ACPV Examination Committee Policy or Operating Procedure		
SOP Title: Determine the following year's exam date and sites		
SOP#: SOP 6.1.6-1a		
Timeline: Before the Exam: July year prior		**Revision: 0**
Party Responsible: Exam Chair Elect		

Scope:

This SOP describes the procedure and considerations taken to select the exam sites for the following calendar year's exam.

Procedure

Dates: The chair elect is responsible for securing the exam sites and date for the calendar year in which they will be presiding as chair. The chair elect is selected in June, and sites for the examination will be confirmed no later than the end of August. The examination date will be set after consulting with the Exam Committee, Executive Vice President, President, Executive Director, Exam Consultant and Training Program Coordinators (to make sure their programs will be complete by the time of the exam.) Two dates are needed: the exam date and a short practice session time the day before the exam. Additionally, the consultant meets virtually with candidates before the exam and those dates/times are scheduled by him/her.

Sites: The Exam Committee can select up to 6 sites in which to conduct the exam. Acceptable sites include but are not limited to public/private universities/colleges, private industry partners, and hotels. Hotels should be considered last based on incurred costs and accessibility. Extreme care must be taken that all the sites adhere to the same room requirements so that all candidates have similar exam taking experiences.

Site criteria:

A successful site must meet and take into consideration the following:

A. Proximity of some candidates to proposed testing sites. At the time the chair elect is securing exam sites, he/she can find out from the ACPV office which candidates are eligible to sit for the following year's exam from the current year's pool of candidates. The Chair Elect will not know who passed the exam for the current year or any new applicants credentialed to sit for the following year's exam.

B. Proximity of exam committee members to proposed testing sites.

C. Testing room requirements.

  i. The room needs to be large enough to accommodate the candidates at proper distances. A candidate must be 6 feet away from another candidate in all directions. Assuming standard 6'x 18" tables, a room would need to be 22' x 20' to accommodate 9 candidates. More than 1 room can be used. Spacing of candidates must also adhere to any relevant social distancing guidelines/policies related to COVID-19 set forth by the testing site.

  ii. Rooms without windows are ideal. If the test taking room does have windows, it should have sufficient blinds to limit bright sun that may affect examinee performance.

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iii. The room should have appropriate temperature control and be well ventilated.
iv. Desks: If the room has desks that will be utilized, left-handed desks or ambidextrous desks must be made available.
v. Rooms should be located such that hallway noise or noise from adjacent rooms will be at a minimum.
vi. High speed internet must be available in the room.
vii. Restrooms must be easily accessible.
viii. COVID-19 policies for the institution should be reviewed and deemed acceptable.
ix. Hotels and restaurants are easily assessable.
x. Costs are reasonable and within the Exam Committee budget.

Additional items needed (to be rented from or provided by testing location if possible).
i. Power strips and extension cords for each desk.
ii. Candidate desks. 6'x 18" is optimal, but other sizes can be considered.
iii. Registration desk, waste basket

Associated SOPs

None

Associated Forms

Site request letter

References

None

Revisions

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