

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Complete tasks the day of the exam	
SOP#: 6.1.6-2c	
Timeline: Administering the Exam: August	Revision #0
Party Responsible: Site Captains	

Scope: This SOP describes specific tasks when conducting the exam at each exam site.

Procedure

- A. Check in candidates

An exam committee member or ACPV member delegate will check in candidates at the designated time for each exam site. Because the exam is held in a variety of time zones, the exam check-in will vary per site. There is a list in the “Materials for Administering the Exam” notebook that shows the candidates who are taking each portion of the exam. All candidates, no matter what portion of the exam they are taking, must come to sign-in at the check-in time. Candidates must show a valid ID at check-in and their acceptance letter sent in April which contains their candidate number.

Check in procedure:

 1. Verify candidate’s ID and candidate number.
 2. Candidate signs in.
 3. Candidate signs confidentiality statement.
 4. Candidate signs COVID-19 policy adherence statement.

Supplies at check-in table:

 - o Sign-In Sheet
 - o Confidentiality Sheets
 - o COVID-19 Policy Adherence Sheets
 - o Pencils/Pens

- B. Explain Exam Rules and Read Exam Instructions

BEFORE EACH SECTION OF THE EXAM, the following rules will be read aloud to the candidates:

 1. Phone, watches and other electronic devices are not allowed at the exam table or on the candidate. Any bags the candidate brings to the exam will be stored at the back of the room or in a separate room. If the candidate does come to the exam with a phone, watch or other electronic devices, they must put it/them in their bag or alternatively, the proctor will keep it until the end of the exam.
 2. Bathroom Policy—A proctor must accompany a candidate to the bathroom. Bathroom breaks during the exam will take away from the candidate’s time to complete the exam. Only one candidate per proctor is allowed to take a bathroom break at any one time.
 3. No snacks or drinks allowed during the exam. There will be water available at each table.

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

Date: March 20, 2021
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- 4. One sheet of scrap paper will be placed on each candidate’s desk at the beginning of the exam. Candidates are allowed one piece of paper at a time and can ask proctors for more paper as needed. All scrap papers will be collected at the end of each exam section.
- 5. Exam Instructions
A script to begin each section of the exam (Practical, Images, MC) is in the “Materials for Administering the Exam” notebook. The Site Captain will read the script **which also contains instructions from the exam consultant as needed. (Consult with the exam consultant when writing the script.)**
- C. Candidate Questions
The Site Captain can record questions from the candidates as feedback for subsequent exam improvement. There is a sheet in the “Materials for Administering the Exam” notebook to write down candidate questions. The Site Captain is not allowed to offer help to the candidate in answering questions. This includes offering further explanation about what the question is asking, adding details, or giving hints.
- D. Proctor the Exam
In addition to the Site Captain, there should be at least 2 proctors per exam site. One proctor should be available to accompany candidates to the restroom. Additional proctors may be added if more than 10 candidates are sitting for the exam. Site captains are responsible for getting the proctors they need. Only ACPV diplomates in good standing can proctor. This includes Emeritus diplomates. All proctors must sign the confidentiality statement. Proctors should periodically walk around the room to watch the exam candidates for unapproved devices. Candidates should not be looking at another’s screen, but the exam questions are listed in different orders for each test taker, so cheating in that way is not an issue.

Associated SOPs

- SOP 6.1.6-1i
- SOP 6.1.6-2b

Associated Forms

“Materials for Administering the Exam” documents are found in SOP 6.1.6-2b

References

NA

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Revisions

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