

ANIMAL CHIROPRACTIC CERTIFICATION COMMISSION
of the American Veterinary Chiropractic Association

CERTIFICATION
Online Written EXAMINATION
CANDIDATE INSTRUCTIONS

READ PRIOR TO EXAM

American Veterinary Chiropractic Association
442236 E 140 Road, Bluejacket, Oklahoma 74333
Office 918-784-2231 Fax 918-784-2675
<http://avcaexam.regstep.com/>

Contents

Contents	2
Copyright/Non-Disclosure Agreement	3
General Information	3
ACCC Certification Examinations	3
Online Written Exam	3
Written: Knowledge-based Examination	3
Test Content and Approximate Weightings	4
Candidate's Responsibilities	4
Examination Platforms	4
Technical Requirements	4
PRIOR TO THE DATE of the examination:	4
ON THE DATE of the Examination	5
The Zoom Proctoring Session	5
The ClassMarker Written Exam	7
Copyright Law	9
Confidentiality	9
Written Retesting Policy	9

Copyright/Non-Disclosure Agreement

Copyright 2021 by the American Veterinary Chiropractic Association (AVCA). All rights reserved.

This examination is made available to the examinee, solely for the purpose of becoming certified in animal chiropractic by the Animal Chiropractic Certification Commission (ACCC) of the AVCA. No part of this examination may be reproduced, stored in a retrieval system, or transmitted in any form by any means; electronic, memory, mechanical, photograph, photocopying, or otherwise without the expressed written consent of the AVCA.

General Information

This booklet will provide candidates with **important information** about the **ACCC/AVCA online written examination**. It should answer all of the questions candidates may have about the examination process.

DO NOT contact the AVCA office regarding examination questions as it is inappropriate to advantage one candidate over all others. Please check the web site <http://avcaexam.regstep.com/> or review candidate emails for up-to-date information.

MAKE SURE the AVCA office has a current email and that the AVCA office email (avcainfo@junction.com) has been “whitelisted” or “safe-sender listed”.

ACCC Certification Examinations

The examinations consist of a written and a practical component with blueprints and passing scores set by content area experts. The examinations are under continuous review and refinement as the ACCC strives to meet the standards set by the American Psychological Association.

--Please note that the examinations are English language examinations, and no language dictionaries or aids will be allowed at the examinations.

--Candidate numbers are limited and will be assigned on the basis of date of receipt of completed online application form.

--In the event that an insufficient number of candidates apply to take the examination, the ACCC may cancel the online written examination anytime up to 2 weeks prior to the examination date to ensure the validity of results.

All of the subjects being tested may determine abilities in the following learning outcomes:

1. Understanding of terminology (or vocabulary).
2. Understanding of fact and principle (or generalization).
3. Understanding of illustrations.
4. Ability to recommend appropriate action.
5. Ability to make evaluative judgments.

Online Written Exam

The online written examination is the first exam of the Animal Chiropractic Certification Commission certification examinations.

The candidate must pass the written examination before they can apply to take the clinical (practical) competency examination.

Written: Knowledge-based Examination

The online written examination is composed of questions that evaluate knowledge, and problem solving questions to assess the ability to apply knowledge. The problem solving questions are generally in a clinical vignette format. The examination is challenging and is designed to test clinical abilities, as well as knowledge. This examination may consist of multiple-choice (computer marked) and/or short answer questions.

1. Know the general summaries of the major chiropractic theories.

2. Be able to comprehend and associate clinical signs with the different regions of the spine and extremities.
3. Know the clinical importance of anatomy, neurology, and biomechanics, and their applications in animal chiropractic.
4. Be familiar with the anatomical, biomechanical and physiological consequences of the vertebral subluxation complex.

Unless otherwise instructed, all questions have one best answer, and have equal marking value. If directed to “select three” or “select up to three” and a candidate chooses more than the stated number, the candidate will receive a score of zero (0). If a question directs to “select one or more” and a candidate bubbles in all of the available options - when all options are not correct - the candidate will receive a score of zero (0) for that question. Marks are not removed for incorrect answers (i.e., no question has a score of -1 for a wrong answer).

Test Content and Approximate Weightings

The written examination currently contains 50% to 60% clinical scenarios based on animal vignettes and 40% to 50% knowledge based questions.

