



Contingency Policy

ACVS Phase I Surgical Knowledge Examination

ACVS has developed a contingency policy for the Phase I 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.

Specifically, the contingency plan is available to candidates ONLY in the following situation: 1) The candidate has arrived at the Pearson VUE test center on the correct date and time for their previously booked Phase I examination slot, 2) is sitting at the computer, 3) the examination is unable to be started or is disrupted due to an IT issue, and 4) the issue is not resolved in a timely manner that would allow the candidate to complete the examination during their current appointment.

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, based on two options:

1. If the candidate completed most of the examination, they may have their examination graded. Should the candidate choose this option, the examination will count as an attempt, regardless of the results (pass or fail). The candidate will not be offered the contingency examination if they choose to have the examination graded.
2. The candidate can take a back-up examination at a Pearson VUE test center within the 7 days following the original examination date. Travel may be required. This time window may not be extended.
 - Prior answers on the disrupted examination will be discarded. Only the back-up examination will be graded.

- The back-up examination will be similar but not identical to the original 2025 examination.
- If the candidate is unable to find an available testing slot within 7 days, the disrupted examination will not count as an attempt. If the candidate is at the time limit to complete the examination, they may request an extension of the time limit from the ACVS Board of Regents.

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.