

The National Dental Examining Board of Canada Le Bureau National d'Examen Dentaire du Canada

BY-LAWS REGARDING EXAMINATIONS AND ASSESSMENTS Effective November 1, 2011

Please note that By-laws 10, 15, 16, 17 apply only to Graduates of Non-Accredited Dental Programs.

8.00 CERTIFICATION ELIGIBILITY

8.01 For the purposes of these By-laws,

“Accredited Program” means an undergraduate dental program offered by a university dental institution recognized through an accreditation process approved by the Board or a mutual recognition agreement approved by the Board.;

“Advanced Education in General Dentistry Program” or “General Practice Residency Program” means a post graduate dental program approved through accreditation established by the Board with reference to the American Dental Association Commission on Dental Accreditation;

“Assessment” means one or more examinations established by the Board as part of the Board Equivalency Process described in By-laws 10.00 to 10.04;

“Board Equivalency Process” means an assessment process established by the Board (see By-laws 10.00 to 10.04) to determine whether a person who has graduated from a non-Accredited Program is equivalent to a graduate of an Accredited Program;

“Certificate” means the certificate of qualification in the form prescribed by the Board and issued by the Board pursuant to an *Act to Incorporate the National Dental Examining Board of Canada* (1952), 1 Elizabeth II, Chapter 69, as amended by (1973) 21-22 Elizabeth II, Chapter 55;

“Dental Residency Program” means a post graduate dental program approved through accreditation established by the Board with reference to the Commission on Dental Accreditation of Canada;

“Examination” means both the Written Examination and the OSCE;

“Examiner” means a person who is appointed by the Board to assist in the development, selection, review and administration of examinations and assessments;

“Graduate of an Accredited Program” means a person who has graduated from an Accredited Program or who has successfully completed the Board Equivalency Process as described in By-laws 10.00 to 10.04;

“Non-Accredited Program” means an undergraduate dental program offered by a university dental institution that has not been recognized through an accreditation process approved by the Board or a mutual recognition agreement approved by the Board;

“OSCE” means the Objective Structured Clinical Examination set by the Board and described in By-law 13.00;

“Qualifying Program” means a Qualifying or Degree Completion Program for graduates of non-accredited university-based undergraduate dental programs available at dental institutions which have been approved through accreditation established by the Board with reference to accreditation by the Commission on Dental Accreditation of Canada or the American Dental Association Commission on Dental Accreditation or the Australian Dental Council;

“Written Examination” means the Written Examination set by the Board and described in By-law 12.00.

- 8.02 For the purposes of these By-laws, “Candidate” for Board certification means a person who has applied in writing to the Board and who has demonstrated that they are:
- A. a person who is a graduate of an Accredited Program and not more than 60 months has elapsed since the date of graduation;
 - B. a person who is a graduate of a Non-Accredited Program and who has successfully completed a Qualifying Program and not more than 60 months has elapsed since the date of such successful completion of a Qualifying Program;
 - C. a person who is a graduate of a Non-Accredited Program and who has successfully completed the Board Equivalency Process and not more than sixty months has elapsed since the date of such successful completion of the Board Equivalency Process;
 - D. a person who has failed either the Written or OSCE Examinations three times and has successfully completed the requirements described in By-law 14.02; or
 - E. a person, for the purpose of taking the Written and OSCE Examinations described in By-laws 12.01 to 13.04, who is within three months of his or her expected graduation from an Accredited Program, or a Qualifying Program.
- 8.03 Persons who are more than 60 months from the date of their graduation from an Accredited Program or successful completion of a Qualifying Program respectively, may apply to the Board for special consideration to be a Candidate. Such applications will be considered on an individual basis and the determination of the Board, or the Executive Committee acting for the Board, will be based upon the circumstances applicable to each individual applicant.

- 8.04 A person ceases to become a Candidate if they have not successfully completed the Written and OSCE Examinations within 60 months of the date of their graduation and must apply for special consideration as described in By-law 8.03.
- 8.05 Persons described in By-law 8.02 E will be required to provide the Board with written documentation from the Dean of the Accredited Program or Qualifying Program in which they are enrolled confirming their status of being within three months of expected graduation or successful completion of the programs on the date established for the examinations.
- 8.06 A person shall be ineligible to be a Candidate if the person's licence to practise dentistry, issued by any Dental Licensing/Regulatory Authority, has been and/or is suspended or cancelled, or if the person is on probation within any licensing jurisdiction.

