



## Contingency Policy ACVS Phase II Surgical Competency Examination

ACVS has developed a contingency policy for the Phase II examination. The policy applies only if there are information technology (IT) disruptions that prevent a candidate from completing the examination during their scheduled appointment at a Pearson VUE test center or if Pearson VUE closes the test center and notifies the candidates less than 48 hours from the time of the Phase II examination appointment. The contingency plan will not apply for any other reasons.

### IT Issues

Candidates who experience IT issues will not be allowed access to electronic devices while the issue is being addressed. If the issue can be resolved with enough time to complete the examination during the scheduled Pearson appointment, the candidate must do so without leaving the test center.

If the problem is not resolved in a timely fashion, Pearson will communicate with the ACVS examination service, HumRRO. The candidate should immediately contact the ACVS office by telephone, using the emergency phone numbers provided shortly before the examination date. In the event of a disruption, the ACVS office and the candidate will communicate first by phone and then by email.

### Test Center Closure

Pearson VUE notifies candidates of test center closures by email. Upon receipt of such an email, the candidate should attempt to reschedule their examination within a reasonable distance (150-mile radius) and notify the ACVS office about the test center closure.

### Examination Contingency Plan Details

The candidate will be given 24 hours to decide if they wish to take the contingency examination option or wait until the next time the examination is offered and must notify ACVS in writing of their intentions. Candidates will have the following options, depending on which section(s) of the examination is disrupted:

***Practical:*** The candidate may reschedule the disrupted practical section at a Pearson VUE Professional test center within the 7 business days following the original examination date. Travel may be required. This time window may not be extended.

The practical section will recommence from the point of disruption (next unanswered/unseen question). If a candidate is disrupted in the middle of a question, they will be unable to complete it, since answers are saved when the Next button is clicked. This situation may mean there is one less question to grade on their examination. All fully submitted questions for this examination will be graded and the examination will count as an attempt.

Should the candidate not choose to reschedule, the disrupted practical examination will not count as an attempt, and the candidate can take the examination the next time it is offered. If the candidate is at the applicable time limit (maximum number of attempts or years since credentials were initially accepted by ACVS) to pass the examination, they will be given one additional year to pass the examination.

Case-based: The candidate will not be able to complete the case they were working on when the disruption occurred. HumRRO will work with the ACVS office to supply the candidate with the number of pages they completed out of the total available pages for that case and the potential points completed out of the total for that case. Candidates may choose from these two options:

1. The candidate can choose not to complete the case-based examination for the current year, if they feel they had not answered enough of the disrupted case to have a chance of passing. Should the candidate not choose to continue, the disrupted case-based examination will not count as an attempt, and the candidate can take the examination the next time it is offered. If the candidate is at the applicable time limit to pass the examination, they will be given one additional year to pass the examination.
2. The candidate may reschedule the disrupted examination section(s) at a Pearson VUE Professional test center in the 7 business days following the original examination date. Travel may be required. This time window may not be extended.

They will recommence the case-based examination with the following case and the remaining cases can be completed. Answers to any cases completed before the disruption will be saved, as will any pages of the disrupted case. This examination will be graded and will count as an attempt.

If a candidate needs to reschedule both the case-based and practical sections, the sections may be scheduled for any time within 7 business days. The sections do not need to be scheduled on consecutive days. If a candidate is unable to find a testing center slot within the 7 business days allowed, they will have to wait until the next year's examination. The failure to find an available slot must be communicated immediately to the ACVS office. In this situation, the current examination will not count as an attempt. The candidate will be given one additional year to pass the examination, if they are at the applicable time limit (maximum number of attempts or years since credentials were initially accepted by ACVS) as described in the Phase II information pamphlet.

Candidates who are sick, have travel difficulties or are otherwise unable to make their appointment will have to wait until the next year to take the examination and must follow existing policies to request a refund. If candidates in these scenarios are at the time limit to complete the examination, they may request an extension of the time limit from the ACVS Board of Regents.

#### Examination Security

Candidates who elect to take the examination under this contingency policy are bound by the same ethical code as for the original exam. Discussion about the examination and its contents is strictly prohibited, including any and all portions of the exam that the candidate saw prior to enacting the contingency plan. Discussion of the circumstances that led to enacting a contingency plan is permitted.

This policy is in effect for the 2025, 2026, and 2027 Phase II examinations.