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ABOUT THIS SUPPLEMENT

This supplement to the 2020 ACVS Phase I Surgical Knowledge Information Pamphlet highlights the sections of the pamphlet that have changed due to the rescheduling of the examination to May 29, 2020. All other policies remain in place as outlined in the Phase I Surgical Knowledge Examination Information Pamphlet for the April 6, 2020 examination. Note: This Supplemental Pamphlet reflects the policies and procedures as of April 2020. All policies and procedures are subject to change. If you have any questions or require further information, please visit www.acvs.org or contact the ACVS staff at 301-916-0200 x104.

POLICIES: ELIGIBILITY AND LIMITATIONS

Eligibility: The May 29 Phase I examination is available only to candidates who originally had registered with ACVS to take the examination on April 6.

Limitations: Candidates who choose not to take this opportunity will receive a one-calendar-year extension on the time limitation for passing this examination (e.g., if a candidate’s final opportunity to pass Phase I was 2023, it will be extended to 2024). Please refer to the ACVS Phase I Surgical Knowledge Examination Information Pamphlet for specific limitation policies.

EXAMINATION DESCRIPTION

The Phase I Surgical Knowledge Examination will be held May 29, 2020, using personal computers running the Examsoft Examplify software application.

The Phase I examination is developed to test the resident’s knowledge base of the basic sciences relative to each of an animal’s systems (e.g., gastrointestinal, musculoskeletal, cardiovascular) and of general pharmacology, surgical knowledge, and anesthetic principles.

The Phase I examination consists of 125 multiple choice questions with one correct answer. These questions are administered in a six and one-half hour examination period. All candidates will start the examination at the same
time, regardless of their time zone. **The examination will be split into two parts. Each part will have an equal portion of time.**

- There is a break of up to 30 minutes between the two parts of the examination. The test time will stop during this break. Candidates will not be able to return to the first part after the break.
- Candidates **should not** take unscheduled breaks during the two examination parts. Please note that test time will **not** stop during unscheduled breaks.
- Candidates may not contact each other during any breaks. Reviewing any study material during breaks is prohibited.

The Phase I examination consists of questions that cover gastrointestinal, cardiovascular, respiratory, musculoskeletal, urogenital, neurological/special senses, endocrine (small animal only), and integumentary systems. In each organ system, questions will be asked on basic sciences (anatomy, physiology, pathobiology). Non-system-specific questions will be asked on pharmacology, surgical principles, and principles of anesthesia/analgesia and pain management. The Examination Committee members develop new Phase I questions each year. These questions are reviewed for relevance to the examination blueprint (included in this pamphlet), clarity, and importance for competent practice. Each question is validated by securing a reference source that corroborates the information in the question. The sources used include current veterinary textbooks and current medical texts including, but not limited to, the included reading list. Approximately ten (10) pre-selected pilot questions are included in each year’s Phase I examination. These questions are included to collect statistical information for determining whether they should be used as scored questions on future examinations. They do not contribute to the total examination score. The Phase I examination is computer scored.

**EXAMINATION RULES**

The integrity of the Phase I examination of the American College of Veterinary Surgeons will be maintained to ensure fairness to all candidates during the test. Any questions should be directed to Ann Loew, ACVS Chief Executive Officer, at (301) 916-0200 x108 or the Chair of the Examination Committee.

**The deadline for registering for the examination is April 29, 2020**—the online registration process must be completed by 11:59pm EST and fees paid online or received by ACVS no later than this date. ACVS will not allow late submission of registration or payment due to delivery service problems, insufficient postage, international customs, computer/internet issues, etc.

**REGISTERING FOR THE EXAMINATION**

Registering for the examination consists of submitting the online application and paying the examination fee.

**Deadline:** Submit your application and online examination fee payment no later than **11:59pm EST, April 29, 2020.** Mailed examination fee payments must have a postmark no later than April 29, 2020.

**SUBMIT THE ONLINE REGISTRATION APPLICATION**

Candidates must register online for the Phase I examination at [www.acvs.org/apply](http://www.acvs.org/apply). Online registration opens April 21 for eligible candidates. During the online application process, candidates will need to:

1) Verify the email address to be used for ExamSoft/Examplify.
2) Agree to the terms and conditions of the **ACVS Phase I Surgical Knowledge Examination Contract.** Candidates who fail to agree with these terms will not be allowed to take the Phase I examination.
3) Indicate how the examination fee is being paid.
PAY THE EXAMINATION FEE

Phase I examination fee = $490

The examination fee is refundable only due to extenuating circumstances (see Cancellation and Refund). Fees may be paid in one of the following ways:

- **Pay the fee online** with a Visa or MasterCard
- Complete the Phase I Payment Authorization Form
  - Fax to: 301-916-2287
  - Mail to:
    
    ACVS
    
    19785 Crystal Rock Drive, Suite 305
    
    Germantown, MD 20874
    
    USA

CONFIRMATION

Candidates will receive an email upon successful submission of their online registration. Candidates who pay the examination fee online will receive an email upon completing the transaction. These emails note only receipt of the registration or payment and do not indicate that the registration is complete.

Candidates whose examination materials are in order will receive an authorization email with their Student ID code. **All authorized candidates will receive a subsequent email by May 4, 2020, from exambot@examsoft.com to “Join American College of Veterinary Surgeons’s ExamSoft Account” and create an ExamSoft account.** Candidates should check their junk or spam folders if they do not see the email. If a candidate submits a registration and does not receive the ExamSoft account email by May 4, the candidate should contact the ACVS office immediately. **Note:** Candidates are responsible for notifying the ACVS office of email changes prior to and following the examination.

REQUESTING AN ACCOMMODATION

ACVS will honor accommodation requests submitted for the April 6 examination. Candidates will receive confirmation of how their accommodation will be adjusted as part of their ACVS registration confirmation email.

EXAMSOFT EXAMPLIFY APPLICATION

The May 29, 2020, Phase I examination will be administered using ExamSoft’s Examplify software application with ExamID and ExamMonitor features in place.

Candidates will need to complete an account by **clicking the join link from the ExamSoft account email** (emailed no later than May 4).

Candidates will receive a subsequent email with the password to take a mock examination. All candidates should take the mock examination as soon as possible. **This mock examination will verify that your computer meets the minimum system requirements and has the correct camera and system permissions.** Additionally, the mock examination will allow you to become familiar with Examplify and the tools available to you during the examination.
Candidates will be asked to provide their Student ID to access the mock examination. During both the mock examination and the actual Phase I examination, candidates must allow the program to obtain biometric information (capture your photograph) and to record video and audio of the candidate while the examination is in progress.

ACVS will provide additional information about this process in advance of the mock examination.

**Cancellation and Refund**

In the event that a candidate needs to cancel their examination registration, the candidate must contact ACVS. Examination fees will be refunded only in cases of extenuating circumstances (e.g., death in the family, medical emergency) and must be supported by written documentation. Allow 30 days for processing refund requests. All requests for refunds must be submitted in writing using one of the following methods:

- ACVS
  - 19785 Crystal Rock Drive, Suite 305
  - Germantown, MD 20874
  - USA

- acvs@acvs.org
- fax: 301-916-2287