



Cardiology Standard Setting Volunteer Role Description

Committee Description

The Cardiology Standard Setting Committee is composed of ACVIM Cardiology Diplomates who serve as subject matter experts in the specialty of veterinary cardiology. The Committee convenes annually, either before or after administration of the Cardiology Examination, to participate in an Extended Modified Angoff standard-setting process and recommend the examination's passing standard and corresponding cut score.

During the standard-setting process, Committee members independently evaluate examination items by considering the expected performance of a minimally competent candidate. Members then review the collective ratings, discuss differences in professional judgment, and may revise their individual ratings following discussion. The results of this process are used to develop the Committee's recommended cut score for the Cardiology Examination.

Committee members contribute expertise in veterinary cardiology practice, and the knowledge and skills expected of a minimally competent candidate. ACVIM staff and examination-development facilitators contribute expertise in assessment, standard-setting methodology, psychometrics, and process administration. Together, these individuals work as partners to support a consistent, well-informed, and defensible standard-setting process.

Committee Member Responsibilities

1. Complete any required orientation or training regarding the standard-setting process.
2. Attend the full duration of both scheduled virtual meetings and complete all assigned independent work between meetings.
3. Apply their professional judgment and expertise in veterinary cardiology to evaluate the expected performance of a minimally competent candidate on each item included in the standard-setting exercise.
4. Complete initial item ratings independently and in accordance with the instructions provided by the facilitator.
5. Review summarized panel ratings and other information presented during the facilitated meetings.
6. Participate constructively in discussions of ratings, including areas in which Committee members' judgments differ.
7. Reconsider and revise individual ratings when appropriate based on Committee discussion and professional judgment.

8. Contribute to the Committee's recommendation of a passing standard and corresponding cut score for the Cardiology Examination.
9. Maintain the confidentiality and security of all examination content, Committee discussions, data, and related materials, and comply with applicable ACVIM confidentiality requirements.

Full participation in each stage is essential to the integrity and validity of the standard-setting process. A Committee member who is unable to attend the full duration of both meetings or complete the required independent work will be ineligible to participate in the remaining stages of that year's process.

Time Commitment, Term Length, and Term Dates

Time Commitment: Approximately 12–15 hours during the annual standard-setting period. This includes two four-hour virtual meetings and approximately four to six hours of independent work between meetings. Time required outside the designated standard-setting period is minimal.

Term Length: One year, with eligibility to serve for up to three consecutive years.

Committee members may volunteer for up to three consecutive annual standard-setting cycles, provided they are available for all required meetings and assignments in each year.

Term Dates: January 1 through December 31

Committee Meeting Schedule

The Cardiology standard-setting process is conducted annually, either before or after administration of the Cardiology Examination. The two required virtual meetings generally take place within a 5- to 10-day period in May or June, with independent work completed between meetings. Committee members must attend both meetings in their entirety. Final dates and times will generally be confirmed approximately three months in advance.

Recommended Prior Experience

SMEs cannot be current members of the corresponding Item Writing, Item Review or Form Review Committees. Standard Setting SMEs are established professionals who exhibit a depth of knowledge within the content area being tested. Ideally, standard setters possess the ability to analyze content, are critical thinkers, and enjoy working both independently and collaboratively. Prior experience in any exam development activities is a plus, but not required.

How Committee Members are Appointed

The committee consists of cardiology Diplomate members and the Certification Council Cardiology Specialty Representative serving as ex-officio. New committee members are identified from submissions and interest indicated through the annual ACVIM Call for

Volunteers and are selected to meet the diverse representation needs of the committee and confirmed by the Certification Council Cardiology Specialty Representative.

Benefits

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