The clinical scenarios are approximately split with half being canine vignettes and half being equine vignettes. The knowledge questions content areas include anatomy, neurology, pathology and neuromusculoskeletal diagnosis.

Candidate’s Responsibilities

Candidate understands, acknowledges and agrees that he/she is solely responsible for:

- **reviewing the technical and environmental requirements** for writing the examination online and to ensure he/she meets the technical and environmental requirements in advance of the start of the examination;
- **access to and functionality of their technical equipment**, including but not limited to their internet connection, and that failure of any technical equipment or to meet the technical requirements during the examination could result in their exam being invalidated. Technical issues that are not a result of the proctoring service provider’s system will not constitute grounds for appeal of any examination results;
- **their testing environment** during the examination and that any issues in the testing environment are their responsibility and will not constitute grounds for any appeal of the examination results; and
- **reading all** of the examination instructions, notifications, policies and procedures prior to the examination.

Examination Platforms

The online written examination will use both **Zoom** for the live proctor and **ClassMarker** for the exam.

Technical Requirements

Here’s a list of what the candidate needs:

- laptop or desktop computer (Windows or Mac only),
- webcam so the proctor can see the candidate,
- audio as candidates may need the ability for the proctor to speak with them,
- stable broadband internet connection – wired or wireless **Please note that no one else should be using the internet connection while candidates are taking the exam as it may cause interruption in service and/or slow down the internet speed**,
- candidates will NOT be able to use a tablet or cell phone since they don't allow screen sharing with a proctor, and
- browser: Google Chrome (recommended), Edge and Safari. Mozilla FireFox may have issues in the examination platform, depending on hardware configuration.

PRIOR TO THE DATE of the examination:

- **Read and understand the exam guidelines.** Read this instruction booklet and all information found at <http://avcaexam.regstep.com/>
- **Know the test format, date, start and end time.** Be aware of time zone differences. The examination will be using Central Time Zone.

- **Check the computer.** Avoid last-minute problems! Whether using a personal computer or one in a lab, verify that it has all the correct hardware and software well in advance of the exam.
- **Internet connection.** Make sure the location has an adequate internet connection – broadband wired or wireless. Issues with connectivity can cause disconnection, losing exam work.
- **Find a good spot to take the exam.** A quiet, well-lit, distraction-free room where there will be no interruptions during exam time.
- **ClassMarker practice.** When confirmation of examination date, time, ID number and sign in information is received, candidates will also receive a link for a ClassMarker practice of sign-in, question bubbling and end of exam process. It is strongly recommended that all candidates take the practice exam with the computer and wifi service they will be using on examination day. This will ensure that the computer, browser, and wifi all work seamlessly with the ClassMarker program.

ON THE DATE of the Examination

The ACCC/AVCA staff and proctors will not provide any further information about the examination, though if proctor time allows, they may try to help with general technical issues.

- Candidates are expected to behave in a professional and courteous manner at all times. If a candidate is suspected of improper conduct, including cheating on an examination, he/she is to comply with any reasonable request of a proctor.
- Be aware that an examination environment is never perfect, even one self selected. Please be prepared for some noise, distractions, temperature variations, etc.
- The candidate's attire should not have the name, logo, emblem, or degree of the candidate, or any educational institution displayed. This includes no non-religious headwear.
- The examination process is approximately 2.5 hours.
- If necessary, candidates may take a restroom break not to exceed 15 minutes away from desk and exam room. Candidate must contact the proctor through Zoom chat to apprise of the break. Candidate must check back in with the proctor by Zoom chat. No extra time will be added for bathroom breaks.
- At the time of the exam, make sure:
 - Equipment is working. Internet connection, webcam, audio, etc.
 - Desk is Clean. Candidates cannot have notes, papers, or anything else on their desk during the exam once signed in.
 - Room is Empty and Well-lit. Candidates must have a quiet space free of all other people.
 - No headsets (over ear or in ear), telephones, cellular phones, cameras, pagers, or any other device (including watches) capable of storing, recording, or communicating information into the examination, or anything that vibrates, beeps, rings or provides notifications of any kind.
 - Candidate must be ALONE in the exam room.
 - During the examinations there can be **NO** communication of any kind with other individuals or candidates other than the exam virtual proctor.
 - Examination starts and ends promptly at the times stated in the exam ID and sign-in information email.
 - Read and/or listen carefully to all directions.
 - Read the entire question and answer choices fully and carefully.

