

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Coordinate with Exam Consultant.	
SOP#: 6.1.6-2a	
Timeline: Before the Exam and Administering the Exam: July/August	Revision #0
Party Responsible: Exam Consultant	

Scope: ACPV hires an exam consultant to administer the exam electronically. This SOP describes the information the consultant gives to candidates to prepare them to take the exam and information they need to take the exam. While it is the responsibility of the exam consultant to communicate with candidates, the Exam Chair and Exam Committee should be knowledgeable of the process.

Procedure:

The current exam consultant for ACPV is:
 Dr. Robert Malinowski
 517-285-0783
malino11cvm@gmail.com

Before the Exam

The ACPV Exam is administered remotely using a computer-based testing platform called Examsoft. Two security features of Examsoft, ExamID and ExamMonitor, are used to verify a candidate’s identity (ExamID) and record their audio, video and screen during the exam (ExamMonitor).

- A. Candidates have seven steps to prepare for the exam.
 1. Identify the computer they will use: Candidates supply their own computer to take the exam. iPads are not permitted. Computer must have a webcam and a microphone. Administrator access is required, so if candidates are using a computer provided by their employer or institution, they must ensure that they have administrator permission. Candidates must confirm that their computer meets the minimum system requirements for Windows or Mac.
 2. Download Examplify: Candidates download and install on the latest version of Examplify for Windows or Mac approximately one month before the exam.
 3. Register account in Examplify: Candidates log in to Examplify and register their account using the username and password sent by the exam consultant. The institution ID is “VSE” (Veterinary Specialty Exams).
 4. Complete the “registration exam”: Candidates open Examplify and download a “registration exam”. This is not actually an exam; it’s a series of steps that include confirming the candidate’s identity with ExamID using facial recognition and biometric information, and allowing Examsoft to access to their webcam and microphone. Candidates are given a deadline to complete the registration exam.
 5. Review and sign the exam security form: Candidates review and sign a security form and send a PDF format copy with original or electronic signature to the ACPV office by a deadline given by the exam consultant. This is normally 2 to 3 weeks before the exam.

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 Approved by Reviewer 1: XXX
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6. Attend Examsoft Zoom training with the exam consultant: Candidates attend one of two Examsoft Overview live webinar (Zoom) training sessions given by the exam consultant. The exact dates are determined by using a Doodle poll. During the training session, each candidate's identity will be verified using their license, passport, or other photo ID. In addition, features of Exemplify will be reviewed, and instructions for using it during the exam will be given.
7. Complete the practice exam: A practice exam is given at the exam site. The exam contains questions similar to what the candidate will see on the actual exam.

B. Administering the Exam

1. During the exam, ExamMonitor automatically records the candidate's audio, video and screen during the entire assessment.
2. During each part of the exam
 - Candidates select the appropriate exam from the list in Exemplify.
 - Candidates enter the exam password for that exam, which is given by the exam consultant shortly before starting time.
 - Candidates complete the exam and confirm their responses are uploaded successfully when a green screen is displayed.

Associated SOPs

NA

Associated Forms

[Exam Consultant letter to candidates](#)

References

NA

Revisions

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