PLEASE NOTE: While ACVS is doing everything in our power to administer the 2021 Phase II examination, difficult decisions may need to be made. The Examination Committee and Board of Regents will continue to monitor the availability of test centers. In the event of significant shutdowns, a decision will be made on January 25, 2021, whether all candidates need to be moved to the contingency plan. The Board of Regents reserves the right to cancel the examination until the date of the examination, February 22, 2021.

Candidates and proctors should keep a copy of this document for reference. Proctors must have this document with them on the day of the Phase II examination.

ACVS is recommending that all approved examination candidates develop a contingency plan that can be enacted in the event that a candidate is unable to take the examination at a Pearson VUE Professional test center. The contingency plan requires identifying in-person proctors and examination space and meeting technology/hardware requirements. Candidates must submit their plan to ACVS (see pages 2-4) or waive their right to submit a contingency plan by January 1, 2021. The Examination Committee will review and approve contingency plans. Candidates whose contingency plans are approved will be able to enact their plan and take the Phase II examination using Examity, a web-based test platform with an online proctor and artificial intelligence (AI) monitoring, along with an in-person proctor.

Candidates can take the examination remotely ONLY if they already have an appointment at a Pearson VUE Professional testing center, a contingency plan has been filed and approved, and one or more of the following circumstances are met:

1. The already scheduled Pearson VUE appointment has been canceled by Pearson VUE and/or the candidate is unable to find an alternate Pearson VUE Professional test center on the examination date within 200 miles or 4 hours of travel time, whichever is less. Proof of this circumstance from Pearson is required. An email from Pearson acknowledging cancellation and lack of an alternative location is satisfactory proof.
2. Federal, state, or local regulations to limit the spread of COVID-19 have been put in place that prevent the candidate from traveling to the site of their examination appointment. For example, a candidate living in Maryland is prevented by travel restrictions from taking the examination in Pennsylvania. Proof of this circumstance is required. Acceptable proof would include email communication from Pearson and/or a copy of federal, state, or local travel restrictions.
3. The Board of Regents and Examination Committee move the entire examination to the contingency option. This decision will be made on January 25, 2021.

Taking adequate time to prepare for a contingency remote (online) Phase II administration with attention to all the points below should allow candidates the optimal experience during this examination.

As previously announced, candidates may choose not to take the examination and are not required to submit a contingency plan. The contingency plan is being offered as an option to allow candidates to take the Phase II examination in the case of COVID-19 related restrictions preventing taking of the examination at a Pearson VUE Professional testing center. Please see ‘Right to defer’ below.
Right to defer

Candidates have three options to defer taking the examination for one year. This deferral is only applicable to the 2021 Phase II examination at this time. Under any of these options, in order to have a year added to the time limit to pass the examination, the candidate must notify ACVS of their intent to defer the examination no later than February 18, 2021. Candidates must follow existing ACVS policies to receive a refund.

1. If the candidate registers to take the examination at a Pearson Professional testing center and has a contingency plan, but neither option can be enacted, the candidate may defer the 2021 exam and have one year added to the time limit to pass the examination.
2. The candidate can waive the contingency option by updating their registration for the exam. In this case, they do not need to provide a contingency plan to ACVS but do need to notify ACVS of their intent to waive through the registration application system. They may change their mind until the January 1, 2021, deadline for submitting contingency plans.
   a. If a candidate chooses NOT to have a contingency option and their Pearson reservation is canceled, the candidate may defer the 2021 exam and have one year added to the time limit to pass the examination.
   b. The candidate does NOT qualify for the contingency option if all candidates are moved to the contingency option as they have not submitted and received approval of their contingency plan.
3. The candidate may defer the 2021 Phase II examination for pandemic-related concerns, even if their Pearson appointment has not been canceled, or if their Pearson appointment is canceled and they do not wish to enact their contingency plan, and have one year added to the time limit to pass the examination if they notify ACVS by February 18, 2021. Candidates must cancel appointments with Pearson at least 24 hours prior to their scheduled examination.

