



International Council for Veterinary Assessment

North American Veterinary Licensing Examination (NAVLE®)

The policies, procedures, requirements and other information in this bulletin pertain to applications for the North American Veterinary Licensing Examination (NAVLE®) for the testing windows specified on the front cover. This bulletin contains important information. Please keep it for reference throughout your application, testing, licensure, and score transfer process.

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NAVLE® FAST FACTS: Application and Approval

ELIGIBILITY REQUIREMENTS

- Officially enrolled in, or graduate of, an AVMA-accredited veterinary
- Officially enrolled in, or hold certificate issued by, the ECFVG or PAVE. You must also have completed the Step 3 examination requirement before applying to take the NAVLE.

ADDITIONAL INFORMATION

- If you have not graduated at the time of application, for most states your expected date of graduation must be no later than 10 months from the last date of the testing window; or
- For candidates applying through California, Nebraska, or New York, the graduation requirement is no later than 8 months

If you meet the eligibility requirements, you may apply to take the NAVLE.

More information regarding the eligibility process can be found [here](#)

RETAKES & TIME LIMITS

The ICVA has recommended the following set of policies to individual licensing agencies:

- Candidates cannot take the NAVLE more than five times.
- Candidates cannot sit for the examination at a date that is later than five years after their initial attempt.
- A candidate's fourth and subsequent attempt(s) must be at least 12 months after the first attempt and at least six months after the most recent attempt.
- Candidates who successfully complete the NAVLE are not permitted to retake the examination except to comply with certain requirements as approved by the NAVLE governance.

Some boards have adopted the policy; others have their own NAVLE retake policy. Information regarding state-specific requirements can be obtained from ICVA [here](#).

If you are applying to take the NAVLE in order to obtain a license to practice veterinary medicine in Canada, you must [contact the Canadian National Examining Board \(NEB\)](#) and follow their NAVLE application procedures and requirements.

ACCOMMODATIONS AND PERSONAL ITEMS: If you have a documented disability covered under the Americans with Disabilities Act (ADA) and require test accommodations, if you require extra testing time or additional break time during the exam day, or if you require a personal item to be in the testing center with you during the exam day, please visit [this section](#) on our website.

NAVLE® FAST FACTS: NAVLE Process Summary

for US and US Territories*

	Process	Additional Information
ICVA NAVLE Application	<ul style="list-style-type: none"> ✓ Complete the NAVLE application and pay the corresponding application fee here. ✓ The NAVLE fee is \$670. There is an additional fee of \$320 for overseas testing. ✓ The NAVLE application is due on August 1 for the November-December window and February 1 for the April window. 	<ul style="list-style-type: none"> ✓ The ICVA office staff will assist you with any questions that you have about NAVLE application and registration. ✓ Make sure that your name on your application matches your name exactly as it appears on the photo ID that you will use for admission to the test center.
NAVLE State Application	<ul style="list-style-type: none"> ✓ Contact your chosen board (or its designated processor) to request their NAVLE application. ✓ No board application deadline will be later than August 1 for the November-December window or February 1 for the April window. 	<ul style="list-style-type: none"> ✓ State board contact information can be found on here.
Scheduling Your Testing Appointment	<ul style="list-style-type: none"> ✓ You will receive an e-mail notifying you that your scheduling permit is available. ✓ Visit the Prometric website to schedule your test date. 	<ul style="list-style-type: none"> ✓ Scheduling permits will be available by early September for the November-December testing window and late February for the April testing window. ✓ Contact Prometric one week prior to your scheduled testing appointment for confirmation.

*** Candidates applying to take the NAVLE in order to obtain a license to practice in Canada must contact the Canadian NEB.**

SCORES: Scores will be reported to the board through which you were approved approximately four weeks after the close of the testing window. Your NAVLE score will be made directly available to you via a secure on-line portal at the same time. If you want to have your scores transferred to another licensing board, contact the AAVSB at 877-698-8482, or [via their website](#).

NAVLE® FAST FACTS: Exam Day and Testing

DO

- ✓ Review [NAVLE Rules of Conduct](#) prior to taking your examination.
- ✓ Remember to bring your scheduling permit (printed or electronically) and required identification (see below). You will not be permitted to test without both.
- ✓ Arrive 30 minutes prior to your testing appointment.
- ✓ Follow all instructions of test center staff before, during, and after your examination.
- ✓ Put all personal belongings, including your cell phone and study materials, in the locker provided.
- ✓ Use approved personal items only during authorized breaks.
- ✓ Be sure to complete all sections of the examination.

DON'T

- ✗ Feel compelled to test if you are ill, under unusual stress or feeling unprepared for the examination.
- ✗ Bring friends and family members to the testing center; instead arrange to meet them after the examination ends.
- ✗ Bring unauthorized items to the testing room. If you have a documented medical condition that requires you to bring personal items into the testing center, you must [contact the ICVA](#) when you submit your NAVLE application for further information. Soft foam earplugs are allowed with no need for authorization.
- ✗ Write anything on laminated note boards prior to entering your Candidate Information Number (CIN) and starting your examination.

