

# Academy of Internal Medicine for Veterinary Technicians (AIMVT)

Administration Instructions  
&  
Remote Proctor Information

**Veterinary Technician Specialist (VTS) in Internal  
Medicine Specialty Credential Examinations**



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## **1.1 Introduction**

The purpose of this manual is to provide any individual given the responsibility by AIMVT with information regarding the administration or proctoring of the **Veterinary Technician Specialist (VTS) credential examination**.

The approved individual(s) has full responsibility for all aspects of the testing program under their supervision. The information contained in this manual represents the minimum policies and procedures required by AIMVT.

AIMVT requires all individuals who are authorized access to AIMVT examinations by the AIMVT Exam Committee and/or to Proctor said examinations to sign an Affidavit of Nondisclosure.

AIMVT has designed its procedures to comply with the published *Standards for Educational and Psychological Testing* prepared by the Committee to Develop Standards for Educational and Psychological Testing of The American Educational Research Association, The American Psychological Association, and The National Council of Measurement in Education.

## **1.2 Security of Test Materials**

*Standards for Educational and Psychological Testing, Standard 15.7*

"Test users should protect the security of test materials."

Examination security is a top priority with AIMVT. We ask that approved individuals become partners with AIMVT to protect the integrity of the examinations and related materials.

The security of test materials is critical. From the moment of access to the time the test materials are uploaded to AIMVT, you are fully responsible for ensuring their protection from unauthorized access. Access to test materials must be limited to authorized persons with legitimate need.

Candidates do not have access to the examination in advance. It must be ensured that each candidate works independently and is provided sufficient room to prevent or at least make cheating very difficult. No one is permitted to reproduce, copy, photograph, or record any of the materials or examination questions or to take secure test material (or any portion thereof including scratch paper) from the test location.

## **1.3 Proctor Responsibilities**

The role of all test personnel is to provide a fair, professional testing environment conducive to maximum test performance by all candidates. This can only be accomplished by maintaining standardized procedures and conditions while providing a comfortable environment.

The Proctor is responsible for the following tasks:

- Assisting with set up of room prior to examination.
- Assisting with identification check of test candidates.
- Checking for proper use of note paper. No references, cell phones, calculators, or other blue-toothed enabled devices are allowed.
- Monitoring of testing room and observation of candidate behavior.
- Maintaining test security.

## 1.4 Proctor Eligibility

Eligibility to proctor examinations is from any of the categories below

- VTS of AIMVT
- VTS of any other CVTS recognized academy
- Diplomate of ACVIM
- Diplomate of any other AVMA recognized college
- DVM

Your professional standing is required as proof of your willingness to abide by the policies and procedures as outlined in this document or risk your professional reputation.

To avoid conflict of interest, AIMVT requests that individuals who fit into one of the following categories below not be involved with the administration of AIMVT examinations. If you are a potential proctor and fall within one of these categories, please contact AIMVT immediately for further instruction:

- Immediate family members of the candidate taking the examination.
- Individuals who are planning to take the examination in the future (i.e., the next year).
- Individuals with a vested interest in the outcome of the examination, including close friends, coworkers, and supervisors.

## 1.5 Selection of Testing Site

*Standards for Educational and Psychological, Testing Standard 15.2*

“The testing environment should be one of reasonable comfort with minimal distractions.”

The success of any test administration depends greatly on the suitability of the test site. In order for candidates to do their best, they must be free from distracting conditions such as noise, poor lighting, inadequate writing surfaces, or extreme temperature conditions. Some conditions may be beyond the control of the proctor; however, efforts must be made to minimize the possibility of such distractions through careful planning.

When arranging for test facilities inspect available rooms carefully and make selection on the basis of overall suitability.

In selecting a test site look for:

- Rooms that are properly ventilated, adequately illuminated, free from distractions, and accessible to candidates with special needs.
- Adequate restrooms should be located near testing rooms and should be easy to find.
- Adequate space for proctors to easily observe candidates.

## **1.6 General Testing Procedures**

*Standards for Educational and Psychological Testing, Standard 15.1*

“In typical applications, test administrators should follow carefully the standardized procedures for administration specified by the test publisher. Specifications regarding instructions to test takers, time limits, the form of item representation or response, and test materials or equipment should be strictly observed.”

