American College of Veterinary Pathologists

COMPUTER EXAMINATION INSTRUCTION SCREENS

A 15-minute practice session includes screens describing the examination instructions and 3 practice questions. The instruction screens are displayed in this document. Reading this document prior to your scheduled exam date may save you some time during the practice session.

Please note: You may not return to any of the instruction screens once you click ‘Next’ or ‘Agree’.

General instructions

- Computers are equipped with QWERTY keyboards
- This exam consists of 3 sections: Microscopy/Lab data essay interpretations, data/image multiple choice (MC) items and knowledge MC items
- Laboratory data for interpretation (Clinical Pathology) will be provided in hard copy
- There will be scratch paper at each desk
- All scratch paper and paper with data has to remain in the testing room
- There is a lunch break of 60 minutes and an afternoon break of 10-15 minutes
- The testing room will reopen 15 minutes before the afternoon session begins
- Please do not gather in the hallway and do not disturb other tenants on this floor

General instructions

- The box of tissues is for cleaning glass slides during the microscopic exam. Do not use it for scratch paper
- Bathroom breaks are allowed; one of each gender at a time. Please see the proctor for the restroom pass
- Keep your admittance card with you at all times. It is your entry back into the testing room after breaks
Items not allowed in the testing room:

- Watches
- Books or Notes
- Calculators
- Purses/bags
- Food or drinks
- Chewing Gum

Phone or electronic communication devices are not allowed.

- If you are found to have a cell phone or any electronic communication device at your workstation, it will be removed by staff and returned to you at the end of the day.
- The incident will be documented and reported to the Certifying Examination Board, who may or may not invalidate the results of your examination.
• Talking is not allowed
• Avoid all distracting noises (coughing, sniffing, drumming fingers, paper shuffling, etc.)
• Earplugs are available in the front of the room
• Passive headphones (those that do not use electronics or batteries) are permitted. Active (noise-cancelling) headphones are not allowed.

• There are wires, cables and computer equipment under each desk

• Do not move the equipment or wires with your feet
In spite of careful proofreading of examinations, typographical errors may occur. Usually, the meaning is nevertheless readily apparent. Proctors are instructed not to answer individual questions, make judgements, or interpret a possible error. You must exercise judgment in such a situation: If you believe that an error renders a question ambiguous or inaccurate, you should write comments regarding specific examination items on a reporting form obtained from the proctor. If the ACVP determines that an error affects the answer to a question, that question will be eliminated from the final scoring of the examination.

The following actions may be sufficient cause for ACVP, in its sole discretion, to terminate my participation in the examination, to invalidate my results of an examination, to withhold or revoke my scores or certificate, to bar me from future examination, or to take other appropriate action:

- The giving or receiving of aid in the examination as evidenced either by observation or by statistical analysis of candidates’ answers.
- The unauthorized possession, reproduction, or disclosure of any ACVP examination related materials, including, but not limited to, examination questions or answers, before, during, or after the examination.
• The offering of any benefit to any agent of the ACVP in return for any right, privilege, or benefit that is not usually granted by the ACVP to other similarly situated candidates or persons.
• Possession of notes, books, or any other examination aid in the examination area.
• Engaging in irregular behaviour in connection with the administration of the examination, including but not limited to:
  o Referring to notes, books, or any other examination aid at any time during the examination, including breaks,
  o Transferring or receiving information relating to the contents or answers of the examination to or from another candidate or a third party before, during, or after the examination. This prohibition includes any transfer of information between a candidate and another person at any time during the examination, including breaks, and any recall or reconstruction of examination questions and answers and the transfer of information concerning the same after the examination.
  o Possession of a cell phone, watch, activity tracker, or any other electronic device at the testing workstation.

• The ACVP may withhold a candidate’s scores and require that the candidate retake one or more portions of the examination if presented with sufficient evidence that the security of the examination has been compromised, notwithstanding the absence of any evidence of the candidate’s personal involvement in such activities.

The examination will begin promptly at the announced time. Your computer will be logged in and the exam timer started by a proctor if you are not seated when the examination begins.

I agree  I disagree

PRACTICE EXAMINATION

Please now refer to the hard copy booklet for examination instructions.