ACCEPTABLE FORMS OF UNEXPIRED IDENTIFICATION

- Passport
- Driver's License with photograph
- National Identity Card
- Other forms of dated, unexpired, government-issued identification with a photo.

The name on your identification must match the name on your permit exactly.

SECURITY PROCEDURES ON TEST DAY

During your check-in you will:

- Be scanned with a handheld metal detector and/or walk-through
- Be asked to empty and turn your pockets inside out
- Have your photo ID checked
- You will be asked to complete this process each time you return to the testing room after a break

NAVLE® FAST FACTS: Irregular Behavior

DO	DON'T
<ul style="list-style-type: none"> ✓ Put all personal belongings, including your cell phone and study materials, in the locker provided ✓ Access personal belongings only during authorized breaks ✓ Verify you are on an authorized break screen before leaving the examination room for a break 	<ul style="list-style-type: none"> ✗ Ask people what they saw on their examination or share what you saw on yours, including on web forums ✗ Change any information on score reports, transcripts, or any other NAVLE-related documents ✗ Write on your hand, tissue, or any surface other than the laminated note board provided to you by test center staff on your examination day ✗ Apply and/or sit for an examination if you are not a current student or a graduate of a veterinary school, even if you are appealing your school's decision to withdraw or dismiss you Provide examination content to test preparation companies or other entities

Irregular behavior includes, but is not limited to:	The penalties for irregular behavior may include:
<ul style="list-style-type: none"> • Registering for or taking an exam when ineligible • Seeking/obtaining prior access to exam content • Altering exam scores • Having unauthorized items in the testing area • Using a proxy to take your exam <ul style="list-style-type: none"> • Writing on anything other than the note boards provided 	<ul style="list-style-type: none"> • Cancellation of your exam scores • Barring you from one or more future examinations • Termination of examination • Possible legal action • Fine for damages suffered by the NAVLE program

THINK BEFORE YOU ACT: The ICVA program takes examination security seriously. If you have information of something that may threaten the security or integrity of the NAVLE, please [email ICVA](mailto:icva@navle.org) or call 701.224.0332.

NAVLE® FAST FACTS: Scoring and Score Reporting

WHAT HAPPENS WHILE YOU WAIT FOR YOUR SCORES?

- ✓ After testing, the examination data are delivered electronically to the NBME.
- ✓ Examinee responses are converted into a raw score (the sum of the points earned from correct responses).
- ✓ The raw score is converted into a three-digit score.
- ✓ A final quality control check is performed to verify the score report prior to posting the reports to the candidates.

HOW LONG DOES IT TAKE TO GET RESULTS?	SCORE TRANSFERS
<p>Scores will be reported to you directly and to the board through which you were approved approximately four weeks after the end of the testing window.</p> <p>When your score is available, you will receive an email providing you with instructions for accessing your NAVLE score report.</p>	<p>Your initial NAVLE score will be reported to the licensing board through which you were approved and to the AAVSB. The cost of the initial score reports are included in your NAVLE fee. All subsequent requests for NAVLE score reports must be directed to the VIVA, operated by the AAVSB.</p> <p>To transfer your scores to additional licensing jurisdictions, you must make your request through the AAVSB here</p>

For more information regarding the score reporting process click [here](#).

GENERAL NAVLE INFORMATION

General Information

This bulletin contains procedural and policy information for the North American Veterinary Licensing Examination (NAVLE®). You should become familiar with all aspects of this bulletin. Please note that while every attempt has been made to provide accurate and definite information, the International Council for Veterinary Assessment® (ICVA®) may need to change or revise policies and procedures that affect the NAVLE program. Changes will be posted on the ICVA's website as soon as they are determined. You should check [this website](#) for the most current information about ICVA policies and procedures.

All test questions used in the NAVLE are owned jointly by the ICVA and NBME and are copyrighted. Any reproduction by any means or distribution of NAVLE questions without the express written authorization of the ICVA and the NBME is prohibited. The ICVA and the NBME reserve the right to pursue their rights and remedies to the fullest extent permitted by law without further notice to you, including taking legal action.

Purpose and Mission of NAVLE

The NAVLE is a requirement for licensure to practice veterinary medicine in all licensing jurisdictions in the US and Canada, and is sponsored by the International Council for Veterinary Assessment (ICVA) and the National Board of Medical Examiners® (NBME®). The ICVA supports veterinary licensing authorities through its leadership in the development, delivery, and continual improvement of high - quality assessments across the continuum of veterinarians' preparation for practice.

