



HWA CHONG INSTITUTION  
NATIONAL POLICE CADET CORPS  
CORPORAL PROMOTION TEST  
TEST GUIDELINES



The passing score for this test is 50% for every section, 70% overall.

**TURNOUT AND BEARING (MAXIMUM 50 MARKS)**

- Beret
- Crest
- Shirt
- Formation Sign
- Buttons
- Badges
- Embroidered Rank
- Belt
- Trousers
- Boots

Examiners for Full Uniform will give up to a maximum of 5 marks for each uniform component. Uniform parts that are on rent from the Logistics Department will be deemed missing, and no marks will be awarded for them. The scoring criteria are as follows: -

**Beret**

Seasoning	
Marks Awarded	Description
3	<ul style="list-style-type: none"><li>• Is seasoned with distinct line and shape</li></ul>
1 – 2	<ul style="list-style-type: none"><li>• Shows signs of it being seasoned (Distinct line or shape only)</li></ul>
0	<ul style="list-style-type: none"><li>• Shows no signs of seasoning</li></ul>
Neatness	
Marks Awarded	Description
2	<ul style="list-style-type: none"><li>• Does not have fringe or drawstrings tucking out of the beret</li></ul>
0	<ul style="list-style-type: none"><li>• Has either fringe or drawstrings tucking out of the beret</li></ul>

## Crest

<b>Position</b>	
<b>Marks Awarded</b>	<b>Description</b>
3	Be able to meet all of the following criteria: <ul style="list-style-type: none"><li>• Is above the left eye</li><li>• Is above the seam of beret</li><li>• Is not tilted</li></ul>
2	Be able to meet at least two of the following criteria: <ul style="list-style-type: none"><li>• Is above the left eye</li><li>• Is above the seam of beret</li><li>• Is not tilted</li></ul>
1	Be able to meet at least one of the following criteria: <ul style="list-style-type: none"><li>• Is above the left eye</li><li>• Is above the seam of beret</li><li>• Is not tilted</li></ul>
0	Unable to meet any of the following criteria: <ul style="list-style-type: none"><li>• Is above the left eye</li><li>• Is above the seam of beret</li><li>• Is not tilted</li></ul>
<b>Backing</b>	
<b>Marks Awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"><li>• Has a backing and is secured</li></ul>
0	<ul style="list-style-type: none"><li>• Has a backing but is unsecured (Crest can still be shifted); or</li><li>• Does not have any backing</li></ul>

## Shirt

<b>Neatness</b>	
<b>Marks Awarded</b>	<b>Description</b>
2	Be able to meet all of the following criteria: <ul style="list-style-type: none"><li>• Has no creases</li><li>• Is aligned to the belt</li><li>• Is tucked in, showing at least half of the belt</li><li>• Does not have loose threads</li></ul>
1	Be able to meet at least three of the following criteria: <ul style="list-style-type: none"><li>• Has no creases</li><li>• Is aligned to the belt</li><li>• Is tucked in, showing at least half of the belt</li><li>• Does not have any loose threads</li></ul>
0	Unable to meet at least three of the following criteria: <ul style="list-style-type: none"><li>• Has no creases</li><li>• Is aligned to the belt</li><li>• Is tucked in, showing at least half of the belt</li><li>• Does not have loose threads</li></ul>
<b>Iron-lines</b>	
<b>Marks Awarded</b>	<b>Description</b>
1	<ul style="list-style-type: none"><li>• Are distinct</li><li>• Start from the back of the shoulder lapels</li></ul>
0	<ul style="list-style-type: none"><li>• Are not distinct; and / or</li><li>• Does not start from the back of the shoulder lapels</li></ul>
<b>Uniform Accoutrements</b>	
<b>Marks Awarded</b>	<b>Description</b>
2	Be able to meet all of the following criteria: <ul style="list-style-type: none"><li>• Name tag is straight</li><li>• Side pockets is buttoned up</li><li>• Press studs are present and secured</li></ul>
1	Be able to meet at least two of the following criteria: <ul style="list-style-type: none"><li>• Name tag is straight</li><li>• Side pockets is buttoned up</li><li>• Press studs are present and secured</li></ul>
0	Unable to meet at least two of the following criteria: <ul style="list-style-type: none"><li>• Name tag is straight</li><li>• Side pockets is buttoned up</li><li>• Press studs are present and secured</li></ul>

