Dear AVDC Exam Candidate,

The 2026 Phase I portion of the AVDC Exam will be administered remotely using a computer-based testing platform called Examsoft on **Thursday, January 8th** and **Friday, January 9th, 2026,** starting at 10:00am Eastern Standard Time (GMT-5) for all candidates. Two security features of Examsoft, ExamID and ExamMonitor, will be used to verify your identity (ExamID) and record your audio, video and screen during the exam (ExamMonitor).

Information regarding steps you must take in advance to prepare for the Phase I exam as well as information regarding what you must do on the day you take either of these exams follow below. **READ THESE INSTRUCTIONS CAREFULLY. It is absolutely critical that you follow instructions to prepare your computer and familiarize yourself with the testing environment according to the schedule below.** Contact Rob Malinowski at +1-517-285-0783 or malino11cvm@gmail.com with any technical questions related to Examsoft.

On the day of the exam:

1. During your exam on January 8th and 9th, 2026 **ExamMonitor** will automatically record your audio, video and screen during the entire assessment. Before you begin your exam, **YOU MUST**:
   - Remove all textbooks, notes and devices from the room in which you'll be taking the exam.
   - Turn off your cell phone and keep it on the other side of the testing room but accessible in case you have technical problems. If you have technical problems, **text** Rob Malinowski at +1-517-285-0783.
   - Remove headphones, earbuds and watches.

2. **To avoid any behavior being flagged as suspicious, YOU MUST:**
   - Ensure that you have privacy for the entire exam. Do not interact with anyone or receive any outside assistance.
   - Remain focused on the exam and look forward.
   - Do not read exam questions out loud or talk to yourself.
   - Do not look away from the screen for an extended period of time.
   - Do not use your mobile phone or any other device (e.g., another laptop, tablet, or smart watch).

3. **During each part of the exam:**
   - Select the appropriate exam from the list in Examplify (e.g., Phase 1 Part 1, Phase 1 Part 2).
   - Enter the unique password for that exam, which will be sent via email about 5 minutes before each scheduled start time.
   - Perform a "room sweep" with your webcam at the beginning of each exam (during Question #1) and record a 360-degree view of the room in which you are taking the exam. This room sweep should include the entire room, as well as the entirety of your work surface, to make it clear that you do not have any other devices or any books/resources in the room with you. The room sweep should take about **one minute** to complete. Do not move too quickly or the video will be blurry.
   - You will not be allowed to have any paper or writing implements during the exam. There will be a notepad function available within Examplify to write comments for each question.
   - Complete the exam and confirm that your responses uploaded successfully (green screen).

4. If you walk away from your computer such that you are out of view of the camera before completing a part of the exam for any reason, you may return to finish that part of the exam, but you MAY NOT navigate to any previously viewed or answered questions within that part of the exam**. If you go out of view of the camera and then navigate back to previously viewed or answered questions when you return, those questions will automatically be marked as incorrect**. The implication of this is that if you choose to take a break during a part of the exam, you cannot return to any questions which you have viewed prior to the break or they will be marked incorrect. For this reason, we encourage you to avoid breaks within a part of the exam, and recommend instead that you use the scheduled breaks between exam sections as listed below. However, if you must take a break within a part, remember, any question to which you navigate backward after you return from your break will be marked incorrect, regardless of whether you changed the answer or not.

5. If you have any technical issues, please contact Robert Malinowski at +1-517-285-0783 (texting is preferred) or malino11cvm@gmail.com.

AVDC PHASE I EXAM: SCHEDULE OF START TIMES AND BREAKS

Day 1 - Thursday, January 8th, 2026

Part 1	90 minutes	33 questions	10:00am – 11:30am EST
Break	*30 minutes*		*11:30pm – 12:00pm EST*
Part 2	90 minutes	33 questions	12:00pm – 1:30pm EST
Break	*90 minutes*		*1:30pm – 3:00pm EST*
Part 3	90 minutes	34 questions	3:00pm – 4:30pm EST

Day 2 - Friday, January 9th, 2026

Part 4	90 minutes	33 questions	10:00am – 11:30am EST
Break	*30 minutes*		*11:30pm – 12:00pm EST*
Part 5	90 minutes	33 questions	12:00pm – 1:30pm EST
Break	*90 minutes*		*1:30pm – 3:00pm EST*
Part 6	90 minutes	34 questions	3:00pm – 4:30pm EST