American College of Veterinary Preventive Medicine (ACVPM)
North American Veterinary Licensing Exam (NAVLE)
Item Writing Committee Standard Operating Procedure
Approved March 2020

I. History
   a. The committee began ad hoc in 2013 when NAVLE and ACVPM agreed that Public
      Health item writing for the NAVLE would be done by a team of ACVPM boarded
      diplomats, as opposed to the usual NAVLE model of one SME writing 30 questions per
      year. In turn, item writing training would be available for ACVPM diplomats for the ACVPM
      exam. The honorarium from NAVLE for item writing normally paid to individual item writers
      would be paid to ACVPM. The new model worked well and in 2018 the ACVPM-NAVLE
      committee became an official ACVPM committee.
   b. The By-Laws indicate a 3-year term, with up to 8 members on the committee, with 2 new
      members trained each year, if needed.
   c. ICVA (International Council for Veterinary Assessment) recently conducted a veterinary
      practice analysis that shifted item types and subjects that each committee will cover. The
      ACVPM-NAVLE Item Writing Committee currently writes questions under the heading of
      Preventive Medicine and Animal Welfare, in the areas of: animal welfare, veterinary public
      health, environmental and occupational health and safety, and veterinary epidemiology
      and statistics.
   d. As item writing is a skill that takes time to develop, the success of this committee relies on
      continuity of members.

II. Process
   a. NAVLE informs the ACVPM-NAVLE item writing committee in February of the specific
      writing assignment for the year. The committee has from that time until Mid-June to
      complete the 30 items. Items are edited by National Board of Medical Examiners-NAVLE
      editors in October and returned to the committee for review and revision and are due back
      to NAVLE by late October.

III. Roles
   a. Eight members each appointed for at least a 3-year staggered term. The senior committee
      member shall serve as chair and as a member of the International Council for Veterinary
      Assessment (ICVA), Assessment Development Committee (ADC).
   b. ACVPM-NAVLE Committee Chair and NAVLE Assessment Development Committee
      (ADC) Member
      i. Works with ACVPM and NAVLE to coordinate selection and training of new
         committee members, communicates with NAVLE on all item writing activities,
         manages the committee members to sign up for, revise and complete their items
         on time, and reviews and revises all committee members’ items.
      ii. The ADC attends the November NAVLE meeting in Philadelphia to discuss the
          items written during the year, attends the winter meeting in mid-January to review
          previously written pool items and attends the April form review to review the final
          NAVLE exam for the coming year.
      iii. The ACVPM-NAVLE item writing committee chair participates in regular
           conference calls with ACVPM to update the leadership on committee activities and
           attends the ACVPM annual meeting held during the annual AVMA conference
           each year.
   c. Item Writers - It is assumed that everyone on the committee will write items every year
      and/or revise/rewrite items that did not score well from previous years. All new committee
      members should attend the writing training in February if at all possible so that they are
      qualified to write items for that year. All members will provide the assigned number of
      questions to the chair by the due date. If requested, item-writing committee members will
      edit questions by other members.
IV. Yearly timetable ACVPM-NAVLE Committee

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>ADC member attends 2-day January Pool Review meeting</td>
<td>Mid-January</td>
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<tr>
<td>New committee members attend 1-day training in Philadelphia</td>
<td>Late February</td>
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<tr>
<td>Committee submits updated/reviewed SOP to ACVPM Executive Board</td>
<td>March 1</td>
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<tr>
<td>Committee receives the yearly item writing assignment from NAVLE</td>
<td>March</td>
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<tr>
<td>ADC attends 2-day Form Review in Philadelphia</td>
<td>Mid-April</td>
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<tr>
<td>Committee members write and review items, participate in conference calls with committee if necessary</td>
<td>March-June 1</td>
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<tr>
<td>Committee submits Annual Report to ACVPM Executive Board</td>
<td>June 1</td>
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<tr>
<td>Items (30) due to NAVLE</td>
<td>Mid-June</td>
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<td>ACVPM members are solicited for NAVLE Item writing team (if there are less than 8 members on the current team) and put to EB for voting</td>
<td>Fall</td>
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<td>Revisions from NAVLE editors are received by committee, require review and revision by committee members</td>
<td>October</td>
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<tr>
<td>ADC member attends Item review workshop in Philadelphia and defends questions</td>
<td>Early November</td>
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**Effective date of Standard Operation Procedure:**

1. This Standard Operating Procedure is effective on approval by the Executive Board and remains in effect until modified or rescinded.
2. It is reviewed annually by the Committee and an updated/reviewed version submitted to the Executive Board by March 1.