## Formation Sign

Position	
Marks Awarded	Description
2	<ul style="list-style-type: none"><li>Is sewn to the uniform properly (Three fingers from chevron and directly beside iron line)</li></ul>
0	<ul style="list-style-type: none"><li>Is not sewn to the uniform properly</li></ul>
Neatness	
Marks Awarded	Description
3	<ul style="list-style-type: none"><li>Is aligned properly (Not upside down etc.)</li><li>Is fully secured to the Velcro (Edges are secured to the Velcro etc.)</li><li>Does not have any loose threads</li></ul>
1	Meets any three of the following requirements: <ul style="list-style-type: none"><li>Left formation sign is aligned properly (Not upside down etc.)</li><li>Right formation sign is aligned properly (Not upside down etc.)</li><li>Is fully secured to the Velcro (Edges are secured to the Velcro etc.)</li><li>Does not have any loose threads</li></ul>
0	Meets less than three of the following requirements: <ul style="list-style-type: none"><li>Left formation sign is aligned properly (Not upside down etc.)</li><li>Right formation sign is aligned properly (Not upside down etc.)</li><li>Is fully secured to the Velcro (Edges are secured to the Velcro etc.)</li><li>Does not have any loose threads</li></ul>

## Buttons

Position	
Marks Awarded	Description
5	<ul style="list-style-type: none"><li>Are all aligned properly (Pointing in the correct direction etc.)</li></ul>
3	<ul style="list-style-type: none"><li>Has one button missing or not aligned properly (Pointing in the wrong direction etc.)</li></ul>
1	<ul style="list-style-type: none"><li>Has two buttons missing or not aligned properly (Pointing in the wrong direction etc.)</li></ul>
0	<ul style="list-style-type: none"><li>Has three or more buttons missing or not aligned properly (Pointing in the wrong direction etc.)</li></ul>

## Badges

<b>Alignment</b>	
<b>Marks Awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"> <li>Are all aligned properly</li> </ul>
1	<ul style="list-style-type: none"> <li>Has one badge not aligned properly (E.g. Some badges are slanted)</li> </ul>
0	<ul style="list-style-type: none"> <li>Has two or more badges not aligned properly</li> </ul>
<b>Polishing</b>	
<b>Marks Awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"> <li>Are all polished</li> </ul>
1	<ul style="list-style-type: none"> <li>Has one badge not polished</li> </ul>
0	<ul style="list-style-type: none"> <li>Has two or more badges not polished</li> </ul>
<b>Position</b>	
<b>Marks Awarded</b>	<b>Description</b>
1	<ul style="list-style-type: none"> <li>Are placed in the correct position</li> </ul>
0	<ul style="list-style-type: none"> <li>Are not placed in the correct position</li> </ul>

**Note:** 3 marks will be deducted if cadets fail to pin up one badge. 5 marks will be deducted if cadets fail to pin up two or more badges

## Embroidered Ranks

<b>Position</b>	
<b>Marks Awarded</b>	<b>Description</b>
3	Be able to meet all of the following criteria: <ul style="list-style-type: none"> <li>Are placed in the correct position (Pointing to the correct direction)</li> <li>Are kept below the buttons</li> </ul>
2	Be able to meet at least two of the following criteria: <ul style="list-style-type: none"> <li>Are placed in the correct position (Pointing to the correct direction)</li> <li>Right chevron kept below the buttons</li> <li>Left chevron kept below the buttons</li> </ul>
1	Be able to meet at least one of the following criteria: <ul style="list-style-type: none"> <li>Are placed in the correct position (Pointing to the correct direction)</li> <li>Left chevron kept below the buttons</li> <li>Right chevron kept below the buttons</li> </ul>
0	Unable to meet at least one of the following criteria: <ul style="list-style-type: none"> <li>Are placed in the correct position (Pointing to the correct direction)</li> <li>Left chevron kept below the buttons</li> <li>Right chevron kept below the buttons</li> </ul>
<b>Neatness</b>	
<b>Marks Awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"> <li>Shape or size are not changed</li> <li>Does not have any loose thread</li> </ul>
0	<ul style="list-style-type: none"> <li>Shape or size are not changed; and / or</li> <li>Does not have any loose thread</li> </ul>

