

## **American College of Veterinary Sports Medicine and Rehabilitation**

### **Exam Instructions for the 2017 Board-Certification Examinations**

#### **1. Examination Date and Location**

##### **Site of Examination**

The American College of Veterinary Sports Medicine and Rehabilitation board-certification examination will be held Wednesday – Friday, February 1-3, 2017 in Orlando Florida at the Florida Hotel in conjunction with the North American Veterinary Community (NAVC) conference.

##### **Dates of the Examination**

Candidates will need to arrive at the Florida Hotel in Orlando, FL by Wednesday, February 1, 2017 at mid-afternoon for a at 5:00-7:00 pm introduction session and plan to stay until the evening of Friday, February 3. Examinations are scheduled for all day on Thursday and Friday, February 2 and 3, 2017. The core examination will be given on February 2<sup>nd</sup> and the canine and equine species-specific examinations will be given on February 3, 2017.

#### **2. Examination Process**

##### **Examination Format**

The 2017 American College of Veterinary Sports Medicine and Rehabilitation board-certification examination consists of a written examination consisting of two portions, which include a core knowledge and species-specific examination (i.e., canine or equine). Each portion of the examination consists of 200 multiple-choice questions. All candidates are required to take the core knowledge examination, which contains questions on basic physiological, medical, surgical and rehabilitation knowledge (See: 2017 Examination Rubric-Reading List Document). The second examination is species-specific (i.e., canine or equine) with candidates taking either the canine or the equine portion of the examination. Candidates must pass both the core knowledge examination and one of the species-specific examinations to earn diplomate status.

##### **Use of Personal Laptops**

The examination will be taken on your own personal laptop with downloaded exam software. You will be required to download the Examsoft® SofTest program prior to the February 1, 2017 examination date in order to troubleshoot any software issues, access the examination and review a few sample exam questions. IT support will be made available during the software downloading process to assist you in addressing any download or software issues prior to and during the examination. We will review the software program, examination process and sample examination questions at 5:00-7:00 pm on Wednesday, February 1, 2017 at the examination site.

##### **Personal Identification**

As a test security measure, personal identification that includes a photograph such as driver license or passport will be required at sign-in for all sections of the examinations.

##### **No Access to Other Electronic Devices**

No other electronic devices such as cell phones, tablet computers, or recording devices will be permitted on your person or in the room during the examination. Violators will be immediately dismissed from the examination. Secure storage will be provided for all notebooks, backpacks, purses and other belongings and individuals can access them immediately after each examination session.

## **Examination Software**

Examsoft® SofTest will be the software program used for the American College of Veterinary Sports Medicine and Rehabilitation examination. This program is compatible with Windows and Apple operating systems. SofTest places your laptop in a secure mode, eliminating access to other programs and the internet. You will download an encrypted copy of the exams ahead of time. You will not be able to open the exams until passwords are distributed during the examination sessions. Once you have completed the exams, your answers will automatically be uploaded to the Examsoft® SofTest server for scoring.

## **Download and Testing of Examination Software**

All candidates are required to download the Examsoft® SofTest software onto their personal laptops that will be used during the examination. Detailed download instructions will be sent via email after September 1, 2016. The software download process will be open from October 1-December 1, 2016. Any individual that does not download and test the software between October 1 and December 1, 2016 will be notified that they will not be able to take the 2017 examinations. Download and use of the Examsoft® software is required to preemptively identify any technical difficulties and to answer any questions about the use of the software program. This will also provide an introduction to the types of questions asked on the examination.

## **IT and Examsoft® support**

If you have any questions about Examsoft®, please contact Dr. Robert Malinowski. Robert Malinowski, DVM, MA Director, Information Technology Center A227 Veterinary Medical Center East Lansing, MI 48824-1314 Phone: 517-353-5551 E-mail: malino11@cvm.msu.edu

## **Proctoring of the Examinations**

The examination will have proctors in place at all times to answer any questions and to supervise restroom breaks. Beverages and snacks will be available during the examination and between examinations.

## **3. Examination Results**

### **Determination of the Examination Pass Rate**

Prior to the examination, all candidates will be informed via e-mail of the method of determining the pass rate for the examinations within the examination application instructions. A set percentage pass rate for the examination will not be determined. A modified-Angoff procedure will be applied to the pool of examination questions to determine the initial passing score for the examinations. Each individual examination question will be reviewed and considered in light of how many of a group of 100 hypothetical “minimally competent diplomates” are likely to answer that question correctly. Additionally, a 95% confidence interval will be calculated using the standard error of the ratings and the inter-rater repeatability of the examination question evaluators.

After the examinations, the score distribution of the examinees will be reviewed and a passing point will be selected from within the previously defined 95% confidence interval. Once the initial criterion-referenced passing point is set, the standard will be maintained through statistical equating. A candidate's pass/fail performance will be established independently of the group who sat for the examination. Candidates are judged by comparing their performance to an absolute standard and not to other candidates. Theoretically, all candidates can pass or all can fail. The pass rate may be adjusted downward, but not increased after administration of the examination. The determination of pass rates for each year's examinations will be the responsibility of the Examination Committee. The pass rates for each of the three (3) examinations will be reviewed and approved by the Board of Directors.

### **Notification of Examination Results**

Examinees will receive notification of the results (i.e., pass, fail) of their examination within forty-five (45) days of the examination. Regardless of notification method, examinees will be notified of their results prior to informing the general membership. An examinee has sixty (60) days from the time of notification to appeal the examination results.

On failing to pass one or both of the required examinations, examinees will be informed of their remaining eligibility and the re-examination procedures. The candidates, on written request, will be provided with an explanation of deficiencies that prevented their passing the examination. The Examination Committee will assist candidates who have failed the board-certification examination to identify areas in which they performed poorly in an effort to help guide their studies for subsequent re-examination.

### **4. Appeals Process**

An appeal relating to the candidate's examination outcome must be filed within thirty (30) days of the date on which the adverse decision was announced to the candidate. An appeal relating to the examination will be evaluated by an Ad hoc Appeals Committee, and their recommendation will be forwarded to the Board of Directors. The candidate will be informed of the decision made within sixty (60) days after receipt of the appeal. Members of the Examination Committee will be recused from serving on the Ad hoc Appeals Committee when the appeal is related to the board certification examination procedure or outcome.

### **5. Re-examination Procedures**

Candidates must pass both the core knowledge and species-specific portions of the examination. Candidates failing to pass one or both parts of the board-certification examination must reapply to the College within three (3) years by providing a formal letter requesting application for re-examination. If one portion of the examination is not successfully completed, then only that portion will need to be retaken at the next offering of the board-certification examinations. Both portions of the board-certification examination must be passed within a period of three (3) years. If a candidate has not successfully passed both portions of the examination within three (3) years after acceptance of their credentials, then they must resubmit their credentials for re-approval for examination.

### **6. Accommodation for Disabilities**

The American College of Veterinary Sports Medicine and Rehabilitation will accommodate all reasonable requests from candidates with documented disabilities for special examination considerations in accordance with the Americans with Disabilities Act (ADA).