

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Exam Room Preparation Prior to the Exam	
SOP#: 6.1.6-2b	
Timeline: Administering the Exam: August	Revision #0
Party Responsible: Site Captains	

Scope: This SOP describes the preparation and supplies needed to prepare the rooms for the exam. This is done the day before the exam and on the same day as the exam practice.

Procedure

- A. Prepare the exam site.
The day before the exam, site captain(s) prepare the room(s) for the exam.
- 1. The room(s) should be set with one table per candidate, 6 feet apart in all directions from any other candidate. 6'x18" tables are considered the standard, but a similar size is acceptable as well as desks in a room with stadium seating as long as there is ample room for a laptop, water and a writing surface for the sheet of scrap paper. If using stadium seating, the chairs where candidates should sit should be marked/taped. There should be a table for the Exam Captain and proctors. An area at the back of the room or another adjoining room should be available for candidate's backpacks/purses/cases. A power source should be at each desk. Computers will access the internet via Wi-Fi.
- 2. Water will be provided at each table.
- 3. Any cords should be removed from traffic areas or taped down.
- 4. Adjust room temperature if necessary.
- 5. Put up signs. (Directions to room and/or bathrooms as necessary, Quiet)
- 6. Arrange supplies:
 - o Pencils/pens
 - o Materials for Administering the Exam Notebook (the note book is sent to each site captain from ACPV office.) The notebook contains:
 - Exam Committee excerpt from ACPV Procedural Manual and SOPs
 - List of candidates/candidate #s taking each part of the exam
 - Proctor Instructions
 - Quiet Signs for doors
 - Practical Exam script
 - Images Script
 - MC Script
 - Passing Rates
 - Sign-In Sheet (For sign-in desk.)
 - Statement of Confidentiality (For sign-in desk.)
 - Candidate questions sheet
 - o Scrap paper
 - o Supply box (duct tape, scotch tape, scissors, paper clips, marker)
- 7. Obtain WiFi password for WiFi access.

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- 8. Obtain code for ExamSoft access.

- B. Exam Practice
 The day before the exam, a short practice session is held. The time should be late afternoon to early evening to accommodate those traveling. The primary purpose of the practice is to ensure that the technical aspects of the exam—computer connections, internet access, etc. are working properly.

Associated SOPs

NA

Associated Forms

SOP 6.6.1-2c

[List of candidates taking each part of the exam \(Separate list for each site.\)](#)

[Proctor Instructions](#)

[Quiet Signs for doors](#)

[Practical, Images, and MC Exam scripts](#)

[Questions from candidates record sheet](#)

[Sign-In Sheet \(For sign-in desk.\)](#)

[Statement of Confidentiality \(For sign-in desk.\)](#)

References

NA

Revisions

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