## Belt

<b>Alignment</b>	
<b>Marks Awarded</b>	<b>Description</b>
1	<ul style="list-style-type: none"><li>• Is aligned to the trousers</li></ul>
0	<ul style="list-style-type: none"><li>• Is not aligned to the trousers</li></ul>
<b>Neatness</b>	
<b>Marks Awarded</b>	<b>Description</b>
3	Be able to meet all of the following criteria: <ul style="list-style-type: none"><li>• Loop is two finger spacing away from the end of the belt</li><li>• Passes through all belt loops on the trousers</li><li>• Passes through the belt buckle</li></ul>
1	Be able to meet at least two of the following criteria: <ul style="list-style-type: none"><li>• Loop is two finger spacing away from the end of the belt</li><li>• Passes through all belt loops on the trousers</li><li>• Passes through the belt buckle</li></ul>
0	Unable to meet at least two of the following criteria: <ul style="list-style-type: none"><li>• Loop is two finger spacing away from the end of the belt</li><li>• Passes through all belt loops on the trousers</li><li>• Passes through the belt buckle</li></ul>
<b>Colour</b>	
<b>Marks Awarded</b>	<b>Description</b>
1	<ul style="list-style-type: none"><li>• Is kept black in colour</li><li>• Holes are coloured black</li></ul>
0	<ul style="list-style-type: none"><li>• Is not kept black in colour; and / or</li><li>• Holes are not coloured black</li></ul>

## Trousers

<b>Neatness</b>	
<b>Marks Awarded</b>	<b>Description</b>
1	<ul style="list-style-type: none"><li>• Does not have gathers</li><li>• Does not have creases</li></ul>
0	<ul style="list-style-type: none"><li>• Has gathers; and / or</li><li>• Has creases</li></ul>
<b>Iron-lines</b>	
<b>Marks Awarded</b>	<b>Description</b>
4	<ul style="list-style-type: none"><li>• Has all iron-lines starting from the correct place and continue down the trousers in one straight, continuous line</li></ul>
3	<ul style="list-style-type: none"><li>• Has three of the iron-lines starting from the correct place and continue down the trousers in one straight, continuous line</li></ul>
2	<ul style="list-style-type: none"><li>• Has two of the iron-lines starting from the correct place and continue down the trousers in one straight, continuous line</li></ul>
1	<ul style="list-style-type: none"><li>• Has one of the iron-lines starting from the correct place and continue down the trousers in one straight, continuous line</li></ul>
0	<ul style="list-style-type: none"><li>• Has no iron-line starting from the correct place and continue down the trousers in one straight, continuous line</li></ul>

## **Boots**

<b>Laces</b>	
<b>Marks Awarded</b>	<b>Description</b>
1	<ul style="list-style-type: none"><li>• Are pulled tight</li><li>• Are tucked in</li></ul>
0	<ul style="list-style-type: none"><li>• Are not pulled tight; and / or</li><li>• Are not tucked in</li></ul>
<b>Polishing</b>	
<b>Marks Awarded</b>	<b>Description</b>
4	<ul style="list-style-type: none"><li>• Has all parts polished (Boot caps, the sides and the back of the boots)</li></ul>
3	<ul style="list-style-type: none"><li>• Has three parts polished</li></ul>
2	<ul style="list-style-type: none"><li>• Has two parts are polished</li></ul>
1	<ul style="list-style-type: none"><li>• Has one part polished</li></ul>
0	<ul style="list-style-type: none"><li>• Is not polished at all</li></ul>

