

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Send exam consultant (Rob Malinowski) list of candidates at each site and section of the exam they are taking.	
SOP#: 6.1.6-1g	
Timeline: Before the Exam: January	Revision #0
Party Responsible: Exam Committee Chair	

Scope: This procedure describes the communication between the Exam Committee and the exam consultant in charge of the electronic delivery of the exam.

Procedure

In January, after ACPV candidates have accepted their exam site assignment (due December 31), the Exam Chair or office team designee will send to the exam consultant a spreadsheet that lists all the candidates accepted to sit for the exam. The spreadsheet must contain the following:

1. Name of candidate.
2. Candidate exam ID number.
3. Email of candidate.
4. Phone number of candidate.
5. The part of the exam the candidate will be taking.
6. The exam site for each candidate.

In addition, the exam consultant should be informed about the start times for the practice session and exam at each exam site.

Associated SOPs

NA

Associated Forms

NA

References

NA

Revisions

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 Approved by Reviewer 1: XXX
 Approved by Reviewer 2: XXX
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