Creating the contingency plan

Proctor selection

- ACVS requires identification of a primary proctor, as well as a secondary proctor should the primary proctor become unavailable. Up to three proctors per candidate are acceptable.
- Proctors must meet the following qualifications:
  o The first choice is a Diplomate of ACVS.
  o However, a Diplomate from another specialty college (recognized by the American Board of Veterinary Specialties or the European Board of Veterinary Specialisation) or a professional examination proctor with appropriate credentials may also serve in the role.
  o Any fee associated with the use of a professional proctor is the candidate’s responsibility.
  o All proctors must sign the Confidentiality Agreement for ACVS Examination Proctors or, if a professional proctor, must sign a similar non-disclosure agreement that can be provided to ACVS.
  o Proctors cannot be related to the candidate.
- The candidate and the proctors must review and sign the Proctor Agreement for the ACVS Phase II Surgical Competency Examination.

Examination site location

- Confirm a location where the candidate can take the examination without any distractions or disruptions and with a reliable high-speed internet connection (wired or Wi-Fi). Please ensure that this location will be available on the day of the examination for the entire duration.
• The examination workspace must be clear of papers, textbooks, mobile phones, smartwatches, tablets, and any other material that could be considered evidence of unethical behavior.
• An empty office, conference room, or similar space is recommended.
• Ensure the location has restricted access and that no one except the candidate(s) and proctor(s) can enter the space for the entirety of the examination.
• Ensure a seating arrangement in which the candidate’s face remains illuminated throughout the examination. Backlit candidates may be flagged due to inability to see and record the face.

Appropriate technology/equipment
• Have a computer (desktop or laptop) available that meets the minimum required specifications.
  o macOS X 10.5 or higher, Windows Vista or higher. Examity does not support Linux or Chrome OS.
  o Desktop computer or laptop (tablets, Chromebooks, and cell phones do not meet the requirements and are not allowed)
  o A working built-in or external webcam and microphone
  o Internet speed must be at least 2 Mbps download and 2 Mbps upload. Wi-Fi Hot spots are not recommended.
  o Chrome Browser or Mozilla Firefox browsers only with pop-up blocker disabled. Do not use Safari—it is not compatible.
  o Must uninstall or disable all extensions, pop-up blockers, and ad blockers, except for the Examity Proctoring Tool. Candidates will not be able to use Examity with other applications running. (Check your installed or enabled tools by going to the browser, selecting “settings” and “extensions.” See this link for more information about doing this.)
  o Must not be in private, incognito, or full-screen mode.
  o Click this link to automatically check if the computer meets the requirements

Examination security monitoring process
• Candidates will be monitored in three different ways:
  i. A live proctor in the room with the candidate or immediately outside the door
  ii. A live online proctor observing the candidate (audio and visual) through the webcam the entire duration of the examination. This online proctor will be able to communicate with the candidate if needed and will have control to disable and stop the examination if any behavior interpreted as academic dishonesty is detected. It is important that the internet connection is stable.
  iii. Recordings: During the examination, the web camera will capture video and audio recordings through the Examity remote proctoring application. These recordings will be used to determine if the candidate is looking at or listening to any other material to assist them during the examination. The video will also be reviewed by an artificial intelligence (AI) proctor; if the AI flags behavior as potential academic dishonesty, the recording will be reviewed by a human auditor to determine what occurred.
• Any instances flagged by any of the above observers will be reviewed by the Examination Committee for a final determination.

Notify ACVS of the contingency plan

Candidates must either waive their right to submit a contingency plan or submit the contingency plan to ACVS by January 1, 2021. Candidates must log in to the application system at www.acvs.org/apply and click on the orange “Add Contingency Plan/Waiver” to submit the plan or waiver. ACVS will email candidates when the
The registration application system has been revised (no later than November 23) to allow submission of either the waiver or the contingency plan. Candidates who fail to submit either a contingency plan or a waiver by January 1, 2021, will forfeit the right to enact a contingency plan in the event their Pearson VUE test appointment is canceled or all candidates are moved to the contingency option.