Primary Objectives of the NAVLE

- To provide a comprehensive objective examination to state, territorial, or provincial boards charged with the licensing of veterinarians
- To protect the public by ensuring that veterinarians demonstrate a specified level of knowledge and skills before entering veterinary practice
- To assess the professional competency of veterinarians in terms of their qualifications to enter private clinical practice
- To provide a common standard in the evaluation of candidates that will be comparable from jurisdiction to jurisdiction
- To contribute to the veterinary profession through the development of improved definitions of the relationship between knowledge and professional practice
- To facilitate interstate/interprovincial licensing reciprocity for practicing veterinarians

Description of the Examination

The NAVLE is designed to assess your knowledge of veterinary medicine as it relates to entry-level private clinical practice. The examination covers all animal species commonly seen by private practitioners in North America.

Breaks may only be taken between blocks of questions.

Exam Format

15 minutes	Tutorial (optional)
390 minutes	6 blocks of 60 questions each (65 minutes per block) Sixty of the 360 questions will be used as pretest questions and will not be counted in scoring. Pretest questions will occur randomly throughout each block.
	Survey (optional)

APPLICATION AND APPROVAL PROCESS

Assistance for NAVLE Candidates

The ICVA office stands ready to help answer your questions or resolve problems you may encounter with the NAVLE application and registration process. Contact our office by e-mail, if you need assistance. It is better to ask for assistance than to assume that everything is fine, only to discover too late that you are unable to take the NAVLE because of problems with your applications or your Scheduling and Admission Permit.

To reduce the potential for misunderstandings and to ensure the privacy of candidate information, the ICVA office will correspond only with the candidate regarding NAVLE application, request for test accommodations, fee payment, registration, and score reporting questions, unless the candidate specifically authorizes the ICVA, in writing, to correspond with a third party. The ICVA may, however, correspond with the appropriate licensing board and/or veterinary school official regarding a candidate's status in the NAVLE program.

Eligibility Requirements

The NAVLE is administered only to bona fide candidates for licensure to practice veterinary medicine. This includes candidates who:

- Graduated from, or are enrolled in, a school or college of veterinary medicine accredited by the Council on Education of the American Veterinary Medical Association; or
- Enrolled in, or hold certificates issued by, the Educational Commission for Foreign Veterinary Graduates (ECFVG) or the Program for the Assessment of Veterinary Education Equivalence (PAVE). Candidates who are enrolled in ECFVG or PAVE must have completed the Step 3 examination requirement of the respective program before they may be approved by a licensing board to take the NAVLE.

In Canada and most US states, if you have not graduated from veterinary school at the time of application, you must have an expected graduation date no later than ten (10) months from the last date of the applicable testing window. Please note for candidates applying through the California, Nebraska, and New York, state boards, there is an eight (8) month graduation requirement. If your eligibility status changes after you are approved to take the examination, you must notify the organization that approved you for the NAVLE. Failure to do so may result in the cancellation of your NAVLE score results.

If you are a candidate who is repeating the NAVLE, please refer to the [Retake Policy information](#).

Candidates Requesting Test Accommodations

The NAVLE program provides reasonable accommodations for candidates with disabilities under the Americans with Disabilities Act (ADA) and/or for candidates with pre-existing medical conditions. If you are an individual with such a disability and/or pre-existing medical condition and require test accommodations, contact ICVA before you apply for NAVLE for information regarding test accommodations, including procedures and documentation requirements.

Examinees with medical conditions, such as lactation, may apply for additional break time/standard testing time by submitting the form available on our website along with a letter from a qualified health care professional documenting the medical necessity of the request. Please submit the request at the time of your NAVLE application to the ICVA office. If the medical issue develops after you have submitted your application, please contact the ICVA immediately.

If you have a pre-existing medical condition that could affect your ability to take the NAVLE on your scheduled test date, or if you have a medical condition that requires frequent use of the restroom, [notify the ICVA](#) of your condition at the time you submit your NAVLE application.

Personal Item Exceptions

Unauthorized possession of personal items while you are in the secure areas of the testing center is prohibited. Exceptions to this policy may be made in certain limited circumstances. A list of approved personal items permitted in the secure testing area (subject to inspection by test center staff) is available at the [ICVA website](#).

NAVLE Application Process for Licensure in Canada

If you are applying to take the NAVLE in order to obtain a license to practice veterinary medicine in Canada, you must contact the Canadian National Examining Board (NEB) in Ottawa and follow their NAVLE application procedures and requirements. NAVLE application and fee payment must be made directly to the NEB (not to the ICVA) by their application deadline date. NEB and provincial licensing board contact information can be found [here](#).

NAVLE Application Process for Licensure in the United States and U.S. Territories

TWO STEP APPLICATION PROCESS must be submitted by NAVLE candidates. Beginning with applications for the November - December 2019 NAVLE testing window, candidates applying through any of the [33 states](#) that have ICVA as their designated NAVLE processor will submit both applications simultaneously by completing one form on our website. Both their NAVLE application and their NAVLE State application fees will be processed as a single credit card payment.

