



## **General Exam Form Review Committee Volunteer Role Description**

### **Committee Description**

The primary objective of the General Exam Form Review Committee is to finalize the General Examination. This is achieved through the formal Form Review process and is a collaboration between ACVIM's test development team and ACVIM Subject Matter Experts to build a test form that adheres to the current examination blueprint, includes unique high-quality test items, and to ensure the final test form is cohesive prior to administration.

### **Committee Member Responsibilities**

1. Committee members will participate in a formal review of each examination form via an online item banking system.
  - a. Provide comments during independent review of a draft form that adheres to the test blueprint.
2. Attend a series of virtual 3-4-hour Form Review Meeting(s) where the facilitator will guide members through the review process, bringing up for discussion comments submitted after the independent review, and replacing items, as requested by the committee. Committee members will serve as Subject Matter Experts (SMEs) when forms are being evaluated outside formal meetings.
3. Committee members will recommend needed changes and updates to the Certification Manual (CM)
4. Participate in conference calls and take on specific duties as assigned by the chair, as needed.
5. All committee members will participate in committee training and onboarding sessions.

### **Time Commitment, Term Length, and Term Dates**

Time Commitment: 15-20 hours annually, concentrated during the months of November-December.

Term Length: 3 years\*

*\*If a committee member moves into a leadership position within the committee (Assistant Chair – Chair) additional time may be added to their commitment to fulfill this role.*

Term Dates: July 1 – June 30

### **Committee Meeting Schedule**

All work will be done remotely via online file review, email communication with other committee members, the chair, and staff, as well as conference or video calls as needed. The majority of the committee's work is concentrated within a short timeframe

each year, requiring focused participation. **Form review work primarily takes place October to November, with 4 virtual meetings, each lasting 3 hours, scheduled from approximately mid- October – early December.** Additional post-administration responsibilities, including the flagged item review meeting take place in May and require separate participation. Active participation during these concentrated timeframes is essential to ensure the timely and thorough completion of the review process.

### **Recommended Prior Experience**

It is suggested that committee members have prior knowledge and experience working in a committee and are familiar with the Certification Manual (CM) and general examination process.

### **Benefits**

Networking, leadership skills, a greater knowledge of the general examination development process.