

## **Exam Proctor**

The student identifies a veterinarian, credentialed veterinary technician, or educator who will agree to serve as an examination proctor. The examination proctor may not be a relative of the student.

The role of the examination proctor is to receive the examinations (sent by the VTDLP office directly to the proctor), provide a secure area for the exams to be stored, provide a quiet place for the exam to be given, and return examinations to the VTDLP office immediately after the examination is completed. It is the responsibility of the student to set up dates to take the exam with the proctor. Exam proctors should make sure students do not have access to notes or any learning materials during the exam. The exam may not be taken home or out of the facility. If examinations have a time limit; the proctor will be expected to hold the student to the time limit.

Once the exam is completed, the student must give the examination back to the proctor, who will copy the examination before sealing it in the return envelope. The purpose of the copy is twofold: 1) for the student to review when they receive the exam key and feedback from the instructor and 2) in case the examination is lost in the mail.

## **Mentorship involvement**

The clinical mentorships take place in a veterinary facility that meets the requirements for that particular mentorship. For a listing of mentorships and facility requirements, you can visit the website (<http://www.vet.purdue.edu/vettech/DL/Mentorship/index.php>). The facility requirements include equipment, supplies and sometimes the species or types of cases necessary to complete the tasks. It is anticipated that you will not be able to complete all the mentorships in one veterinary facility. The AVMA requires that you be exposed to all species of domestic animals so there are requirements that include small animal patients, large animal patients and laboratory animals.

Once the student has completed certain didactic courses, he/she will be eligible to take the clinical mentorships. These mentorships involve the completion of tasks and each mentorship is different. The role of veterinarian/credentialed veterinary technician for this portion of the program is that of the "eyes" for Purdue. They observe the student performing the required tasks for the mentorship the required number of times and according to the criteria set by Purdue. While Purdue recognizes that there are different ways to accomplish the tasks, all students are evaluated using the same criteria.

For most tasks, you must submit a video of you completing the task according to Purdue's criteria. It is important for both the student and the mentor to be familiar with the criteria for each task and adhere to them during multiple performances of the task so that during videotaping, the student successfully completes the task. For most tasks, you must submit a video of you completing the task according to Purdue's criteria. Content experts at Purdue are the final voice on whether or not you have passed a task.