Submit the plan
- ACVS is adding additional steps for candidates to confirm the elements of their contingency plan and upload the required documentation
- Verify that the candidate has confirmed the technology requirements and acknowledge that it is the candidate’s responsibility to meet them.
- Indicate where the candidate will be taking the examination (practice or other location name, city, state, and country.
- Add the proctors’ names, phone numbers, and email addresses.
- Upload the signed Proctor Agreement for the ACVS Phase II Surgical Competency Examination.
- Upload the signed Confidentiality Agreement for ACVS Examination Proctors or, if using a professional proctor, then a similar non-disclosure agreement.
- Submit the plan for review by the Examination Committee.
- Candidates will receive a notification as soon as possible after submission, but no later than January 15, 2021, of the committee’s determination. Please submit the contingency plan as early as possible.

Contact ACVS to enact the contingency plan
- Candidates with approved contingencies plans whose Pearson VUE appointments are canceled and who cannot reschedule at another location within their travel restrictions or without significant travel required (4 hours of travel time or 200 miles, whichever is less) on the examination date must do the following:
  - Contact the proctors and confirm availability.
  - Notify ACVS as soon as possible and no later than February 18, 2021, that the candidate needs to implement their contingency plan, provide acceptable proof to ACVS as noted on page 1 of this document and confirm that the location, equipment, and proctors are unchanged from the original plan.
- ACVS will provide a link for the candidate to configure their Examity profile and schedule their appointment with an Examity proctor.

Prepare for the examination with Examity
Candidates must register for and schedule the exam with Examity

Create an Examity profile
- Step 1: Enter Phone Number and Time Zone--Candidates will start by entering their phone number and selecting their time zone. Why is this information important? If a candidate gets disconnected during an exam, Examity will reach out via the phone number. Knowledge of the candidate’s time zone location will ensure that candidates always know the correct time for their proctoring appointments. Please make certain that the time zone is set to the location in which the candidate will be testing.
- Step 2: Upload a Photo ID--The next step is to upload a photo of the candidate’s government-issued photo ID. This can be a driver’s license, passport, military identification card, or another form of acceptable ID. It is imperative that the candidate’s name and photo are visible and that the image is
clear and bright enough to be easily read. Please note: candidates will need to have this ID with them on exam day to verify their identity with the online proctor(s).

- Step 3: Select Challenge Questions—Candidates will need to select and answer three challenge questions. These questions are specific enough that only the candidate will know them, yet general enough that they’ll remember the answers whenever prompted. The candidate’s answers are never shared with anyone and are kept securely in the Examity database.
- Step 4: Type the Candidate’s Name—The final step of completing the profile is to type first name, last name, and first name and last name together, with no capital letters or spaces. This creates a digital signature that captures the candidate’s unique typing rhythm. On exam day, the candidate will be asked to submit their signature for authentication. Once submitted, Examity will compare the test day signature against the signature within the candidate’s profile.

Schedule exam

- Similar to the procedure at Pearson, candidates will select a start time within a specific window. The appropriate window will be provided by ACVS based on the candidate’s location. Candidates should schedule their Examity proctor appointment as soon as ACVS has approved the enactment of the contingency plan.

On the day of the examination

Examinees will start the examination at a designated time based on their physical location. This will be provided to the examinees at the time that they are authorized to sign up for the examination.

Candidates should follow the COVID-19 screening guidelines established by the CDC, local government, or the site at which they are taking the exam.

