (PRT) standards. There is no organized PRT during BSNCO. Learners are highly encouraged to conduct PRT on their own in order to maintain physical readiness.

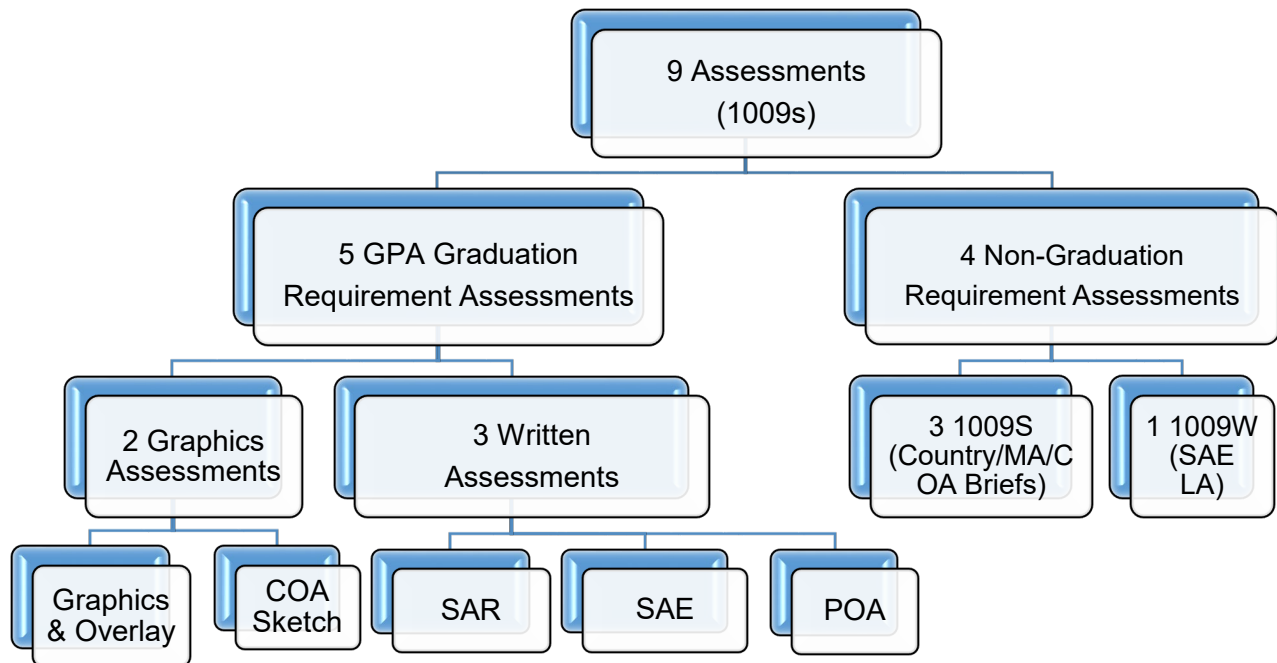
d. Remedial instruction and reassessments. The facilitator will formally counsel learners who fail an initial assessment. They shall provide remedial instruction and a reassessment. The reassessment for the Graphics and Overlay and Course of Action Sketch will be administered two duty days after the initial assessment. Short Answer Response, Short Answer Essay Learning Activity, Short Answer Essay and Plans Orders and Attachments writing assessments will be due 48 hours after retraining has been conducted. Learners are allowed no more than two reassessments during their enrollment in BSNCO; 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 Commandant or the BSNCO Chiefs at other NCO Academies and RTIs are the approving authority for dismissal and disenrollment from the course. The senior facilitator is responsible for reassessments.

Reassessment Flow chart



e. Learner Dismissal/Disenrollment. Commandants or designated persons 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.

### 9-3. 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 **FIVE** of the assessments which also determine the GPA.

(1) The five GPA driven assessments.

(a) Form 1009W Assessing Short Answer Response – weight = 10 percent of GPA.

(b) Form 1009W Assessing Short Answer Essay – weight = 30 percent of GPA. The assessment is divided into two requirements, each worth 15 percent.