**Note:** Cadets should refer to NCOs for the minimum standards required for boots to be considered polished.

## **FOOT DRILL (MAXIMUM 50 MARKS)**

- Sizing
- Pledge Taking
- Quick March and Halt
- Eyes Left/Right/Front
- Wheeling
- Mark Time and Halt, Mark Time on the March
- Changing Step in Quick Time
- About Turn on the March
- Advance in Review Order
- Left/Right Turn on the March

Examiners for Foot Drill will give up to a maximum of 5 marks for each drill command tested. The scoring criteria are as follows: -

### **Execution**

<b>Marks awarded</b>	<b>Description</b>
5	<ul style="list-style-type: none"><li>• Be able to execute the command correctly</li><li>• Makes no or minimal mistakes when executing the command</li></ul>
3 – 4	<ul style="list-style-type: none"><li>• Be able to execute the command correctly</li><li>• Makes few mistakes when executing the command</li></ul>
1 – 2	<ul style="list-style-type: none"><li>• Be able to execute the command correctly</li><li>• Makes frequent mistakes when executing the command</li></ul>
0	<ul style="list-style-type: none"><li>• Is unable to execute the command correctly</li><li>• Makes frequent, major mistakes when executing the command</li></ul>

## **BATON DRILL (MAXIMUM 20 MARKS)**

**[Equipment needed: Batons]**

- Attention
- At Ease and Stand Easy
- Draw /Return Baton
- To the Front, Salute

Examiners for Foot Drill will give up to a maximum of 5 marks for each drill command tested. The scoring criteria are as follows: -

### **Execution**

<b>Marks awarded</b>	<b>Description</b>
5	<ul style="list-style-type: none"><li>• Be able to execute the command correctly</li><li>• Makes no or minimal mistakes when executing the command</li></ul>
3 – 4	<ul style="list-style-type: none"><li>• Be able to execute the command correctly</li><li>• Makes few mistakes when executing the command</li></ul>
1 – 2	<ul style="list-style-type: none"><li>• Be able to execute the command correctly</li><li>• Makes frequent mistakes when executing the command</li></ul>
0	<ul style="list-style-type: none"><li>• Is unable to execute the command correctly</li><li>• Makes frequent, major mistakes when executing the command</li></ul>

## **COMMANDS (MAXIMUM 10 MARKS)**

- Clarity
- Loudness
- Coherence
- Accuracy

Examiners for Commands will give up to a maximum of 5 marks for the 'Clarity' and 'Loudness' components based on Foot Drill and Baton Drill. The scoring criteria are as follows: -

<b>Marks awarded</b>	<b>Description</b>
5	<ul style="list-style-type: none"><li>• Be able to clearly distinguish the 3 parts with the correct pronunciation in a command - the introduction, the body and the executing - when giving the commands</li><li>• Be able to shout out commands correctly and loudly throughout the assessment</li></ul>
3 – 4	<ul style="list-style-type: none"><li>• Be able to distinguish the 3 parts in a command - the introduction, the body and the executing - when giving the commands; and/or</li><li>• Be able to have the correct pronunciation</li><li>• Be able to shout out commands correctly and loudly most of the time</li></ul>
1 – 2	<ul style="list-style-type: none"><li>• Attempt to distinguish the 3 parts in a command – the introduction, the body and the executing – but fail to do so correctly most of the time.</li><li>• Be able to shout out a few commands correctly and loudly</li></ul>
0	<ul style="list-style-type: none"><li>• Be unable to distinguish the 3 parts in a command – the introduction, the body and the executing – when giving the commands</li><li>• Be only capable of saying out the commands</li></ul>

Examiners for Commands will give up to a maximum of 5 marks for the 'Coherence' and 'Accuracy' components based on Foot Drill and Baton Drill. The scoring criteria are as follows: -

