



## European College of Veterinary Surgeons

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### ECVS STANDARD OPERATING PROCEDURE:

## Exam Committee Meetings

1. The Exam Committee typically meets up to 4 times per year:
  - a) for the delivery and marking of the exam
  - b) 2-3 more times during the year to debrief the past examination and prepare the examination for the following year
  - c) further meetings can be set as needed
2. The meetings are set for
  - a) **February** for the exam (unless the exam is moved to another time of the year); to be expected presence days are Saturday (or Sunday) before the start of the exam through Thursday, max. Friday (until marking is complete)
  - b) **July**, immediately prior to the Annual Scientific Meeting (Wednesday and Thursday).
  - c) The other meeting dates can be set at the committees' convenience, but should be timed in-line with the exam preparation schedule detailed below.
3. Usually, one meeting each is dedicated to the preparation of questions for the case-based and practical parts, respectively. (See SOP Exam Questions and Exam Preparation)
4. The EC Chairpersons are responsible for arranging the format, location and dates of these meetings and for informing the ECVS Office and the Board Liaison Officers.
5. Meetings can be held in-person or online (as well as hybrid). Travel expenses for up to 3 preparatory meetings plus the actual exam are covered by the ECVS as per the [remuneration scheme](#). In case more meetings are required a meeting is split into several shorter meetings, additional meetings are to be held online.