



DEPARTMENT OF THE AIR FORCE
97TH TRAINING SQUADRON (AETC)
ALTUS AIR FORCE BASE OKLAHOMA

18 April 2025

MEMORANDUM FOR ALL 97 TRS STUDENTS AND FACULTY

FROM: 97 TRS/CC

SUBJECT: Testing Policy

1. Academic integrity directly corresponds to the profession of arms. More specifically academic integrity is a safety of flight issue. Cutting corners on academic processes and testing undermines the fidelity of instruction. As Airmen, we address integrity first. Violations of academic integrity erode our Air Force Core values and will not be tolerated. Anyone who violates the following prohibitions may be removed from training and subject to prosecution under Article 92 of the Uniform Code of Military Justice.

2. Prohibitions. The following applies to active-duty Air Force members, members of the Air National Guard (ANG), Air Force Reserve Command (AFRC), Department of Defense civilian employees of the Air Force, and contractor personnel.

a. Closed-book tests. Individuals will not knowingly view, possess, reproduce, distribute, or communicate in any way the contents of closed-book tests. No outside materials may be referenced during the test unless explicitly authorized by an instructor or proctor in writing.

b. Open-book tests. Students may use approved reference materials for open book tests and for Computer Based Training (CBT). Students may not reproduce, copy, or record lessons or lesson tests for any purpose without authorization. Students will not reference test banks and/or Master Question Files (MQF) via any means during testing, including when a member leaves the testing room after starting the test prior to final submission. Proctored testing will be accomplished in approved testing locations.

3. If you have any questions, please contact the 97th Training Squadron Student Affairs Flight Commanders at DSN 866-7446.

SORAN JAVAHIRZADEH, Lt Col, USAF
Commander