

Examination for Registration Qualification Administrative Guidelines for Candidates.

The College of Alberta Denturists is responsible for determining the qualification of an individual. One of the means utilized is the Examination Process. The Examination process is in two parts, the Multiple Choice Question Examination (**MCQ**) and the Objectively Structured Competency Examination (**OSCE**). Hereinafter will be known as the "Examination." The complete examination process is sponsored annually by the College of Alberta Denturists.

An individual is eligible to apply for the Denturist Registration Qualification Examination, once they have reasonable expectation that they will graduate or have graduated from an acceptable program. The next step is to register as a STUDENT with the College of Alberta Denturists.

Though the examination is facilitated by the College through their examination committee, CAD has hired a Psychometrician, who oversees the cut-score (Pass rates) and determines when a candidate has aptly demonstrated within the Examination process if they are successful or unsuccessful. CAD has also hired the University of Alberta under two areas: 1. Independent proctoring of the MCQ; 2. HSERC department to provide an Examination Co-Ordinator and team to work with the College to administer the OSCE.

Notification of the Examination, the Registration Form and the invoice of Examination fee (s) will be available on the website, 8 weeks prior to the examination and must be completed with **payment received in full prior to the cut off date.**

Additionally, the Registrar may place requirements onto an individual's application for registration and or onto an individual's Practice Permit, which requires them to successfully challenge this Examination. In such a case, the individual will be notified eight (8) weeks prior to the Examination date. The individual will be required to go on line and apply prior to the cut off date.

The results of the candidate will be provided to them up to 6 - 8 weeks after completion of the Examination. A candidate will receive notification if they are successful and continue the membership registration process with the registrar. If a candidate was unsuccessful, the candidate will receive notification along with a chart and draft of areas that they were deficient in. They may then challenge the Examination portion (Either the MCQ or the OSCE) that were not successful at the Examination's next sitting. It is necessary to speak with the Registrar about their options moving forward.

Where a candidate does not successfully complete the Examination because of procedure and not content, the candidate may, within two (2) weeks from the date of the last sitting of the Examination Day, submit a written request for an appeal on the procedure that caused the candidate to be unsuccessful directly to the registrar. The registrar will then notify the Chair of the Examination Committee, who will then have the appeal looked after by the consultant Psychometrician. No time frame will be given on the process and length of the process of the appeal, only that it will be resolved prior to the scheduling of the next portion of the Examination.

