

<b>ACPV Examination Committee Policy or Operating Procedure</b>	
<b>SOP Title:</b> Arrange logistics for each exam site.	
<b>SOP#:</b> 6.1.6-1h	
<b>Timeline:</b> Before the Exam: February	<b>Revision: 0</b>
<b>Party Responsible:</b> ACPV Office	

**Scope:** The ACPV office makes arrangements for an equipment, furniture, food/beverage, hotel blocks as needed at the chosen exam sites. They will also ensure that exam materials are sent to the site captains.

**Procedure**

The ACPV makes arrangements for exam site room set, food and beverage, hotel blocks (if needed.) Refer all relevant communications regarding the following items to the site captain(s).

- A. Arrange for room to be set with facilities manager. Rent any materials needed. (For example, power strips.)
- B. Arrange any food and beverages. Water must be provided at each table. Lunch may or may not be provided depending on the circumstances.
- C. Reserve hotel block for candidates if needed.
- D. Paper copies of *the Materials for Administering the Exam Notebook* will be mailed to the site captain(s) prior the exam by the ACPV office.

**Associated SOPs**

*6.1.6-1a Determine the following year’s exam date and sites*

**Associated Forms**

[Request to investigate exam site](#)

[Sample room set BEO 2019 exam](#)

**References**

None

**Revisions**

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