	Description	Application Fees	Application Deadlines	Scheduling Permit Availability Dates
NAVLE Application	The ICVA NAVLE application is located on the last two pages of this bulletin and is also available on the ICVA website during application periods. Application and payment can be submitted electronically. Refer to the NAVLE Application Information section of the ICVA website on how to apply for the NAVLE on-line and pay the fee by Visa or MasterCard.	\$670 USD A \$320 will be assessed for candidates taking the NAVLE outside the U.S., U.S. territories, and Canada.	November-December Administration: August 1 April Administration: February 1	November-December Administration : no later than September 25 April Administration : no later than February 27
NAVLE State Application	NAVLE candidates must apply for approval to take the NAVLE through one state or territorial licensing board. Each jurisdiction sets its own eligibility requirements for the examination, and you are responsible for obtaining the necessary NAVLE application materials from the jurisdiction in which you plan to seek licensure (or from their designated NAVLE application processor). Because the NAVLE application requirements, deadlines, and application fees vary among jurisdictions, contact your chosen board well in advance of the NAVLE application deadline. U.S. state and territorial licensing board contact information can be found on ICVA's website . You can apply for NAVLE approval through one board only, and your score will be reported to that board. You may not change your licensing board after your eligibility file has been submitted to our test coordinator. Once you pass the NAVLE, you may request score transfers to other jurisdictions through the American Association of Veterinary State Boards. See more information regarding NAVLE Score Transfers here .	Licensing board NAVLE application and approval fees vary. Contact your chosen board (or its processor) for accurate information on how to submit the application fee. You will not be permitted to take the NAVLE unless both the ICVA NAVLE application fee and the licensing board NAVLE application fees have been paid.		

The NAVLE has been approved by the Veterans Administration (VA) for VA education benefits. Call 1.888.442.4551 or visit <http://www.gibill.va.gov> for more information.

The NAVLE fee is nonrefundable and nontransferable. If you do not take the examination during the testing window for which you were approved, you must submit a new application and pay the full fee to take the NAVLE during a subsequent window. If there are extenuating circumstances that make it impossible for you to take the NAVLE once you have submitted your application and paid your fee, contact the ICVA office for guidance. Please note, if the payment method selected by you results in a dishonor or a later dispute as to the validity of the payment, your NAVLE eligibility may be suspended, your scores may be withheld, and any scores that have been reported may be rescinded pending resolution of the dishonor or dispute and the payment of additional fees by you arising from such dishonor or dispute.

Change of Name or Contact Information

You must notify the ICVA and your state licensing board (or its NAVLE processor) in writing of any name, e-mail address, postal address, or telephone number changes. Notification of a name change must be accompanied by an attested photocopy of a marriage certificate, divorce decree, or court judgment from a name change petition. For additional information on ID and name requirements, refer to the Security Procedures section on [here](#).

Retake Policy

The ICVA has recommends to licensing boards that:

- candidates not be approved to take the NAVLE more than five times, and
- they not be allowed to sit for the examination at a date that is later than five years after their initial attempt.

A candidate's fourth and subsequent attempt(s) must be at least 12 months after the first attempt and at least six months after the most recent attempt. This recommendation is included in contracts with licensing boards.

Candidates must follow state laws regarding retaking NAVLE. More information on state laws can be found [here](#).

Candidates who successfully complete the NAVLE may not retake the examination without the express written permission of the ICVA and the licensing board requiring the individual to retake the examination.

In order to implement the NAVLE Retake Policy stated above, the ICVA reserves the right to notify licensing boards of all previous attempts by a candidate in any jurisdiction. This notification will not include score information.

SCHEDULING

Prometric Test Centers (PTCs) for Computer-Based Testing (CBT)

The NAVLE is administered in PTCs. Prometric provides CBT services for professional licensure, academic assessment, certification, and for various other professional and academic needs.

The NAVLE is administered in the United States, U.S. Territories, and Canada, and at selected PTCs in 13 testing regions overseas, as listed on the NAVLE application. Locations of PTCs available for the NAVLE can be found at the Prometric [website](#).

Prometric test center locations are subject to change, and there is no guarantee that a center listed on the Prometric website at the time of application will be available for a future NAVLE administration. In the event a Prometric testing center closes, affected candidates will be advised on making alternate testing arrangements at another site.

Scheduling and Admission Permits

A Scheduling and Admission Permit with instructions for making an appointment at a Prometric Test Center will be issued to you after you submit your completed applications, have paid the NAVLE fees, are deemed eligible by a licensing board, and have been processed by the NBME. The permit specifies the eligibility period during which you must complete the examination. You will receive an email with instructions for accessing your permit in early September for the November-December testing window late February for the April testing window. Please review your Scheduling and Admission Permit upon receipt to ensure that the name listed on the permit is correct and that it matches the government-issued identification that you plan to provide on test day. Please [notify ICVA](#) immediately if the name listed on your scheduling permit is not correct.

