

| ACPV Examination Committee Policy or Operating Procedure | |
|---|--------------------|
| SOP Title: Conduct Exam Committee training session | |
| SOP#: 6.1.6-1i | |
| Timeline: Before the Exam: June | Revision: 0 |
| Party Responsible: Exam Chair | |

Scope

This SOP will detail the procedure for the examination committee training meeting held prior to the exam.

Procedure

The exam chair will host an exam committee meeting in June prior to the exam to ensure all committee members understand their roles and expectations in conducting the exam.

Sample agenda:

AGENDA
ACPV Exam Committee Meeting
 June 28, 2021
 1:00 pm to 4:00 pm EST
 Virtual Meeting
<https://global.gotomeeting.com/join/861984413>

Examinations Committee

| | | |
|---------------|---------------------|--|
| Kate Hayes | Chair | khayes@aviagen.com |
| Geoff Lossie | Committee Member | glossie@purdue.edu |
| Agnes Agunos | Committee Member | agnesagunos@gmail.com |
| Abigail Reith | Committee Member | abigail.reith@zoetis.com |
| Eric Shepherd | Committee Member | shep54@uga.edu |
| Tak Niino | Committee Member | tniino@gmail.com |
| Sarah Tilley | Past Chair | sarahtilley@fieldale.com |
| Ian Rubinoff | Committee Volunteer | IRubinoff@hyline.com |
| Yuko Sato | Committee Volunteer | ysato@iastate.edu |

| | |
|--------------------------------------|----------------|
| Author: Janece Bevans-Kerr | Date: May 2021 |
| Revision Approved by Reviewer 1: XXX | Date: XXX |
| Revision Approved by Reviewer 2: XXX | Date: XXX |
| Date of Posting | Date:XXX |

| ACPV Examination Committee Policy or Operating Procedure | |
|---|--------------------|
| SOP Title: Conduct Exam Committee training session | |
| SOP#: 6.1.6-1i | |
| Timeline: Before the Exam: June | Revision: 0 |
| Party Responsible: Exam Chair | |

[Review Exam Schedule and Assignments](#)

Exam Dates

Practice Exam: Evening of August 17, 2021

Exam: All Day August 18, 2021

Exam Locations and Assignments

| Site | Site Captain | Site Assistants* |
|-----------------------------|---------------------------|------------------|
| UGA at Athens, Georgia | Eric Shepherd | |
| NCSU at Raleigh, NC | Tak Niino & Abigail Reith | |
| Purdue at Indiana | Geoff Lossie | |
| Aviagen at Albertville, AL | Kate Hayes | |
| UCVM at Calgary, AB, Canada | Agnes Agunos | |

***Notify the office of site assistants by July 15th.**

[List of candidates at each site.](#)

[Exam Schedule](#)

Practice Exam

7:00 PM EST UGA, Purdue, NC State

6:00 PM CST Aviagen

5:00 PM MT UCVM, Calgary, Canada

Exam

UGA, Purdue, NC State

8:00-8:30 AM Registration

8:30 AM Exam Start

Aviagen

7:00-7:30 AM Registration

7:30 AM Exam Start

UCVM, Calgary, Canada

6:00-6:30 AM Registration

6:30 AM Exam Start

[Review Standard Operating Procedures for Administering the Exam](#)

SOP 4.2.7-1k

SOP 4.2.7-2b

Author: Janece Bevans-Kerr

Revision Approved by Reviewer 1: XXX

Revision Approved by Reviewer 2: XXX

Date of Posting

Date: May 2021

Date: XXX

Date: XXX

Date:XXX

| ACPV Examination Committee Policy or Operating Procedure | |
|---|--------------------|
| SOP Title: Conduct Exam Committee training session | |
| SOP#: 6.1.6-1i | |
| Timeline: Before the Exam: June | Revision: 0 |
| Party Responsible: Exam Chair | |

SOP 4.2.7-2c

[Committee positions](#)

Announce 2021-2022 chair.
 Select a 2021-2022 chair-elect from members completing their first year.
 Set date to grade the exam. Include a half day for training. Set January meeting date (Optional).

Associated SOPs

- SOP 6.1.6-1k Create COVID-19 Policy Adherence Sheet and Distribute*
- SOP 6.1.6-2b Exam Room Preparation Prior to the Exam*
- SOP 6.1.6-2c Complete Tasks the Day of the Exam*

Associated Forms

None

References

None

Revisions

Original version May 2021

| | |
|--------------------------------------|----------------|
| Author: Janece Bevans-Kerr | Date: May 2021 |
| Revision Approved by Reviewer 1: XXX | Date: XXX |
| Revision Approved by Reviewer 2: XXX | Date: XXX |
| Date of Posting | Date:XXX |