

ACPV Examination Committee Policy or Operating Procedure	
SOP Title: Complete and share reports and statistics on exam	
SOP#: 6.1.6-3f	
Timeline: After the Exam: September/October	Revision: 0
Party Responsible: Past Exam Chair	

Scope

This SOP provides instructions in the preparation of the narrative report submitted to the ACPV Board of Governors (BOG) and ACPV office.

Procedure

A written report should be submitted to the ACPV office no later than one month after exams have been graded. The BOG will review the report at their yearly conference call meeting. The Past Exam Chair should be prepared to attend that meeting which is normally held in January or February.

The following are core descriptive statistics submitted to the ABVS each February 1st and must be included in the report to the BOG:

- a. Total number of candidates taking the exam
- b. Number of candidates successfully completing exam (i.e. became diplomates)
- c. % successful
- d. % successful on first try
- e. % successful on second try
- f. % successful on third try
- g. Comment on any issues regarding the preparation and administering the exam
- h. Other metrics deemed important.

In addition, many relevant reports and statistics can be found on the ExamSoft platform. Tutorials are available in ExamSoft to show what information is available and how to retrieve it. The Past Exam Chair should familiarize him/herself regarding what is available. The exam consultant is also available for help and advice.

Associated SOPs

None

Associated Forms

None

References

None

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Approved by Reviewer 1: XXX	Date: XXX
Approved by Reviewer 2: XXX	Date:XXX
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Revisions

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