The Zoom Proctoring Session

JOIN the Exam Proctor Zoom Group 30 minutes before the start time of the exam.

1. Use the Zoom Meeting Link provided in confirmation email.
2. Click "JOIN A MEETING", **DO NOT** choose "Sign In". (See Diagram Z-1 after Zoom instructions)
3. **JOIN** using the meeting ID number and Candidate ID number **ONLY**. **DO NOT** use a name. (See Diagram Z-2 after Zoom instructions).
4. Next enter the meeting Passcode.

5. Turn ON the audio, it may be muted and unmuted by the proctor during the exam.
6. Turn ON the speakers during the exam in case there are verbal announcements/ instructions from the proctor.
7. Webcam must be turned ON and placed in a proper position, showing the candidate's face and the REAL background (Turn OFF the virtual background).
8. Candidates will be in a "waiting room" until the proctor enters them into the "meeting".
9. IMMEDIATELY upon joining the Zoom meeting:
 - a. CLICK ON "CHAT" at the bottom of the Zoom meeting screen to open the chat dialog box.
 - i. If the chat dialogue box is merged with the meeting window, click on the drop-down button next to "Chat" and select "Pop Out". (See Diagram Z-3 after Zoom instructions)
 - b. MINIMIZE the Zoom Screen so that ONLY the AVCA Proctor and Chat box are seen.
 - i. Please keep the ZOOM SCREEN MINIMIZED throughout the examination. (See Diagram Z-4 and Z-5 after Zoom instructions).
10. Again, the "name" in Zoom MUST BE the ACCC assigned Candidate ID number.
11. The proctor may ask candidates to show the exam sign-in, ID verification document/s, and/or photo ID. Hold up the paper/s and show, clearly, both front and back of each page.
12. The proctor may ask candidates to show the work surface and surrounding area via the webcam.
13. The proctor may ask a candidate to share their screen. Note the green share screen button at the bottom of the full Zoom screen. (Diagram Z-3 after Zoom instructions.)
14. Failure to follow these directions may result in the inability to complete the examination and could result in forfeiture of examination fee.
15. Once candidates have finished the examination (exited ClassMarker) and any feedback, they should close Zoom to maintain their privacy. Closing Zoom on their computer is the responsibility of the candidate. The proctor will end the Zoom meeting and close the proctor Zoom window once the examination is over.



