

<b>ACPV Examination Committee Policy or Operating Procedure</b>	
<b>SOP Title:</b> Determine the exam schedule	
<b>SOP#:</b> 6.1.6-1b	
<b>Timeline:</b> Before the Exam: September year prior to exam	<b>Revision: 0</b>
<b>Party Responsible:</b> Exam Chair	

**Scope**

This SOP provides information in determining the examination schedule.

**Procedure**

One of the first tasks for the Diplomate rotating on as chair is to determine the schedule for the exam to be held the following year. The exam will be conducted simultaneously at all sites no matter the time zone, so consideration should be taken that the schedule is reasonable for candidates in all time zones. The chair will determine the start time for all 3 sections of the exam. Normally the practical section is given first followed by the images section and last the multiple-choice section. There should be a break between sections, one of which should be a lunch break.

The chair should also schedule the time for the practice session held the day before the exam.

The exam consultant should agree to the schedule before it is finalized.

Once finalized, the schedule should be posted on the ACPV website in the Exam Candidate section.

**Associated SOPs**

SOP 6.1.6-2b

SOP 6.1.6-2c

**Associated Forms**

None

**References**

None

**Revisions**

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