Uniform procedures are essential in a standardized testing program. The scores of all candidates tested will be comparable only if the same testing procedures are followed.

To conduct a standard test administration, you must ensure that:

- All candidates have proper identification and admission documents as required by the specific testing program.
- At least one member of the testing staff is present at all times in each testing room. Under no circumstances are candidates to be left alone with test materials.
- The testing period is two, 2-hour periods. If a restroom break is required, the Proctors should accompany the examinee to the restroom. Proctors should check the restroom to be sure that the room contains no unauthorized materials: i.e., books, notes, writing on the walls, etc.
- The examinee will need to “hide screen” if taking a break. The room must be secured if left unattended.

Proctors must remain alert and attentive during all phases of test administration. Proctors may not talk to the candidate during the testing periods and must not attempt to answer any candidate's questions regarding exam content. Candidates should be advised to answer the exam question to the best of their ability and then note their concern on the Question Comment Section.

## **Chapter 2 - Activities Before Test Day**

### **2.1 Uploading Test**

Examinees have already set up an account with Examsoft and taken a mock exam to learn about the Examplify platform. It is the responsibility of the candidate to upload the examination software and exam onto the candidate’s computer prior to the examination.

### **2.2 Room Arrangement**

It is the responsibility of the candidate to secure the location for the examination. It is the responsibility of the proctor to ensure the standards will be met. Proctors must carefully consider the following:

- Proctors should have unobstructed view to monitor the examination process effectively.
- A smooth writing surface is very important. Candidates should have enough space to use note paper without having to shift around for lack of space.
- Comfortable chairs of an appropriate height in relation to the tables used should be provided. Chairs with backs are preferable to stools or benches without backs.

- The room should be secured so no one else may enter throughout the administration of the entire examination.
- Examinees are only allowed to have their computer, beverages, and snacks at their station. If they choose, they may also have a scratch piece of note paper and a writing utensil. The Proctor must ensure nothing is written on the paper prior to the exam.

## **Chapter 3 - Activities on Test Day**

### **3.1 Overview**

Testing sessions should be monitored at all times, both to assist the test taker when a need arises and to maintain proper administrative procedures. Noise, disruption in the testing area, extremes of temperature, inadequate workspace, illegible materials, and so forth are among the conditions that should be avoided in testing situations.

Be patient, prompt, courteous, and sensitive in responding to questions. Questions should be restricted to procedures of testing, never about the content of the examination. Know that candidates can be affected by the psychological atmosphere of the testing center.

### **3.2 Admission Procedures**

Candidates are instructed to bring photo ID to the examination. A candidate's name and the picture identification should match to verify the person, if not already known to the proctor.

Proctor alertness and careful checking of the candidate's identification should help to prevent an individual from succeeding with an attempt to test for someone else. A careful identification check will include a comparison of face, signature, and possibly a check of birth date if there is a question as to identity.

### **3.3 Late Candidate Arrival**

Access to the examination is provided at the designated time when the password is emailed by AIMVT. No additional time is to be given to late candidates. Late candidates are required to complete the examination at the official ending time for all candidates.

### **3.4 Control and Security**

Candidates must obtain permission to leave the room during the actual testing time. Prior to leaving the room, candidates should turn in their note paper, or place them where the proctor can ensure they are not tampered with. If the testing room is to be left unattended, such as a bathroom break, the computer must be secured prior to leaving the room. A resume code will be sent for the examinee to unlock the computer to resume testing.

### **3.5 Candidates with Special Needs**

Candidates with special needs, who qualify for modified testing conditions, must make the appropriate arrangements with the AIMVT ahead of time. The procedure for requesting needed accommodations can be found [HERE](#).

### 3.6 Emergency Procedures and Resume Codes

Emergencies include fire, storm, flood, power failure, and other disruptive occurrences that are beyond your control.