Diagram Z-1



Diagram Z-2



Diagram Z-3

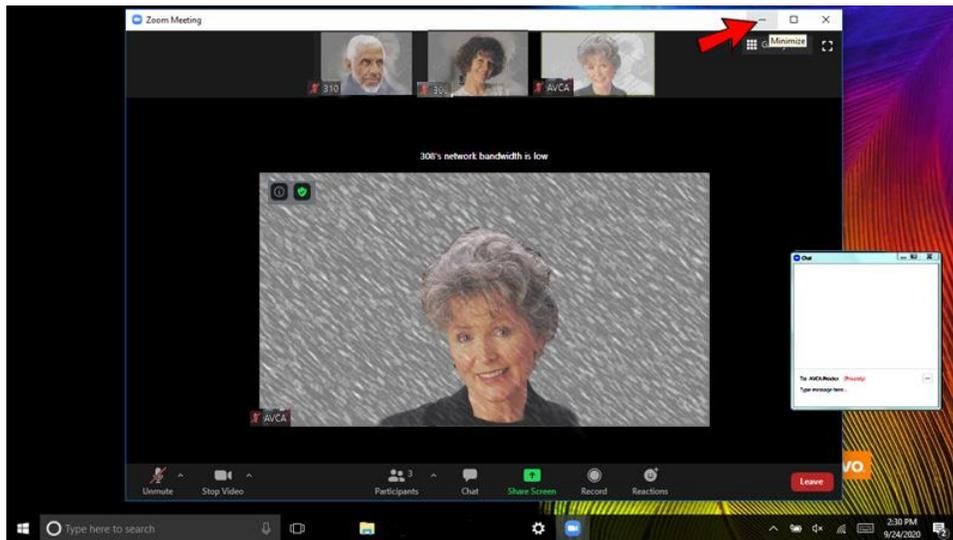


Diagram Z-4

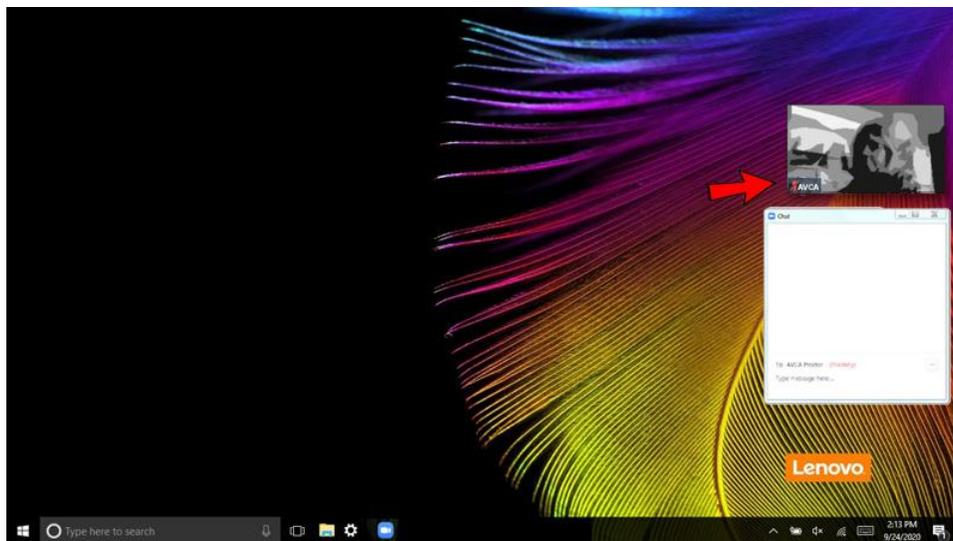


Diagram Z-5

The ClassMarker Written Exam

1. The AVCA Virtual Proctor will send the ClassMarker examination link via the Zoom chat dialogue box when it is time for the exam to begin. Copy and paste the link into the browser.
2. Enter Candidate ID number. Zoom Proctor and the chat dialogue box should appear minimized on the candidate's screen. (See Diagram C-1 after ClassMarker instructions)
3. Next candidates will be asked to enter their name and the email address with which they registered and received the examination confirmation information.
4. Candidates will be asked to read and agree to the candidate non-disclosure agreement (NDA). If the terms and conditions within the agreement are not accepted, the session will end and cannot be restarted. The examination fee is forfeited. (See Diagram C-2 after ClassMarker instructions)
5. Stay signed in to ClassMarker for the duration of the examination. Should candidate internet connection be interrupted/lost during the exam please do the following.
 - A. Candidate is able to re-establish the internet connection within the examination time-frame, candidate should:
 - 1) join the Zoom meeting again,
 - 2) then continue with the exam. Candidate may need to click on "click here" to reload the page. (See Diagram C-3 after ClassMarker instructions)

- B. If the examination link does not allow access to the examination again:
 - 1) contact the proctor through “chat”,
 - 2) identify with candidate ID and request an examination “resume link”,
 - 3) copy and paste the resume link from the chat reply and paste into the browser.
 - C. Candidate is unable to re-establish internet connection within the scheduled examination period
 - 1) Contact the AVCA office immediately during next regular business hours,
 - 2) Arrangements will be made to complete the examination depending on the circumstances under which candidates’ were unable to complete/continue the exam,
 - a. continuation of exam may be offered online, or
 - b. may include continuing/retaking the examination in-person at a testing center near the candidate.
6. The examination must be finished in one sitting. Candidates cannot save and finish later.
 7. Instructions: All questions have a single-best response. Select the choice that BEST answers the question or completes the statement.
 8. Candidates will be able to go "Back" to any question and be able to change answers.
 9. Candidates can bookmark questions they would like to review again before finishing the examination. Please note the bookmark icon in the upper right corner of the window. Also note a link to “See all questions” on the left. This will allow Candidates to see a list of the questions to quickly access the bookmarks
 10. The written examination is two (2) hours in length. The amount of “Time Left” shows in upper left corner.
 11. If unable to finish the examination within the allotted time, answers will be saved and the exam will end automatically.
 12. At the end of the exam, candidates must click on “Finish Now”.
 13. Next click on “Confirm finish now”.
 14. At the end of the examination candidates will be directed to “Results Page”. This page does NOT contain exam results but rather links to:
 - A. Feedback Form: Candidates may fill out the Feedback Form with information regarding any exam questions and/or criticisms that will be of a constructive nature. Comments not specific to a particular question should be sent to the AVCA Office at a later date. The Form must be completed immediately after the end of the examination. Examination and completed form are time-stamped.
 - B. Extraordinary Circumstance Form: An extraordinary circumstance is an event beyond the candidate’s control that might have impacted her/his performance. An Extraordinary Circumstance Form must be completed immediately after the end of the examination. An Extraordinary Circumstance Form will NOT be available to candidates after they exit the examination and/or if they have communicated with any other candidate or a person external to the examination process. Examination and completed form are time-stamped.

