

<b>ACPV Examination Committee Policy or Operating Procedure</b>	
<b>SOP Title:</b> Notify successful and failed candidates	
<b>SOP#:</b> 6.1.6-3c	
<b>Timeline:</b> After the Exam: August/September	<b>Revision #0</b>
<b>Party Responsible:</b> Exam Chair and ACPV Office	

**Scope:** This SOP describes the information sent to successful and failed candidates after the exam has been graded and the Board of Governors has approved the new members.

**Procedure:**

1. The Exam Chair will compose three letters—one to successful candidates, one to unsuccessful candidates, and if needed, a third letter to candidates who are unsuccessful after their third attempt.
2. The letters will be emailed to all the candidates followed by a hard copy sent via post.
3. Emails to successful candidates will include an attached certificate indicating admittance into the College.
4. Emails to unsuccessful candidates will receive *Strengths and Improvement Opportunities* reports (from ExamSoft) for the parts of the exam they failed.

IT IS IMPORTANT TO NOTE THAT NO EXAM REPORTS ARE SENT TO EITHER SUCCESSFUL OR UNSUCCESSFUL CANDIDATES FOR PORTIONS OF THE EXAM **THEY PASSED**.

5. Successful candidates will be mailed a packet which includes the letter, a certificate and orientation materials. Orientation materials inform new members of CE submission policies, the year first CE submissions are due, and ACPV committees.

- A. Letters to unsuccessful candidates must include:
  - a. List the sections of the exam they did not pass and their percentage score.
  - b. List the cut score for the sections of the exam the candidate did not pass.
  - c. A report of descriptive statistics (mean, interquartile range, other relevant metrics) generated from ExamSoft will be provided to unsuccessful candidates. The candidate's score can be compared with the exam year's mean (or median). The *Strengths and Improvement Opportunities* report satisfies this directive.
- B. The letter to successful candidates must contain the following:
  - a. Inform the candidate they have been admitted into the College.
  - b. A certificate of passing that includes their diplomate identification number.
  - c. Inform them that they will be recognized and receive their diploma at the next ACPV Annual Business Meeting and provide the place and date. This information is provided by the ACPV office.
  - d. Inform them if they cannot attend the Annual Business Meeting, their diploma will be mailed to them after the Annual Business Meeting has taken place. (This is because diplomas must be signed by the exam chair, president, president elect and executive

Author: Janece Bevans-Kerr  
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director serving at the time the candidate was admitted into the College. This task is done at the annual meeting.)

**Associated SOPs**

SOP 6.1.6-3a Grading the Exam

SOP 6.1.6-3b Informing the Board of Governors

**Associated Forms**

[Letter Exam Results Passed](#)

[Letter Exam Results Failed](#)

*Letter Exam Results Failed Third Attempt*

*New diplomates orientation documents can include but are not limited*

to:

- a. [Message to New Diplomates](#)
- b. [New Diplomat Message with username and password](#)
- c. [Continuing Education Requirements](#)
- d. [Preapproved Meetings List](#)
- e. [ACPV Committees](#)

**References**

NA

**Revisions**

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