In the case of an emergency situation that requires the evacuation of the testing room, your primary concern should be the safety of the candidates and staff, as well as the security of the test materials. When an emergency occurs, you should immediately:

- Note and record the time of the event.
- If time permits, instruct the exam-takers to completely shut down their devices to stop the exam timer. Examplify saves content periodically. Anything that was entered 60 seconds before the shutdown is secure. **DO NOT** instruct them to submit the exam. Closing a laptop may only put the computer to sleep rather than shut it down. If the computer is not shut down, the timer will keep running. Inform candidates of the evacuation procedures and promote the rapid, calm evacuation of the testing room.
- Once safe to return a resume code will be needed. The resume code will be available on the screen. (See Section 3.6 for more information)
- Contact Linda Merrill, exam administrator, via TEXT only if need arises (206-605-3143)
- Make a full, detailed report of the incident.

If there is a disturbance caused by a candidate such as fainting, having a nosebleed, etc., remedy the situation in the most practical way possible and with the least disturbance.

#### Resume Codes

In various situations, Examplify will display a message that requires the exam-taker to get a Resume Code from the proctor in order to continue an exam. For example, if an exam-taker's computer is turned off during an exam and remains off longer than the rebooter time limit, then this type of prompt will appear. Until a resume code is entered, the exam-taker will be unable to continue the exam. These precautions help to ensure exam integrity. Also, in various situations during ExamID- and ExamMonitor-enabled remote exams, Examplify will display a message that requires the exam-taker to get a Resume Code from the proctor in order to continue the exam.

In these types of situations, the exam-taker's screen will display an error screen and a code (called a Continuation Code or a Challenge Key). We will need to use the code/key from the exam-taker's screen to obtain a Resume Code from our ExamSoft Portal. Please text this information to the head of examinations (Linda) ASAP.

The exam-taker will then enter the Resume Code on the error screen in Examplify and will be able to continue the exam.

Examples situations include:

1. **Reboot Timeout:** In this situation, a technical issue (such as a device restart or reboot) interrupts the exam, and the interruption continues past the time that your institution has configured as an acceptable interruption. (If the interruption is within the configured timeout period, the Resume Code screen will not appear and the exam-taker can simply resume the exam when the device restarts.)

2. **Unable to Complete ExamID:** In this situation, the ExamID process is unable to progress. This can occur for various reasons, as when the exam-taker does not accept biometric agreement, the exam-taker's face cannot be detected in the camera frame, or the face cannot be verified.
3. **Unable to start/resume ExamMonitor:** In this situation, the ExamMonitor process is unable to start at the beginning of the exam (as in the case of device permission issues) or unable to restart after a mid-exam interruption (such as a device reboot). If the exam was previously started, the exam-taker is presented with the option to continue the exam with a Resume Code or to submit the exam as is.

To allow the exam-taker to bypass the error message and continue/start the exam, the head of examinations will go into our ExamSoft Portal to get a Resume Code. We can issue the Universal Resume Code or a Single-Use Code.

- **Universal Resume Code:** We can give this code to anyone who needs to resume the exam. When the exam-taker enters the code on the Exemplify screen, the exam resumes. This approach is convenient when there is an issue, such as a power outage, that affects multiple exam-takers. The Universal Resume Code will work for any student and for the entire duration of the exam.
- **Single-Use Resume Code:** This code can be used by only one exam-taker. It works in a lock-and-key manner. The exam-taker provides the exam administrator with a unique Challenge Key that the exam administrator uses to generate a single-use code in the ExamSoft portal. When the exam-taker enters the code on the Exemplify screen, the exam resumes. This approach is recommended when an individual is affected by a computer malfunction or similar issue. Exam integrity is ensured because this code cannot be used by others. A single-use resume code can only be used one time; it is unique to an exam-taker, exam posting, and time stamp combination. If the exam-taker selects "Return to Dashboard" or the Exemplify application is closed, they will need to be provided with a new resume code, which would be generated by the exam administrator using the new Challenge Key that is displayed on the exam-taker's screen.

### **3.7 Dealing with Suspected Cheating**

*Standards for Educational and Psychological Testing, Standard 15.3*

“Reasonable efforts should be made to assure the validity of test scores by eliminating opportunities for test takers to attain scores by fraudulent means.”

If a candidate appears to be cheating or attempting to cheat, quietly remind the person that "no assistance of any type is permitted." Do not directly accuse any candidate of cheating. If you suspect a candidate of continuing to try to cheat, note the time so the video from the AI proctor can be reviewed by the test administrator to verify the suspicion. Continue to monitor the behavior throughout the examination.