Scheduling a Test Date

You must have your Scheduling and Admission Permit before contacting Prometric to schedule your testing appointment. Your Scheduling and Admission Permit will contain a Scheduling Number. This is the number that you will use when you schedule your testing appointment.

The testing windows are November 18 - December 14, 2019 and April 13 - 25, 2020. To obtain your preferred test center and date, [contact Prometric](#) as soon as possible after accessing your Scheduling and Admission Permit.

If you do not take the examination during the testing window for which you were approved, but wish to take it in the future, you must reapply and pay the fees again. A new Scheduling and Admission Permit is issued to approved candidates for each testing window.

When scheduling, Prometric will issue you a Prometric Confirmation Number. Please note that your Confirmation Number is not the same as your Candidate Identification Number (CIN). **You will need this number to confirm, reschedule, and/or cancel your testing appointment with Prometric.** The ICVA does not have access to your Prometric Confirmation Number.

Changing Testing Appointment or Location

Please visit the [ICVA website](#) for details on changing your testing appointment or location.

Sample Scheduling and Admission Permit

You can find information on and a sample scheduling and admission permit [here](#).

SECURITY

Testing Conditions

Policies and procedures governing administration of the examination have been established to ensure that no candidate or group of candidates receives unfair advantage on the examination, inadvertently or otherwise.

Efforts are made to ensure that the examination is administered under standard conditions and is consistent with the principles on which the examination is developed and scored. However, if the integrity of the examination process appears to have been jeopardized, the ICVA reserves the right to invalidate all or any part of an examination or to withhold scores even if it cannot prove that you personally engaged in irregular behavior or that you benefited from the irregular behavior of others.

Physical security of examination materials will be controlled through computerized, electronic transmission of encrypted data. Observation of the testing sessions will be aided by use of audio and video monitors and recording and other equipment available at test centers. All testing sessions for the NAVLE are monitored by staff at the test center.

Candidates observed engaging in possible violation of test administration rules or other forms of irregular behavior during an examination will not necessarily be told of the observation by test center staff at the time of the examination.

You may not bring any personal belongings into the testing room. If you bring any personal belongings to the test center, you must store them in a designated locker outside the testing area. Candidates are allowed to bring cordless soft-foam earplugs into the testing room. However, they must be out of the packaging and ready for inspection by test center staff during check-in. Earplugs must be left at the workstation during all breaks. Upon reasonable suspicion, such personal belongings and their contents may be inspected. If you have any doubt whether an item may be brought into the testing room, it is your obligation to obtain express permission from staff at the test center before you begin your examination.

Any materials that reasonably appear to be reproductions of any NAVLE materials will be confiscated. Making notes of any kind during an examination, except on the materials provided by the test center for this purpose, is not permitted.

Candidates are not permitted to communicate with, seek aid from, or provide aid to any other candidate during the examination.

Rules of Conduct

1. You are the person named on the Scheduling Permit for the examination.
2. You will not give, receive, or obtain any form of unauthorized assistance during the examination or breaks.
3. You should not bring to the testing center, and you may not have in your possession or access at any time during the examination administration, including breaks, any reference materials.
4. Before entering the testing room, you will place in a locker all personal belongings, including cellular phones, your purse and/or wallet, watches, pagers, personal digital assistants, notes, papers, and if you inadvertently brought them with you to the testing center, any reference materials.
5. You will not leave your testing station for breaks unless the break screen is visible on your monitor. It is a violation of the Rules of Conduct if you indicate on the center log that your break screen is visible when it is not.
6. You will not use a telephone or other communication device at any point during the examination, including breaks, for any purpose related to test content.
7. You will not remove materials in any form (written, printed, recorded, or any other type) from the testing center.
8. All examination materials remain the property of the ICVA or the ICVA and the National Board of Medical Examiners® (NBME®), and you will maintain confidentiality of the materials. You will not reproduce or attempt to reproduce examination materials in whole or in part through memorization or any other means. Also you will not provide information relating to examination content that may give or attempt to give unfair advantage to individuals who may be taking the examination. This includes postings regarding examination content and/or answers on the internet.

If you violate these [Rules of Conduct](#), you may be directed to leave the testing center before you complete the examination. Also, evidence of violation of any test administration rule, including these [Rules of Conduct](#), will result in actions being taken under ICVA policies and procedures on irregular behavior. If you are found to have engaged in irregular behavior, your score report and transcripts will include this finding, and you may be barred from taking the NAVLE in the future. See the NAVLE page on the ICVA website regarding more information on proper [Test-Taking Conduct](#).

Irregular Behavior

All NAVLE candidates must agree with the following statement before they will be able to take the examination: "This examination contains test materials that are owned and copyrighted by the International Council for Veterinary Assessment® (ICVA®), or jointly by the ICVA and the National Board of Medical Examiners® (NBME®). Any reproduction of these materials or any part of them, through any means, including, but not limited to copying or printing of electronic files, reconstruction through memorization and/or dictation, and/or dissemination of these materials or any part of them is strictly prohibited."

