

How to Get Ready for your CVA Exam Day

During the **CVA exam window (April 1-14 or October 1-14)**, you can choose when to complete the exam. You have a 2-hour window and must complete the exam in one sitting.

Choosing when to take the exam

You do not have to sign up for a day and time for taking the exam. Some things to consider:

- It is a good idea to take the exam during the YouTestMe (exam technology provider) [support times](#), in case there are technical issues.
- Choose a date and time where you will not be distracted by work, life, family, or any other potential distractions.
- Pick a time of day where you are at your best mentally so that you can maintain focus.
- Plan a backup date/time for yourself in case the first planned time doesn't end up working.
- Take the exam on the same device as your trial test to reduce potential technical issues.
- Avoid taking your exam on the last day of the exam window; if something goes wrong there may be no backup opportunity to complete the exam.

Getting yourself and your space ready

Since you may be standing or sitting at a desk or table for the duration of the exam, you want to get yourself and your space set up well. Here are some pointers:

- On the day of the exam, eat well and stay hydrated.
- If you are starting your exam right after work (or transitioning from “work mode”), give yourself at least 10 minutes to mentally decompress before getting into the exam mindset.
- Have water nearby, and snacks if it would be helpful for your process.
- Review your space and think about how and when you might be interrupted. Consider other people in your home or work space, animals, phone calls, or other potential distractions, and what you can do to prepare for or avoid these interruptions.
- Tell the people in your life that you are unavailable for the duration of the exam.
- Use the restroom before you start the exam.

TIP: The exam is proctored by recording sound and video during the exam. The CCVA's Executive Director is the only individual who views this footage. From the CCVA Handbook: “If there are any alerts, [the Executive Director] will be able to verify that they are simply you just taking the exam and not an indication of any cheating.”

TIP: You are the best judge of your energy and focus. If you are not feeling exam-ready on your originally-planned date and time, that's ok! Plan for your backup time and review as needed to get yourself ready.