

Policy: Conduct of Exam Candidates during the Remote ACVD Board-Certifying Exam

As of November 2020, exam candidates will complete the ACVD board-certifying exam remotely at a destination of their choosing. Requirements for the location the ACVD board-certifying is completed, and the equipment needed to do so, are detailed elsewhere. Exam candidates will be video-recorded while completing the ACVD board-certifying exam to ensure their behavior is compliant with the policies described herein. **Violation of the policies described herein may lead to invalidation of the exam candidate's test results and/or permanent disqualification from writing the ACVD board-certifying exam and attaining Diplomate status in the future.**

1. Exam candidates will refrain from discussing the content of the ACVD board-certifying exam with other exam candidates while taking breaks between sections of the exam sections. This includes discussing exam content by text messaging, telephone, or any form of electronic messaging (i.e., instant messaging, e-mails, etc.).
2. Exam candidates will not refer to textbooks, journals, notebooks, computers, study notes, flash cards, personal digital assistants (i.e., PDA's) smart devices (e.g., watches, glasses, phones), or cellular telephones while completing the ACVD board-certifying exam.
3. Exam candidates will refrain from talking during the exam once the exam has begun.
4. Exam candidates will not discuss specific exam questions with future exam candidates at any point in time.
5. All sections of the exam, all notes made during the exam, and all answers shall be turned in to the examiners, once the candidate completes a section and readies themselves to leave the exam facility.
6. Exam candidates may only receive assistance from members of the ACVD exam committee or the designated IT personnel while completing the ACVD board-certifying exam.
7. Removal of materials from the examination room is not permitted.
8. Engaging in any form of cheating is considered serious misconduct and will result in an immediate and severe penalty which may include invalidation of the results of a candidate's examination and/or permanent disqualification from writing the ACVD board-certifying exam in the future and attaining Diplomate status.

9. Exam candidates will not be able to change their answers to exam questions once their completed exam is submitted using the designated software.

10. ACVD Exam Committee members cannot comment on the content of any question in any part of the examination. ACVD Exam committee members can only offer assistance in procedural matters.

I have read the Policy on the Conduct of Exam Candidates during the Remote ACVD Board-Certifying Exam. I pledge that I will uphold the spirit and principles of this code of conduct.

Name: _____

Date: _____

Signature: _____

PLEASE RETURN TO: Alexis Borich
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