Irregular Behavior Defined

Irregular behavior is defined as any behavior that undermines the application, assessment, or certification processes of the ICVA or that threatens the integrity of the NAVLE certification process. If you have information that an examinee or other person or entity has, or may have, compromised the security of the NAVLE or intended to do so, please immediately contact or call the ICVA. Irregular behavior may occur prior to, during, and/or following examination application and administration.

Examples of Irregular Behavior

Specific examples of conduct that may be deemed to be irregular behavior include, but are not limited to, the following:

- seeking, providing, and/or obtaining unauthorized access to examination materials
- providing false information or making false statements on or in connection with application forms, scheduling permits, or other NAVLE-related documents
- taking or attempting to take an examination for which you are not eligible
- taking an examination for someone or engaging someone to take an examination for you
- seeking, providing, or obtaining unauthorized assistance during the examination or attempting to do so
- making notes of any kind while in the secure areas of the test center, except on the writing materials provided at the test center for this purpose
- failing to adhere to any NAVLE policy, procedure, or rule, including instructions of the test center staff
- verbal or physical harassment of test center staff or other examination staff, or other disruptive or unprofessional behavior during the registration, scheduling, or examination process
- possessing any unauthorized materials, including, but not limited to, photographic equipment, communication or recording devices, fitness and tracking monitors, and cell phones, in the secure testing areas
- altering or misrepresenting examination scores
- unauthorized reproduction by any means, including, but not limited to, reconstruction through memorization and/or dissemination of copyrighted examination materials by any means, including the Internet
- communicating or attempting to communicate about specific test items, cases, and/or answers with another examinee, potential examinee, or formal or informal test preparation group at any time before, during, or after an examination
- failure to cooperate fully in any investigation of a violation of the NAVLE rules

Potential Consequences of Irregular Behavior

Any irregular behavior will be reported to the ICVA and will constitute grounds for the NAVLE program to:

- bar you from one or more future examinations or permanently; and/or
- invalidate the results of your examination and any prior examinations; and/or
- withhold your scores; and/or
- fine you in an amount that reflects damages suffered by the NAVLE program, including its costs of investigation and the costs of replacing any items that must be removed from the item bank; and/or
- censure you; and/or
- sue you for damages and civil remedies; and/or
- pursue prosecution of you for any conduct that constitutes a criminal or civil violation; and/or
- take any other appropriate action.

Investigation Process for Irregular Behavior

Candidates also understand and agree that the NAVLE Program may withhold their scores and may require them to retake the examination if the NAVLE Program is presented with evidence demonstrating to the NAVLE Program, in its sole discretion, that the security of the examination has been compromised, notwithstanding the absence of any evidence of their personal involvement in the compromising activities. Candidates have an affirmative duty to cooperate in any investigation conducted by or on behalf of the NAVLE Program, including but not limited to providing written or oral statements to the NAVLE Program and providing copies of documents and items in their possession, custody or control. This duty to cooperate exists whether or not the candidate is a specific target of the investigation or is merely a potential witness to the irregular conduct of others. Candidates further understand and agree that the examination and related materials utilized in the NAVLE are copyrighted and must not be removed from the test area or reproduced in any way, and that reproduction of copyrighted material, in whole or in part, is a federal offense and may subject them to the sanctions listed above.

Any irregular behavior or violation of the test administration rules may, in the sole discretion of the ICVA and NBME, be reported to the applicable board or boards of veterinary medicine, which could jeopardize your potential for licensure. In addition, if the NAVLE Program has reason to believe that a candidate may have engaged in irregular behavior, it may notify the applicable board or boards of veterinary medicine, even if the investigation is ongoing and no findings have been made.

If you have any questions or doubts about whether an activity might constitute irregular behavior, you should [contact the ICVA](#) for clarification.

EXAMINATION DAY

Check-in Procedures

You should arrive at the test center 30 minutes prior to your scheduled test appointment. If you arrive after your appointment time, you may not be admitted. If you arrive more than 30 minutes after your scheduled testing appointment, you will not be admitted and must pay a fee to reschedule your test. Your rescheduled test date(s) must fall within your eligibility period. Please contact the ICVA office if you must reschedule your test.

After you present the required identification, you will sign a test center log, be photographed, and store your personal belongings in your assigned locker. You may be scanned with a handheld metal detector and asked to empty and turn your pockets inside out before entering the testing room to confirm that you have no prohibited items. You may be asked to repeat this process prior to every entry into the testing room after a break.

Security Procedures

When you arrive at the test center, you must present your scheduling and admission permit and the required identification as described on your scheduling and admission permit. Acceptable forms of unexpired identification include:

- Passport
- Driver's license with photograph
- National Identity Card
- Other form of dated, unexpired, government-issued identification

Your name, as it appears on your scheduling and admission permit, must match the name on your form(s) of identification exactly. Your identification must contain both your signature and a recent photograph. If the name listed on your scheduling and admission is not correct, contact the ICVA immediately. Please review your scheduling and admission permit for details and limited exceptions.