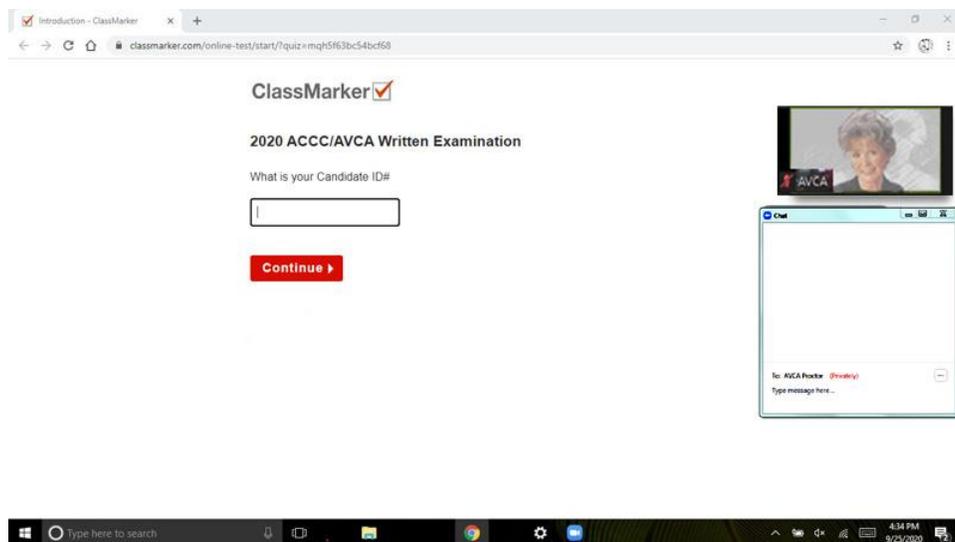


Diagram C-1

2020 ACCC/AVCA Written Examination

First name

Last name

Email address

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form by any means; electronic, memory, mechanical, photocopying, or otherwise without the expressed written consent of the AVCA.

I accept these terms. (You must click "I accept" to continue with the exam. If you do not accept the terms, your session will end and cannot be restarted. You will also forfeit the examination fee.)

Start ▶

Diagram C-2

Question 2 of 10 

2. Which of the following dog breeds is the smallest?

- A) Dachshund
- B) Poodle
- C) Pomeranian
- D) Chihuahua

[Clear selection](#)

Please wait
Your answers are being saved

Please wait another 30 seconds and if nothing happens, please [click here](#) to reload this page.

Important Note: Reloading this page will clear your answers on this page. To ensure you do not lose the answers on this page, make sure you copy any written answers into a text document so you can copy and paste them into the answer boxes again after you refresh your browser.



Diagram C-3

Copyright Law

Examinations are the property of the ACCC/AVCA and therein protected by copyright law. The ACCC/AVCA will take legal action against individuals who steal exam questions. The dissemination of any content to any person, organization, company or other entity in any manner shall constitute a breach of professional ethics and theft of the exam. Any person found guilty of such violation may have his/her score voided.

Confidentiality

The ACCC respects the privacy of all applicants, candidates and certified doctors. Any information or material, other than certification status, that is received or generated by the ACCC in connection with the certification of a candidate will be kept confidential and will not be released except when release is authorized by the candidate or required by law.

Applicants and candidates are strictly forbidden from contacting any members of the Certification Commission during the evaluation process. Failure to comply with this regulation may result in voiding of the results.

Written Retesting Policy

An unsuccessful candidate may apply to re-take the written examination after 90 days. No more than three attempts are allowed in a 12-month period.++