The Proctor will:

- Arrive at least 15 minutes before the scheduled examination start time.
- Dress in business-casual attire, and conduct him/herself in a respectful, professional manner.
- Ensure the security of the examination environment during the entire examination session.
- Inspect the examination environment for any inappropriate materials.
- Immediately notify an ACVS representative and stop the examination if there is improper conduct on the part of the test candidate or any evidence that the examination process has been compromised.
- Verify that the candidate is the person registered to take the examination. This includes verification of a government-issued form of identification.
- Ensure that the candidate does not have a mobile phone, smartwatch, textbooks, or any other materials that could be used as additional resources or to access such, either on their person or in the room, at any time during the examination or any of the breaks, including lunch.
- Examine and verify note-taking materials. Candidates may choose one of the following options.
  - New dry erase board: Candidates may bring a new dry erase board, up to four markers, and an eraser.
    - The proctor must verify that the dry erase board is new and without any visible marks on it prior to the examination.
    - The proctor must verify that the dry erase board has been fully erased after the examination.
  - Paper: Candidates may bring no more than five pieces of 8 ½” by 11” paper, ten pencils, and two erasers.
- The proctor must verify that any paper the candidate may use is blank before the examination.
- The proctor must personally shred all paper used by the candidate after the examination.

- Remain for the duration of the examination until the last test candidate has finished.
  - If the proctor is observing multiple candidates in the same room, the proctor must remain in the room at all times. If a candidate needs to take a break, the secondary/back-up proctor must accompany the candidate. Candidates should be seated at least six feet apart and not in direct line of sight of another candidate’s computer.
  - If the proctor is observing a single candidate, the proctor may remain in the same room or immediately outside the room with direct visualization of the door.

- Accompany the candidate to the restroom, if a break is required by the candidate. Verify that if an individual uses the restroom, he or she goes straight to the restroom, returns directly to the testing room, and does not converse with anyone, and that the restroom is free of any examination materials.

- Verify that a candidate does not take an unscheduled break longer than 10 minutes. If a candidate takes an unscheduled break longer than 10 minutes, an incident report must be created.

- Verify that during the two scheduled breaks, the candidate does not access a mobile phone, study materials, textbooks, electronic devices, or talk to anyone else. The candidate may access personal belongings not including aforementioned items. For example, the candidate may access food during SCHEDULED breaks.

- Contact Examity or an ACVS representative if the candidate experiences technical issues during the examination (see Technical Support information below).

- Return a completed Post-Examination Proctor Report to ACVS within 24 hours of exam administration. This must include information about unplanned or extended breaks and report any observed activities that could be interpreted as consistent with academic dishonesty.

The Candidate will:
- Arrive at least 15 minutes before the scheduled examination start time
- Conduct themselves in a professional manner at all times
- Interact politely with the online and in-person proctors
- Provide/identify a computer (desktop or laptop) that meets the minimum specifications provided, with a hardwired (preferred) or wireless high-speed internet connection
- Provide a webcam as per the specifications provided
- Provide a new dry-erase board (no larger than 9” by 12”) with four new black dry-erase markers and one eraser OR 5 blank pieces of 8 ½” by 11” paper with ten pencils and two erasers.
- Provide compressible foam (non-electronic) earplugs if needed
- Provide any drinks if needed
- Verify that the device is connected to the internet to log in before the examination begins. The device can be connected to the internet via either a wired or wireless connection (although wired is preferable). Once the candidate begins the examination, the computer will automatically be locked down and prohibit the candidate from accessing anything else on the device.
- Disable any pop-up blockers or extensions, as indicated above (page 2).

Exam protocol:
- Log in to Examity
- Click link to start exam
- Follow instructions to add Examity extension to browser
- Click button allowing Examity to access webcam
• Take picture of self
• Take picture of ID
• Answer security questions
• Type name
• Read and accept user agreement and test rules
• Click button to launch test
• Click button allowing Examity to access microphone
• Click button to share screen with Examity

Helpful resources from Examity
Test Taker Resource Center
The Exam Process
Academic Dishonesty Flagging System

Technical Support
Support from Examity is available through several mechanisms:

• Phone: 855-EXAMITY
• support@examity.com
• Live chat feature available through the Examity dashboard
• Troubleshooting guide

ACVS support: Kim Soehnlein, ksoehnlein@acvs.org, (301) 916-0200 x104, (301) 969-8659 (mobile)

During the actual examination: Contact information for Examination Committee members will be made available to the candidate and proctor(s) ahead of the exam.