<b>Marks awarded</b>	<b>Description</b>
5	<ul style="list-style-type: none"><li>• Be able to shout out the commands in a logical sequence throughout the assessment</li><li>• Makes no mistakes in giving commands</li><li>• Be able to shout out the correct commands at the appropriate timing (e.g. Berhenti should be given on the left leg ; Kekanan lu-rus should be given when cadets are in Sedi-a position)</li></ul>
3 – 4	<ul style="list-style-type: none"><li>• Be able to shout out the commands in a logical sequence</li><li>• Makes few mistakes in giving commands</li><li>• Be able to shout out the correct commands at the appropriate timing most of the time</li></ul>
1 – 2	<ul style="list-style-type: none"><li>• Be able to shout out the commands in a logical sequence</li><li>• Makes frequent mistakes in giving commands</li><li>• Be able to shout out the correct commands but at the inappropriate timing most of the time</li></ul>
0	<ul style="list-style-type: none"><li>• Be unable to give the commands in a logical sequence</li><li>• Be unable to give the correct commands at the appropriate timing</li></ul>

## **TOPOGRAPHY (MAXIMUM 30 MARKS)**

**[Equipment needed: Silva Compass, Map]**

- Parts of a Silva Compass and Map
- Taking Bearings and Map Setting
- Measuring Distances
- Finding Positions
- Walking Techniques
- Navigation with a Silva Compass

Examiners for Theory will give up to a maximum of 30 marks for the section. The scoring criteria are as follows: -

### **Parts of a Silva Compass**

<b>Marks awarded</b>	<b>Description</b>
3	<ul style="list-style-type: none"><li>• Able to name at least 9 parts of a Silva Compass</li></ul>
2	<ul style="list-style-type: none"><li>• Able to name at least 6 parts of a Silva Compass</li></ul>
0	<ul style="list-style-type: none"><li>• Unable to name at least 6 parts of a Silva Compass</li></ul>

### **Parts of a Map**

<b>Marks awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"><li>• Able to name at least 6 parts of a map</li></ul>
1	<ul style="list-style-type: none"><li>• Able to name 3 parts of a map</li></ul>
0	<ul style="list-style-type: none"><li>• Unable to name at least 3 parts of a map</li></ul>

### **Taking Bearings**

<b>Marks awarded</b>	<b>Description</b>
3	Able to do all of the following: <ul style="list-style-type: none"><li>• Take a bearing on the map</li><li>• Take a bearing on the ground</li><li>• Calculate back bearings</li></ul>
2	Able to do any 2 of the following: <ul style="list-style-type: none"><li>• Take a bearing on the map</li><li>• Take a bearing on the ground</li><li>• Calculate back bearings</li></ul>
1	Able to do any of the following: <ul style="list-style-type: none"><li>• Take a bearing on the map</li><li>• Take a bearing on the ground</li><li>• Calculate back bearings</li></ul>
0	Unable to do any of the following: <ul style="list-style-type: none"><li>• Take a bearing on the map</li><li>• Take a bearing on the ground</li><li>• Calculate back bearings</li></ul>

### **Setting a map**

<b>Marks awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"><li>• Able to set the map</li></ul>
0	<ul style="list-style-type: none"><li>• Unable to set the map</li></ul>

## Measuring Distances

Marks awarded	Description
5	Able to do all of the following: <ul style="list-style-type: none"><li>• Measure a straight distance</li><li>• Measure a curved distance</li><li>• Calculate ground distance from map distance using a linear scale</li><li>• Calculate ground distance from map distance using a numerical scale</li></ul>
4	Able to do any 3 of the following: <ul style="list-style-type: none"><li>• Measure a straight distance</li><li>• Measure a curved distance</li><li>• Calculate ground distance from map distance using a linear scale</li><li>• Calculate ground distance from map distance using a numerical scale</li></ul>
3	Able to do any 2 of the following: <ul style="list-style-type: none"><li>• Measure a straight distance</li><li>• Measure a curved distance</li><li>• Calculate ground distance from map distance using a linear scale</li><li>• Calculate ground distance from map distance using a numerical scale</li></ul>
2	Able to do any of the following: <ul style="list-style-type: none"><li>• Measure a straight distance</li><li>• Measure a curved distance</li><li>• Calculate ground distance from map distance using a linear scale</li><li>• Calculate ground distance from map distance using a numerical scale</li></ul>
0	Unable to do any of the following: <ul style="list-style-type: none"><li>• Measure a straight distance</li><li>• Measure a curved distance</li><li>• Calculate ground distance from map distance using a linear scale</li><li>• Calculate ground distance from map distance using a numerical scale</li></ul>