(c) Form 1009W Assessing Prepare an Overlay – weight = 30 percent of GPA.

(d) Form 1009W Assessing Plans, Orders, and Attachments – weight = 20 percent of GPA.

(e) Form 1009W Assessing Course of Action Sketch – weight = 10 percent of GPA

(2) The **FOUR** non-graduation requirement assessments.

(a) Form 1009W Assessing Short Answer Essay Learning Activity – This assessment will be used as a learning activity to prepare the learner for the Short

Answer Essay assessment. This assessment will not be a graduation requirement or used to determine the GPA.

(b) Form 1009S Assessing Country Briefing learning activity.

(c) Form 1009S Assessing Mission Analysis Briefing learning activity.

(d) Form 1009S Assessing Course of Action (COA) Decision Brief learning activity.

b. Learner may not get credit or take any tests prior to receiving the training. In the event 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 fail either one reassessments or three initial assessments are subject to dismissal. The dismissal authority for learners in the BSNCOB is the Deputy Commandant at the NCOLCoE; local BSNCOB Chiefs at other NCO Academies and RTIs are the approving authority for dismissal and disenrollment from the course at Camp Williams, UT; Fort McCoy, WI; or Fort Indiantown Gap, PA. A learner wishing to appeal this dismissal must submit appeal through the BSNCOB Chief Instructor to the Deputy Commandant NCOLCoE, if attending at Fort Bliss or through the BSNCOB Chief 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.

#### c. NCOAs/RTIs Responsibilities

(1) NCOAs/RTIs conducting the BSNCOB 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). The reassessment will cover the entire assessment for Plans, Orders, and Attachments, Prepare and Overlay, and COA Sketch. SAR and SAE assessments require the learner to correct the deficiencies identified during their counseling for failure to meet the standard. Should a learner fail the reassessment, the Deputy Commandant at the NCOLCoE or the BSNCOB Chiefs at other NCO Academies and RTIs will dismiss them 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 items are **UNAUTHORIZED** during the assessment: cell phones, smart watches, tablets, cameras, or other unauthorized electronic devices. If a learner is caught using any of the aforementioned electronic devices, the learner will be subject to dismissal.

<u>Primary Assessments</u>	<u>Weight Percentage</u>
<u>Form 1009W, Assessing Short Answer Response =</u>	<u>10 percent</u>
<u>Form 1009W, Assessing Short Answer Essay =</u>	<u>30 percent</u>
<u>Form 1009W, Assessing Prepare an Overlay =</u>	<u>30 percent</u>
<u>Form 1009W, Assessing Plans, Orders, and Attachments =</u>	<u>20 percent</u>
<u>Form 1009W, Assessing Course of Action Sketch =</u>	<u>10 percent</u>
<b>TOTAL =</b>	<b>100 percent</b>

f. 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).

#### **9-4. Learner Grievances and Redress**

Learners having a grievance will address that grievance to the facilitator or senior facilitator and then to the course Chiefs 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 Chain of Command up to the Commandant.

#### **9-5. Learner Honors and Recognition**

a. Learners who successfully complete the BSNCOG will receive a DA Form 87.

b. The learners who earn the top two highest GPAs will have Distinguished Honor Graduate or Honor Graduate annotated on their DA Form 87. In the event of a tie, the tiebreaker will be used in the following order Mission Analysis Brief, COA Decision Brief, Country Brief, and SAE LA. All briefs will only use individual awarded points in the event of a tie.

(1) Distinguished Honor Graduate (DHG): 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 (HG): To achieve the distinction of HG, the learner must have the second highest GPA; pass all initial assessments; and receive no negative counseling.

**9-6. Point of Contact for ISAP**

- a. BSNCOG Senior SGL, NCOA Fort McCoy, (608)388-2332.
- b. BSNCOG Course Manager, NCOA Fort McCoy, (608)388-6341.

**9-7. Learner Acknowledgement and Understanding of this ISAP**

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Rank	Last Name	First Name	Signature	Date
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