Name changes or corrections cannot be made within 7 business days of a scheduled testing date. If your government-issued identification form contains only a photograph, a second form of unexpired identification with your signature is required, such as a student ID or credit card.

Remember! If you do not bring your scheduling and admission permit on paper or electronically (e.g., via smartphone) and acceptable identification, you WILL NOT be admitted to the test and will be required to pay a fee to reschedule your test. Your rescheduled test date(s) must fall within your eligibility period. Having your eligibility reset does not guarantee an opening will be available within the testing window.

Please note the following:

- You will be scanned with a handheld metal detector or a full body scanner
- You will be asked to empty and turn your pockets inside out; you will be asked to repeat this process prior to every entry in to the testing room after a break.
- You will be required to remove eyeglasses for visual inspection by the test center administrators. These inspections will take a few seconds and will be done at check-in and upon return from breaks.
- Jewelry, except for wedding and engagement rings, is prohibited.
- Hair accessories are subject to inspection. You should not wear ornate clips, combs, barrettes, headbands, and other hair accessories. Any examinee wearing any of these items may be prohibited from wearing them in the testing room, and asked to store such items in their locker.

Before you enter the test room, test center staff will give you laminated writing surfaces and markers to use for making notes and/or calculations during the testing session. You will be instructed to write your name and CIN, as shown on your scheduling and admission permit, on one of the laminated writing surfaces provided.

They should be used only at your assigned testing station, and only after you have entered your Candidate Identification Number (CIN) to start your test session. If you have filled the laminated writing surfaces and need additional space for making notes, raise your hand to ask test center staff for a replacement. You must return laminated writing surfaces to test center staff at the end of the testing session. Do NOT write on anything other than the laminated writing surface (e.g., your hand, other body part, tissue, etc.). Failure to comply may result in a finding of irregular behavior.

Test center staff will escort you to your assigned testing station and provide brief instructions on use of the computer equipment. You must enter your CIN to start the examination. A brief tutorial is available before each examination. It is important that you run the sound check for the audio headphones in the tutorial so that, if a problem is detected, it can be resolved before you start the examination.

There are no facilities available for family and friends to wait at the center while you test; plan to meet them elsewhere after the examination ends.

Break Time

Your test session is scheduled for a fixed amount of time and the computer keeps track of the time allocated for each block and for breaks. At the start of the testing session, you have a total of 45 minutes of break time for authorized breaks and for computer transitions between blocks. Authorized breaks include any time you spend between test blocks, whether you remain at your seat or you leave the testing room. If you complete the tutorial or other testing blocks early, the remaining time will be added to your total break time.

Once you begin a testing block, no authorized breaks are provided during the block. During the blocks, the block and daytime clocks continue to run even if you leave the testing room (e.g., for a personal emergency). If you leave during the block, the test center will file a report of the incident. Additionally, the unauthorized break screen, described in the examination tutorial, will appear on the monitor after a defined period of inactivity. After the unauthorized break screen appears, you will need to enter your CIN to continue with the examination. Each time you leave the testing room, you are required to sign out and sign in when you return. You must present your identification each time you sign in.

If you take too much break time and exceed the allocated or accumulated break time, the excess will be deducted from your total testing time. Use the time summary feature (explained in the tutorial on test day) to keep track of your time.

Starting and Completing the Test

The test session ends when you have started and exited all blocks or the total test time expires. You will receive an end of session notice during checkout that you have appeared for the test. If your test is scheduled for multiple days, be sure to bring a copy of your scheduling and admission permit with you each day or you may not be permitted to test.

After you start taking your examination, you cannot cancel or reschedule your examination. If you experience a computer issue during the test, notify test center staff immediately. The testing software is designed to restart the test at the point that it was interrupted.

In the rare event that a technical problem occurs that does not permit you to complete your examination, please send a written description of the incident to the ICVA. The ICVA must receive your notice within 10 days of your testing date or it may not be possible to investigate your concerns. Your correspondence should include your name, your NAVLE ID number, date of administration, and a detailed description of the difficulty experienced. Please allow at least 15 business days for your report to be investigated and evaluated. You will receive written notification of the investigation results.

If you start the examination but do not complete it for reasons other than a technical problem or expiration of time, you should promptly write to the ICVA explaining, in detail, the reasons you decided not to finish the examination.

For more information on how to report a test administration problem, [visit the ICVA website](#)

NOTE: The NAVLE program may prohibit an examinee from completing the exam and/or may impose conditions on retesting if the examinee appears to represent a health or safety risk to test center staff. Such circumstances include, but are not limited to, an examinee performing careless or hazardous acts during the physical examination, exhibiting signs of illness (e.g., persistent coughing or sneezing) during the examination, or showing visibly open skin lesions or active bleeding.