Technical issues related to internet connectivity will likely be best handled by the local IT resource for the location in which you are taking the exam. The candidate should notify IT personnel in advance to let them know that the candidate will be taking the exam at their scheduled date and time so that the IT personnel can respond quickly if the candidate has a problem.

What if the computer crashes or the internet goes out during the examination? If the computer crashes, contact Examity immediately through one of the methods above. While the candidate is contacting Examity, the proctor should send an email to wtaylor@humro.org or call 703-706-5633 to indicate that the candidate has been disconnected and is in the process of reconnecting.

What about breaks? Each of the two parts of the case-based section will be administered over approximately 75-80 minutes, with a break of up to 20 minutes between parts (soft tissue and ortho-neuro). A break of up to 60 minutes is allotted between the case-based and practical sections. A total of 188 minutes is allotted for answering questions in the practical section, which allows 5-6 minutes, on average, for each question. However, progress through the practical section is self-determined by each candidate, and the candidate can move freely forward and backward through all 32 questions during the entire exam period. The timer will not stop for any breaks during the practical section.
The amount of time the candidate can take during the scheduled break is optional; the candidate may take anywhere from a few minutes up to the maximum for each allotted break. The candidate may not be in communication with any other examinees during the break or review any study materials or electronic devices (computer, cell phone, etc.) during the break. The proctor will be observing the candidate’s actions during break periods.

What if a candidate needs to take an unscheduled break?

Unscheduled breaks must be less than 10 minutes in length. Proctors are instructed to file an incident report if an unscheduled break exceeds 10 minutes. **We do not recommend taking unscheduled breaks during the case-based examination** because each question is timed and the candidate is not allowed to return to any question. If an unscheduled break is taken, the timer DOES NOT STOP, and the candidate will miss a portion of the exam. During the practical, the candidate will be able to return to previous questions within each section and can take an unscheduled break. PLEASE NOTE: the timer DOES NOT STOP during the practical for an unscheduled break. The monitoring software and proctors (both in-person and online) will note if and when a candidate moves away from their computer screen during the examination.

How does the remote proctoring work, and what if a candidate is reported as cheating by Examity?

There are three methods used to detect cheating: the in-person proctor, the live virtual proctor, and an artificial intelligence (AI) proctor. If the in-person proctor OR the live virtual proctor identifies a behavior that is consistent with academic dishonesty, they will note the behavior and report it to ACVS. The online proctor will be able to talk to the candidate if needed and will have control to disable and stop the examination if any behavior that may be interpreted as academic dishonesty is detected. When the AI software flags an individual’s behavior, an auditor reviews the flags after the test to determine what occurred and conclude if the behavior is consistent with cheating or not. Members of the ACVS Examination Committee will review the proctor recommendations and associated recordings if warranted. Should there be a determination that unethical behavior occurred, the policy, as outlined in the **2021 ACVS Phase II Surgical Knowledge Competency Examination Information Pamphlet**, will be followed.

Candidates should use the following guidelines to limit flags from the monitoring process:

- **Remain in front of your computer screen with your face visible to the webcam for the full duration of the examination.** Movement away from your computer could be interpreted as accessing other resources.
- **Ensure you are in a location where no one else will enter the view of the webcam or try to speak with you throughout the examination.** This includes interactions with the proctor.
- **Do not wear headsets or earphones during the examination.** Compressible foam earplugs are allowed, provided they are shown to the camera before insertion.
- **Be in a well-lit room, particularly for facial recognition at the beginning of the examination.**
- **Clear your desk of everything except the computer, webcam, mouse, and keyboard.** You may take notes on a dry-erase board no larger than 9” x 12” or using no more than five pieces of 8 ½” by 11” paper. Appropriate writing and erasing materials are allowed.
- **Do not have any other device in the room, such as a cell phone, smartwatch, or tablet.** If you were to pick up a phone for any reason, it would be considered a breach of examination security.
What about candidates with accommodations?
Candidates who have approved accommodations will be notified separately of any required adjustments.

When will candidates receive results?
Results will be emailed to candidates within six weeks of the examination.