## Finding Positions

Marks awarded	Description
5	<ul style="list-style-type: none"><li>• Able to describe both Resection and Intersection</li></ul>
3	<ul style="list-style-type: none"><li>• Able to describe either Resection or Intersection</li></ul>
0	<ul style="list-style-type: none"><li>• Able to describe neither Resection nor Intersection</li></ul>

## **Walking Techniques**

Examiners for this component will give up to a maximum for 10 marks for this component. The scoring criteria are as follows:-

- Man-to-man navigation technique
- Man-to-object navigation technique
- Detouring technique
- Sidestep technique

Examiners will give up to a maximum of 2 marks for each technique. The scoring criteria are as follows:-

<b>Marks awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"><li>• Be able to describe, explain and give a demonstration for the technique</li></ul>
1	<ul style="list-style-type: none"><li>• Be able to describe and explain or give a demonstration for the technique</li></ul>
0	<ul style="list-style-type: none"><li>• Unable to describe and explain or give a demonstration for the technique</li></ul>

- Pacing

Examiners will give up to a maximum of 2 marks for pacing. The scoring criteria are as follows:-

<b>Marks awarded</b>	<b>Description</b>
2	<ul style="list-style-type: none"><li>• Pacing is very consistent with little or no mistakes</li></ul>
1	<ul style="list-style-type: none"><li>• Pacing is consistent with occasional mistakes</li></ul>
0	<ul style="list-style-type: none"><li>• Pacing is inconsistent with numerous mistakes</li></ul>

## **PENALTY SYSTEM**

Each candidate will be given 3 chances if they behave inappropriately during the test. If 3 offences have been committed, they may be disqualified from the test.

The chances may be struck off if they commit the following offences:

1. Yawning
  2. Talking
  3. Laughing
  4. Smiling
  5. Fidgeting
- } During drill
6. Late with no valid reason
  7. Offending the examiner
  8. Poor uniform (up to 3 chances may be taken away for very poor turn-out)
  9. Any behavior showing bad attitude

The above list is non-exhaustive. Examiners are in the position to judge if a candidate is misbehaving and carry out necessary actions.

When striking off a chance from a candidate, the examiner must inform the candidate of his offence, as well as remind him that his misbehavior will increase his chance of disqualification. If a candidate has only 1 or 2 chances left, the examiner has to remind the candidate and give him a stern warning, as well as informing of the number of chances he has remaining.

If the candidate uses all 3 chances, the examiner may discreetly refer to the Chief Presiding Examiner (CPE). The CPE will evaluate the situation and observe the reported candidate. If the CPE finds that the candidate deserves to be disqualified, he needs to fill up an incident report form. Signature from the involved candidate is required. If he refuses to sign, CPE will make the decision to disqualify him.

The disqualification requires no approval from Teacher Officers and the CPE has the final decision in the disqualification process.

The incident report form is to be given to the Cadet I/C for the test, to be photocopied. A copy will be given to the candidate himself and another will be given to the OC Unit within 3 school days. The original copy will be filed in the Assessment and Awards Department file, to be kept as record.

Note: Refer to Annex A for the disqualification form.

Drafted by,

SSG LIM HAO JIE  
UNIT POLICIES DIVISION CHAIRMAN (2007 – 2008)

SSG LEE JIAN XING CLEMENT  
HEAD, ASSESSMENT AND AWARDS DEPARTMENT (2007 – 2008)

Vetted by,

CI CHAN SHUO YAN  
UNIT POLICIES DIVISION ADVISOR (2007 – 2008)

Vetted and approved by,

A/ASP TAN CHEE WEE

OC UNIT (2005 – 2008)



