The College of Optometrists in Vision Development is now providing Fellow Candidates the option of taking their multiple choice examination at a testing site in their local community (high school, junior college, college, university). The exam must be taken during the week of January 11-15, 2021 and administered by a qualified proctor. The written examination must be conducted at an accredited educational institution (high school, community college, university), or testing facility (i.e: Sylvan Learning Center, City Library) by a qualified proctor. The proctor may not be a COVD member, an optometrist, vision therapist or a relative of the candidate. You have the option of selecting the site and arranging for the proctor. Any costs related to taking the test at a local educational institution administered by a qualified proctor are your responsibility. These costs are not covered by your Fellowship examination fee paid to COVD.

**Step 1: Select a Local Site**

Contact your local educational institution (high school, junior college, college or university) to determine if they can arrange for a qualified proctor to administer the multiple choice examination to you. The proctor may not be a COVD member, an optometrist, vision therapist or a relative of the candidate. You may select the time you wish to take the exam.

**Step 2: Register for the Multiple Choice Examination**

Complete the enclosed Registration form and submit to Katie Kirschner at Katie@covd.org by December 21, 2020.

*Please submit any requests for accommodation at the time of exam registration. Accommodation request forms can be accessed at [www.covd.org/certification](http://www.covd.org/certification) or by contacting the COVD International Office.*

**Step 3: Take the Multiple Choice Examination**

All testing materials and information will be sent directly to the examination proctor prior to the test date.

You will need to have a photo identification card for verification by the proctor.

You will not be allowed to bring any materials, notes, books, food, drink, calculators or computers into the examination room. Bring with you several #2 pencils for use in completing the examination score sheet.

The proctor will open the sealed envelope containing the examination in your presence and will provide instructions and answer any questions you may have about completing the answer sheet.

You will have up to three hours to complete the examination.
Step 4: Submit the Multiple Choice Examination Answers

At the conclusion of the examination, you and your proctor will make a copy of your answer sheet, which your proctor will hold until informed of receipt of your original materials, and place the test and the original answer sheet in another envelope for return to COVD. You will both complete a form stating that the envelope containing the examination was opened in your presence and re-sealed in your presence. This form will be returned with the test and answer sheet in the envelope provided.

Step 5: COVD Notifies You of Results

You will be notified in writing of the results of your multiple choice examination.

Step 6: Register to Take the Oral Interview

If you pass the multiple choice examination and have all OBQs and Case Reports completed you are eligible to register to take the oral interview at the next COVD Annual Meeting.

If you did not pass the multiple choice examination, please see Step 7.

Step 7: Register to Re-take the Multiple Choice Examination

If you did not pass the written examination, you may take it again during the next exam administration.

If there are any additional questions regarding the MCE please contact Katie Kirschner at cert@covd.org