It is important that you prepare and submit to AIMVT a complete incident report on the matter. It should include a detailed description of the cheating incident, the name of the candidate, time, dates and location, and the names of the proctor.

## Chapter 4 - Test Administration Verbal Instructions

Precise verbal instructions to candidates are very important to the fair and equitable administration of an examination. The proctor must ensure that all verbal instructions are carefully and clearly read and that all candidates can hear the instructions.

Administrative procedures and guidelines for the test administrator/proctor staff in this section are printed in standard text as in this sentence. Verbal instructions and announcements to the candidates are shown in italic text.

Do not stray from the script. If asked a question it is permissible to reread the appropriate section, it not permissible to rephrase into your own words.

The first half hour of the examination period is set up for final room check, examinee identification verification, examinee settling into their workstation, and reading of the instructions. In person exams also include a welcome note and a group photo (if examinees are willing). Remote examinees are encouraged to submit their own photo for social media purposes (if willing).

**Proctors must ensure that all candidates have properly signed the check-in roster (in person) or the confirmation (remote) before proceeding.**

*Good morning. On behalf of the Academy of Internal Medicine for Veterinary Technicians we would like to welcome you. If you have a question during the explanation of procedures, please ask.*

*No materials such as purses or other containers are allowed on the table. All such items, including watches that connect to the internet, must be kept separate, not on a chair or next to you. These items may not be touched during the examination. Please make sure to turn off all cell phones.*

*Your laptop, mouse, and non-programable calculators are allowed. Blank scratch paper/note pads are permitted as is food and drink.*

*No outside sources of scratch paper are allowed. Use only the blank scratch paper provided to write any information on while taking your test. All sheets of paper must be turned in at the end of each examination period.*

*Talking with anyone during the examination is strictly prohibited.*

*Reproducing or copying the examination you are taking or any of the questions is a serious breach of security. Any individuals caught copying or attempting to copy examination materials will be noted. The consequences for cheating or copying examinations material could include denial of your application for the credential you are pursuing.*

*Your presence here today and your signature on the check-in roster/confirmation reflect your agreement with and understanding of this statement, your willingness to abide by all security guidelines, and to follow all instructions given by the Test Administration staff.*

*You will have two (2) hours to complete Part A of the examination in your specialty, followed by a 30-minute break, and then another two (2) hours to complete Part B. Once you finish and upload Part A please raise your hand to be excused from the examination room. Please take any belongings with you as you won't be allowed back into the room until the break. When you finish and upload Part B please do the same, you will not be allowed back into the examination room.*

*Once the examination period is over, you will not be allowed to look over the materials again. Any questions that you feel need to be reviewed by AIMVT for wording, discrepancies, contradictions, etc. please make note of in the appropriate spot. Please be as specific as possible and provide supporting arguments, as these items will be reviewed prior to the scoring of your exam.*

*If you are having any technical issues during the examination, please raise your hand. If you have any connection or upload issues, please raise your hand.*

*Restrooms are located \_\_\_\_\_. If you find it necessary to leave your seat you will need to receive permission. Only one person at a time may leave, so return as quickly as possible. A proctor may or may not accompany you to the restroom.*

*No smoking or use of smokeless tobacco is permitted.*

*In the event of an emergency, the emergency exits are located \_\_\_\_\_. If safe to do so, computers should be shut down. Codes to resume testing will be provided.*

*You are encouraged to record your answers throughout the examination period rather than waiting to record your answers during the last minutes of the examination time. You will get credit only for the answers recorded.*

*You will receive credit for each correctly answered question. If you believe that none of the responses to a question is correct, mark the answer that you think is closest to the correct answer. If you do not know the answer to a question, it is to your benefit to guess. Questions left blank will be counted as answered incorrectly.*

*We are not permitted to answer questions on examination content. If you have a concern about a particular exam question, please use the appropriate section in Exemplify to make any comments regarding the exam question or answers. All exam comments are reviewed by the appropriate specialty prior to scoring the examinations.*

*When you have finished your examination, please let the proctor know, they will collect your scratch paper/note pads.*

*Results will be sent via email within 8 weeks or sooner. This is dependent on the analysis of your results.*

*Are there any final questions?*

## **Chapter 5 - Activities Following the Test**

### **5.1 Checkout Procedures**

When the test is over, or when the candidate is finished, the examination will automatically upload.

