

I. 4-2 Examinations Committee

4.2.1 General Guidelines

The Examinations committee shall consist of no fewer than six members in good standing of the College. In making appointments to the committee, due regard shall be given to the various fields encompassed in poultry veterinary medicine. The ACPV Examinations, Credentials Review and Training Program Review committees should be familiar with each other's policies and procedures as the College's standing depends on a clear understanding of what is expected of all candidates.

4.2.2 Committee Appointments and Terms

The ACPV President appoints all committee members. The committee is led by a chairperson. The President will appoint new members and an upcoming chair elect in June each year. The committee is encouraged to make a recommendation to the President regarding who will serve as upcoming chair elect. There are seven members on the committee. Committee member terms are 3 years except for the chair who serves 4 years. The chairperson will serve one year as chair-elect, one year as acting-chair and one year as past-chair. Committee member terms are organized on a rotating basis with two members rotating on the committee each year and one senior member rotating off while the other senior member serves as past chair. The chair elect is selected from committee members completing their first year of service. All terms begin and end after the grading for the current year's exam is completed. Chair positions (upcoming chair elect, chair elect, chair and past chair) rotate after the grading for the current year's exam is completed.

4.2.3 Committee Member Responsibilities

Participation in the ACPV Examinations Committee requires a commitment to confidentiality as well as a significant time commitment. Committee members sign a confidentiality statement agreeing not to divulge the contents of the exam. In addition, committee members must use professional discretion in discussing exam candidates and/or any exam details which might harm the integrity of the exam and exam process.

Each exam committee member is vital to the success of the committee especially in grading the exam. Exam committee members must make every effort to participate in all committee activities. Care will be taken that meetings, exams and grading sessions are scheduled when all committee members can attend. If a committee member misses two or more activities, especially within a short time frame, or finds that he/she is unable to participate in grading the exam, he or she should resign from the committee so that a replacement can be selected.

4.2.4 Chair Responsibilities

The committee chair is responsible for seeing all the work of the Exam Committee is done. This includes the upkeep of the certifying examination and conducting the yearly exam. Chair tasks to conduct the exam are detailed in 4.2.7 except for the specific tasks given to the Past Chair and Chair Elect. The chair works closely with the ACPV office headed by the Executive Director. All costs are paid through the ACPV office. All correspondence with candidates goes through the ACPV office. Standard questions from candidates are most often handled by the ACPV office. More controvertible issues involving candidates, or the exam are addressed in the following escalating order: Exam Chair (and committee if desired), Executive Director, Executive Vice President, Appeals Committee (if appropriate to the circumstance), and Board of Governors. The Chair should be familiar with the ACPV appeals process.

4.2.5 Past Chair Responsibilities

The Past Chair is responsible for the following committee tasks:

1. Notify the Board of Directors of successful and failed candidates SOP 4.2.7-3b
2. Notify successful and failed candidates SOP 4.2.7-3c
3. Complete and share reports and statistics on exam SOP 4.2.7-3d
4. Recognize new diplomates SOP 4.2.7-3e

In addition, the Past Chair serves in an advisory role to the Chair regarding the work of the Exam Committee.

4.2.6. Chair Elect Responsibilities

The Chair Elect is responsible for determining the following year's exam date and securing the following year's exam site. SOP 4.2.7-1a.

4.2.7 Committee Tasks

Committee tasks are divided into three sections: Tasks before the exam, tasks during the exam and tasks after the exam. Each task has a corresponding standard operating procedure (SOP) document which details the task.

1. Before the Exam

- a. Determine the following year's exam date and sites. SOP 4.2.7-1a
- b. Update "ACPV Exam All Candidates Contact Info" spreadsheet and assign candidate exam sites. SOP 4.2.7-1b
- c. Assign Exam Committee members and diplomate volunteers to conduct exam at various sites. Assign a Site Manager. Assign exam committee roles for each site. SOP 4.2.7-1c
- d. Determine the exam schedule. SOP 4.2.7-1d
- e. Send exam consultant (Rob Malinowski) list of candidates at each site and section of the exam they are taking. SOP 4.2.7-1e
- f. Correspond with new and returning candidates. SOP 4.2.7-1f
- g. Ensure Exam Site Uniformity SOP 4.2.7-1g
- h. Arrange logistics for each exam site. SOP 4.2.7-1h
- i. Email Materials for Administering the Exam Notebook to each site captain. SOP 4.2.7-1i
- j. Conduct exam grading sessions for Exam Committee. SOP 4.2.7-1j
- k. Update the ACPV website. SOP 4.2.7-1k

2. Administering the Exam

- a. Coordinate with Exam Consultant. (SOP)4.2.7-2a
- b. Exam room preparation prior to the exam. (SOP) 4.2.7-2b
- c. Complete tasks the day of the exam. (SOP) 4.2.7-2c

3. After the Exam

- a. Grade the Exam (SOP)4.2.7-3a
- b. Notify Board of Governors of failed and successful candidates (SOP)4.2.7-3b
- c. Notify successful and failed Candidates (SOP)4.2.7-3c
- d. Complete and share reports and statistics on exam (SOP) 4.2.7-3d
- e. Recognize new diplomates (SOP)4.2.7-3e
- f. Update Exam Committees Entries in the Procedure Manual and Exam Committee SOPs and associated forms (SOP) 4.2.7-3f
- g. Update Exam Page on the ACPV website. (SOP) 4.2.7-3g
- h. Review and update the exam. (SOP)4.2.7-3h
- i. Update candidate tracking document (SOP)4.2.7-3i

4.2.8 Task Timeline

Below is an overview of activities of the ACPV exam committee and recommended timeline. Please refer to the SOP for detailed items.

