

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Grade the Exam	
SOP#: 6.1.6-3a	
Timeline: After the Exam: August/September	Revision: 0
Party Responsible: Exam Chair	

Scope

This SOP details the exam grading process to include timeline, grading pairs, spelling considerations and ExamSoft system for grading support including rubric options and score recording.

Procedure

All graders must sign the confidentiality statement document prior to beginning the grading process. A team captain will be selected for each exam grading site if grading is to take place in multiple locations. The exam committee chair will appoint captains as necessary. The exam committee chair and captains will ensure all confidentiality statements are signed. They will also ensure that the process of grading the exam is carried out accurately and as smoothly as possible. The captains will communicate directly with the exam chair as required.

The exam will be entirely graded using the ExamSoft system which will guide the grader and record scores in the system. Reports will be generated directly from ExamSoft.

The practical section will be graded and the images section will be reviewed on a date determined the prior year. (See SOP 4.2.7-1a) The committee will be in communication with Rob Malinowski, the ExamSoft consultant electronically.

Graders will be divided into pairs, representing at least one experienced ACPV exam grader or exam committee member. Grading pairs will be assigned a particular practical exam question and will be responsible for grading that question for all the exam candidates.

The Exam Committee will target a two-week turnaround from the exam to candidate notification. This will give returning candidates plenty of time before they need to reapply by October 1. An announcement to all ACPV Diplomates will be sent after exam results are announced. New Diplomates can also be announced in the AAAP Fall newsletter. New Diplomates will continue to receive their diplomas at the ACPV Annual Meeting. Any candidate not present will be mailed his/her diploma.

Multiple Choice Exam

- The MC exam will be graded in Examssoft and scores will be recorded in Examssoft.

Images Exam

Author: Kate Hayes	Date: XXX
Approved by Reviewer 1: XXX	Date: XXX
Approved by Reviewer 2: XXX	Date: XXX
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- All questions will be graded using Examssoft, however, every question/answer must be reviewed by grading pair. Exam Chair will have final say in reviewing/determining grading if discrepancies.

Practical Exam Grading

- Questions on the Practical Exam that committee members will be grading. Exam Chair may alter this list at his/her discretion. How will 1-6 be graded? By committee or electronically?
- Scores will be recorded in Examssoft. If grading pairs have graded within 2 points of each other for each question, final grade will reflect the mean score.
 - Team 1 grades question #7
 - Team 2 grades question #8
 - Team 3 grades question #9
 - Team 4 grades question #10

Spelling Considerations

- Etiologic or proper names may not be in the ExamSoft spell check system therefore, candidates will need to be able to know correct or incorrect spelling for etiologic agents and proper names.
- Multiple Choice:
 - Spelling not relevant for this section.
- Images:
 - Spelling will not be relevant for part of the images section, in which case spell check will be turned on.
 - All answers must be spelled correctly for the fill in the blank questions. These mainly consist of etiologic agents and disease names. No partial points will be rewarded. Incorrectly spelled diseases and etiologic agents will result in zero points.
- Practical:
 - Short Answer section will not have any spelling or grammar deductions. The spell check will be turned on for the short answer section.
 - For essay questions, candidates will be notified that they are being graded on writing, spelling, and grammar worth 20% of each question. The rubric options include 4 grading levels as outlined below:
 - Ideal: 2.00 points
 - Acceptable: 1.33 points
 - Limited: 0.67 points

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- Unacceptable: 0 points

ExamSoft Reports & Statistics

- Janece & Rob
 - o Combined results/Candidate master report
 - o Strengths & Opportunity Reports
 - Pulled directly from Examsoft; per candidate; per exam section
 - Shared directly with each exam candidate & section. This is only for exam sections that candidate did not pass.
 - Exam chair combines all individual S&O reports per candidate
 - Need Adobe Pro to facilitate this process
 - o If candidate fails within 3 points in individual sections images & practical exam (not applicable for M/C portion), entire section is re-graded by the exam chair and senior exam committee member/chair-elect.

Associated SOPs

SOP 6.1.6-1a

Associated Forms

[Statement of Confidentiality \(For grading room.\)](#)

References

None

Revisions

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