You must account for any scratch paper at the close of the examination. Before you leave the testing room, make certain that all paper materials are in your possession and that nothing has been left behind.

### **5.2 Destruction of Ancillary Exam Materials**

It is the responsibility of the proctor to shred any notes, scratch paper, or any other materials that could potentially have information on the AIMVT examination.

### **5.3 Records to be Maintained by the Authorized Individual**

The authorized individual should keep the following records:

- A copy of the candidate sheet including arrival time and time of completion
- A copy of the Irregularity Report

## **Appendix**

### **The Affidavit of Nondisclosure for Proctors of AIMVT Examinations**

The affidavit can be found at

<https://www.cognitoforms.com/AcademyOfInternalMedicineForVeterinaryTechnicians/AffidavitOfNondisclosureForProctorsOfAIMVTEaminations>

This form must be completed and approved prior to the examinations.

## Confirmation Agreement Remote Proctors and Examinees

### Both examinee and proctor to initial by each box

- It must be ensured that each candidate works independently.
- No one is permitted to reproduce, copy, photograph, or record any of the materials or examination questions or to take secure test material (or any portion thereof including scratch paper) from the test location.
- Test security must always be maintained.
- Your professional standing is required as proof of your willingness to abide by the policies and procedures as outlined in this document or risk your professional reputation.
- Reproducing or copying the examination or any of the questions is a serious breach of security. Any individuals caught copying or attempting to copy examination materials will be noted.
- The consequences for cheating or copying examinations material could include denial of the application for the credential being pursued.
- Your presence here today and your signature below reflect your agreement with and understanding of this statement, your willingness to abide by all security guidelines, and to follow all instructions given by the Test Administration staff.

Examinee Name: \_\_\_\_\_  
Please Print

Proctor Name: \_\_\_\_\_  
Please Print

Identity Known to Proctor \_\_\_\_\_  
Proctor to Initial

OR

Identification Checked and Verified \_\_\_\_\_  
Proctor to Initial

Test A  
Time into room \_\_\_\_\_ Time out of room \_\_\_\_\_

Test B  
Time into room \_\_\_\_\_ Time out of room \_\_\_\_\_

Examinee Signature: \_\_\_\_\_  
Please Sign

Proctor Signature: \_\_\_\_\_  
Please Sign

Today's Date: \_\_\_\_\_

## Check List

### Pre-examination

1. Signed Nondisclosure Proctor Agreement
2. Selection of an appropriate space per the guidelines, including an adequate workspace for the examinee and the ability of the proctor to observe the candidate comfortably and easily.
3. Room for the examination period will be secure, quiet, well light, temperature controlled, and interruption free
4. The candidate's identity is confirmed with photo ID if not already known to the proctor.
5. Ensure all note paper is blank
6. Ensure that all cellphones are off and that no blue tooth enabled devices are in use (including earphones, watches, calculators, etc.)
7. Read the script verbatim, no ad lib permitted

### During examinations

1. Proctors must always remain with the examinee during the testing period.
2. If for any reason the examinee needs to leave the room during the examination period, the room must be secured, and the examinee must be accompanied.
3. Remain alert and attentive during all phases of test administration.
4. No talking is allowed.

### Post examinations

1. Collect all scrap paper
2. Shred all scrap paper
3. Scan and email the Confirmation page and the Irregularity Report to [examination@aimvt.com](mailto:examination@aimvt.com)

## AIMVT SITE IRREGULARITY REPORT

Please complete and return this form to AIMVT if any irregularities occurred during the exam administration. If none noted please write NA in description, sign, date, and return.

Examples of irregularities include candidate reporting to test site late, disturbances in administration (i.e., fire alarms), defective computer equipment, suspected cheating, etc.

Description of irregularity	Description of any resolution (if appropriate)	Name of Proctor(s) involved

\_\_\_\_\_  
Signature of Proctor

\_\_\_\_\_  
Date