



## Georgia State Board of Veterinary Medicine

237 Coliseum Drive, Macon, GA 31217

Phone: (404) 424-9966

<http://sos.ga.gov/index.php/licensing/plb/53>

### SPECIES SPECIFIC EXAM APPLICANT CONSENT FORM

#### **Introduction to the Species Specific Exams**

At the request of the American Association of Veterinary State Boards (AAVSB), the ICVA has developed species specific examinations for companion animal veterinary medicine and equine veterinary medicine. The ICVA offers these examinations to licensing boards for use in disciplinary cases and for other purposes deemed necessary by the licensing board.

Each examination consists of 100 multiple-choice items (questions) similar to those used on the North American Veterinary Licensing Examination (NAVLE®). All items on the equine examination address the equine species. For the companion animal examination, the species covered include canine, feline, pet bird, and other small animals (e.g., aquatic life, pocket pets, etc.).

#### **Exam Administration / Terms and Conditions**

Licensing boards are responsible for determining candidate eligibility and administering the examinations. Two hours are allowed to complete a 100-item examination. On the date of examination administration, the exam applicant must bring an examination fee in the form of a cashier's check or money order in the amount of \$400.00 made payable to the International Council for Veterinary Assessment (ICVA) as well as an official picture ID (i.e. Driver's License, State Issued Identification Card, Military ID, etc.). **The exam applicant will not be allowed to take the examination if the exam fee and a picture ID is not produced in the manner described, prior to exam administration on the exam date.**

Examinees must also be aware of the following:

- To arrive at location no later than 9:40 AM.
- No food or drink will be allowed in the examination room.
- The exam applicant must either leave all handbags, briefcases, totes, book bags and portable electronic devices, such as cell phones, tablets or laptop computers, recording devices, microphones, headphones, ear buds, etc., locked in their personal vehicle or surrender such to the exam proctor upon entering the exam room. The exam applicant will be asked if he or she has any bags or devices to surrender to the exam proctor upon entering the exam room. You will be required to surrender them at that time or instructed to return them to your vehicle.
- The exam applicant must use the restroom prior to entering the examination room as he or she will not be allowed to leave the examination room once testing has begun. If the exam applicant leaves the room for any reason after the exam session has begun, the session will be terminated and the exam will be collected and scored as is.
- In the event that the exam session has begun and it is terminated by the exam proctor for reasons associated with the testing location, the exam proctor may retrieve the examination materials and allow the exam applicant to resume testing on the same date once the matter is resolved, provided that the exam applicant has not left the location and has remained in the presence of the exam proctor at all times. If the exam session is terminated for reasons involving the testing location and testing cannot resume on the same date, the exam proctor will retrieve all testing materials to be returned to ICVA who will in turn issue a new exam for a new exam date.

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- All examination materials provided to the exam applicant are property of ICVA, confidential and must be surrendered to the exam proctor before the examinee leaves the room. If the proctor determines that the examination booklet, materials or contents have been copied, reproduced or compromised in any way, in whole or part, by the exam applicant, the test administration will be stopped immediately and all actions of misconduct will be reported to ICVA and the Georgia State Board Veterinary Medicine for action. The ICVA reserves the right to take legal action, including but not limited to withdrawing or denying future access to the examination to the examinee. All copies of the examination, scoring keys and test results will be maintained by ICVA for a period of five years and your original examination booklet will be maintained for a period of three years from the examination date.
- Once the exam session is complete, the exam proctor will retrieve all materials and forward them to ICVA within 72 hours of the administration date for scoring. Your exam score will be reported directly to the Georgia State Board of Veterinary Medicine and you will receive notification of your score results within seven (7) to ten (10) business days of their receipt at the Board offices.

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**PLACE YOUR INITIALS ON THE LINE BESIDE ONE (1) OF THE OPTIONS BELOW**

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\_\_\_\_\_ I hereby swear and affirm that I have read and understand the Introduction to Species Specific Exams and the Exam Administration / Terms and Conditions of the Georgia State Board of Veterinary Medicine. I hereby agree to the outlined terms and conditions herein and do not have any handbags, briefcases, totes, book bags and portable electronic devices, such as cell phones, tablets or laptop computers, recording devices, microphones, headphones, ear buds, etc. on my person.

\_\_\_\_\_ I have read and understand the Introduction to Species Specific Exams and the Exam Administration / Terms and Conditions of the Georgia State Board of Veterinary Medicine. I do not agree with the outlined terms and conditions and I understand that as a result, I will not be administered the exam.

In making the above attestation, I understand that any failure to make full and accurate disclosures to the exam proctor or any violation of the aforementioned terms and conditions may result in action by the Georgia State Board of Veterinary Medicine and/or legal action by the International Council for Veterinary Assessment (ICVA). I further understand that a copy of this form will be provided to me upon completion of the examination or prior to my leaving the premises.

\_\_\_\_\_  
**Signature of Exam Applicant** **Date**

\_\_\_\_\_  
**Print Applicant's Name**

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**Signature of Witness/Exam Proctor** **Date**

\_\_\_\_\_  
**Print Witness/Exam Proctor Name**