If you do not feel well on the day of your examination, we strongly encourage you to consider rescheduling your examination. You must pay a fee to reschedule your test. Your rescheduled test date(s) must fall within your eligibility period. Please [contact the ICVA](#) office if you must reschedule your test.

SCORING AND SCORE REPORTS

Scoring Process and Score Reports

As you take the NAVLE, your responses will be recorded and stored by the computer. After you complete testing, these responses are transmitted to the National Board of Medical Examiners for scoring. The NAVLE score report shows your score, a pass/fail designation, and a breakdown of your performance on the major content areas of the NAVLE. Your score report is sent to the licensing board through which you were approved. Score reports for all NAVLE candidates will be made available via a secure on-line portal at that time. You will receive an e-mail notifying you that your score report is available to access.

If you completed the NAVLE, but it is determined that you were not eligible, or that you engaged in irregular behavior, scores for that examination will not be reported or, if previously reported, may be rescinded.

Examination Scores

Uniform and precise procedures ensure that the score reported for each candidate to the licensing board is an accurate reflection of the responses recorded by the computer, and the validity of scores has been historically verified. You may confirm with the ICVA that the score reported to you by your licensing board is the identical score as reported to the ICVA. There are no re-scores or appeals of NAVLE scores once the reports are released.

NAVLE candidates are not permitted to review their examinations.

School Score Reports by Candidate Consent

The NAVLE application includes a consent statement, authorizing the ICVA to report individual NAVLE scores, identified by name, to the candidate's veterinary school. This consent is only for candidates who are senior students at AVMA-accredited veterinary schools. Scores for candidates who grant consent will be reported to the Associate Dean of Academic Affairs at the candidate's veterinary school (or his/her designee) in February for the November-December testing window and May for the April testing window, after the scores are reported to the licensing boards. In addition, for candidates who do not pass, the school will receive a copy of the candidate's diagnostic score report. A candidate's score and diagnostic score report will not be made part of such candidate's academic record. Schools will be required to keep the score reports confidential, and to use the information only for internal purposes at the veterinary school. Candidates are under no obligation to agree to the consent statement, and scores for candidates who do not grant consent will not be reported to their veterinary school. A candidate's decision whether to release his or her score will not affect the candidate's student status at the veterinary school. Consents for Canadian candidates will be collected by the Canadian National Examining Board as part of the NEB NAVLE application. Candidates may change their consent status by submitting a written request to the ICVA by fax or e-mail at any time up to the opening of the testing window.

Grievances

If you believe that the administration of the examination or the examination conditions adversely affected your performance, for consideration, you must send a signed, written request to the ICVA for an investigation. Such requests must be received by the ICVA within 10 days following your test date. Indicate the date and location of the administration and describe the event in as much detail as possible. In addition to notifying the ICVA, you need to file a complaint with Prometric staff.

Each grievance filed with the ICVA will be evaluated. If your grievance cannot be substantiated through analysis, or if it is determined that your performance was not adversely affected, the score as reported will stand. However, if your complaint can be supported, appropriate corrective action will be taken.

NAVLE Score Transfers

Your initial NAVLE score will be reported to the licensing board through which you received NAVLE approval and to the American Association of Veterinary State Boards (AAVSB). These initial score reports are included in your examination fee. All subsequent requests for NAVLE score reports must be directed to the AAVSB. The ICVA does not process score transfers. Through an agreement with the ICVA, the AAVSB maintains all national veterinary licensure examination results in a secure file at its national headquarters. NAVLE scores may be used by the ICVA for statistical purposes and may be released to third parties provided all candidate identification has been deleted prior to release.

To transfer your scores to additional licensing jurisdictions, you must make your request through the [AAVSB's website](#). [Contact the AAVSB](#) for the current cost of score transfer requests.

Your scores cannot be transferred until after they have been reported to the initial licensing board. For information regarding the score transfer process, please visit the [AAVSB website](#) or call 877.698.8482.

DEVELOPMENT AND CONTENT

Examination Development

Test questions for the NAVLE are written by veterinarians representing all aspects of the profession, including academicians and private practitioners, many of whom are members of specialty boards recognized by the American Board of Veterinary Specialties. With the assistance of staff from the NBME®, each newly written test question is reviewed by a test development committee. Questions that seem problematic are revised or discarded. All accepted questions are then reviewed and validated by at least three experts in the field of veterinary medicine for accuracy, content relevance, importance, and difficulty. The NAVLE is prepared in a manner to meet the testing standards of the American Psychological Association.

Examination Content

The NAVLE is constructed according to the examination blueprint, which was derived from a practice analysis conducted by the ICVA and NBME in 2016 and approved in 2017. There are three dimensions to the blueprint: diagnoses (nested within species), competencies, and foundational veterinary sciences.

For additional information on the blueprint and the NAVLE practice analysis, see the [ICVA's website](#).