

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Mail “Administering the Exam Notebook” and supplies to each site captain	
SOP#: 6.1.6-1j	
Timeline: Before the Exam: June	Revision: 0
Party Responsible: ACPV Office	

Scope: The ACPV office will mail 2 copies of the “Administering the Exam Notebook” and exam supplies to each site captain one month before the exam. The notebook details the procedure for administering the ACPV Exam.

Procedure

The ACPV will mail 2 copies of the “Administering the Exam Notebook” to each site captain one month before the exam. The notebook will detail the procedure for administering the exam as well as the sign-in and confidentiality forms. Site Captains will supply the necessary copies of the COVID-19 adherence form. The notebook will also include the Proctor introduction script and instructions for each site captain.

Site Captains are responsible for mailing the supplies to the ACPV office after the exam. Return postage will be included in the Exam Notebook. All signed copies of forms should be included in the notebook.

Associated SOPs

SOP 6.1.6-1k

SOP 6.1.6-1f

Associated Forms

[Candidate Sign-In Sheet](#)

[Confidentiality Statement Sign in Sheet](#)

[Quiet Please Sheet](#)

[Exam Introduction Script](#)

[Proctor Instructions for Administrator](#)

Exam Supplies

[Candidate Questions](#)

References

None

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

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Revisions

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