

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Assign Exam Committee members and diplomate volunteers to conduct exam at various sites. Assign a Site Manager. Assign exam committee roles for each site.	
SOP#: 6.1.6-1f	
Timeline: Before the Exam: January	Revision : 0
Party Responsible: Exam Committee Chair	

Scope

This SOP provides instructions for the Exam Committee chair in 1) assigning Exam Committee members and diplomate volunteers to conduct the exam at various sites, 2) designation of Site Captains, and 3) assigning exam committee roles and responsibilities for each site.

- *Exam Committee chair* – designated by the ACPV President to provide oversight and coordination of activities related to the ACPV examination.
- *Diplomate volunteers* – nonmembers of the Exam Committee but volunteered to assist in the delivery of the exam or any task requested by the Exam Committee chair
- *Site Captain* – Exam Committee member appointed by the chair to provide oversight and coordination of the examination in a specific site.

Procedure

- The chair designates a Site Captain for each exam location and assigns all Exam Committee members to exam sites. Site Captains should be Exam Committee members.
- Site Captains will arrange for other Diplomate volunteers as needed for their site. Help will be needed the day before the exam to prepare the exam site. (See SOP 6.1.6-2b) Two people are needed to sign in candidates. A minimum of two people in addition to the Site Captain are needed to proctor the exam. (See SOP 6.1.6-2c)

Associated SOPs

- SOP 6.1.6-1h_Arrange logistics for each exam site.docx
- SOP 6.1.6-2b_Prepare exam rooms and exam practice the day before the exam.docx
- SOP 6.1.6-2c_Tasks the day of the exam.docx

Associated Forms

None

References

None

Revisions:

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