9.00 **THE BOARD'S CERTIFICATION PROCESS**

- 9.01 Persons who are Candidates under By-laws 8.02 A, 8.02 B, 8.02 C, 8.02 D, 8.02 E or 8.03 shall be granted a Certificate upon presentation of the following documentation:
- A. Proper application to the Board which includes, if applicable, providing evidence to the satisfaction of the Board that the Candidate is considered in good standing with all Dental Licensing/Regulatory Authorities in all jurisdictions in which the Candidate has been or is currently registered or licensed;
 - B. Evidence to the satisfaction of the Board, of graduation from an Accredited Program, successful completion of a Qualifying Program or successful completion of the Board Equivalency Process; and
 - C. Evidence to the satisfaction of the Board that the person has passed the Written Examination described in By-laws 12.01 to 12.04 and the OSCE described in By-laws 13.01 to 13.04.
- 9.02 Persons who pass the Written and OSCE Examinations within three months of their expected graduation from an Accredited Program or completion of a Qualifying Program and who do not subsequently graduate from an Accredited Program or who do not complete a Qualifying Program in the same year, will have their Written and OSCE Examination results held valid for eighteen months from the date of successful completion of the Written and OSCE Examinations. Such Candidates will be granted a Certificate if they graduate from an Accredited Program or if they successfully complete a Qualifying Program within this eighteen month period. If a person passes the Written and/or OSCE but does not graduate within 18 months they must successfully complete the Written and OSCE after they have graduated.

- 9.03 Persons who pass either the Written Examination or OSCE but fail or do not complete the other examination will have their pass result held valid for eighteen months from the date of successful completion of the Written or OSCE Examinations.
- 9.04 A person who has presented all of the documentation required in By-law 9.01 will be considered to have met the standards of the Board and qualified for certification and shall be entitled to receive a Certificate. Such persons shall have their name entered in the NDEB Register.
- 9.05 The Board shall determine the format of a single type of Certificate to be issued to successful Candidates. The Certificate shall be signed by the President or President-Elect and the Registrar and shall bear the corporate seal of the Board.
- 9.06 A person who has been granted a Certificate and who takes any subsequent Board examination and passes such subsequent Board examination, shall receive a letter stating the examination results but shall not be issued a new Certificate.
- 9.07 The Board shall immediately cancel and revoke a Certificate granted to a person who has not disclosed to the Board that their licence to practice dentistry, issued by any Dental/Regulatory Licensing Authority, was suspended or cancelled prior to the Board granting such Certificate.

10.00 **THE BOARD EQUIVALENCY PROCESS**

- 10.01 Persons who are graduates of Accredited Programs who have failed either the Written or OSCE Examinations three times or who are graduates of Non-Accredited Programs , shall be eligible to apply for the Board Equivalency Process.
- 10.02 A person applying for the Board Equivalency Process shall provide evidence to the satisfaction of the Board:
- A. of graduation from a Non-Accredited Program; and
 - B. if applicable, that they are considered in good standing with all Licensing/Regulatory Authorities in all jurisdictions in which they have been or are currently registered or licensed.
- 10.03 The Board Equivalency Process shall consist of the Assessment of:
- A. Fundamental Knowledge as described in By-law 15.00,
 - B. Clinical Skills as described in By-law 16.00, and
 - C. Clinical Judgement as described in By-law 17.00.

10.04 Persons who successfully complete the Board Equivalency Process by passing the Assessment of Fundamental Knowledge, the Assessment of Clinical Skills and the Assessment of Clinical Judgement as described in By-law 10.03, will be determined to be equivalent to a graduate of an Accredited Program.

12.00 **WRITTEN EXAMINATION**

12.01 The Written Examination shall consist of one examination taken in a one day session or such other duration as determined by the Board from time to time.

12.02 The Board may establish obligations for Candidates as a condition for taking the Written Examination.

12.03 The passing standard for the Written Examination shall be established at the NDEB Annual Meeting and shall be applied for a minimum of one year from the day the passing standard is established.

12.04 Results will be reported to Candidates as a Pass or Fail. Candidates who receive a Fail result will also be given their equated, re-scaled score.

12.05 Subject to By-law 9.01, the Written Examination may be taken three times.

13.00 **OBJECTIVE STRUCTURED CLINICAL EXAMINATION**

13.01 The OSCE Examination shall consist of one examination taken in a one day session or such other duration as determined by the Board from time to time.

13.02 The Board may establish obligations for Candidates as a condition for taking the OSCE.

13.03 The passing standard for the OSCE Examination shall be established at the NDEB Annual Meeting and shall be applied for a minimum of one year from the day the passing standard is established.

13.04 Results will be reported to Candidates as a Pass or Fail. Candidates who receive a Fail result will also be given their equated, re-scaled score.

13.05 Subject to By-law 9.01, the OSCE may be taken three times.

14.00 **REPEATING WRITTEN AND OSCE EXAMINATIONS**

14.01 Subject to By-law 14.02, a person does not meet the definition of "Candidate" in By-law 8.02 if they have failed either the Written or OSCE Examinations three times.

- 14.02 A person who has failed either the Written or OSCE Examinations three times, may be given the opportunity to re-apply to be a Candidate provided they
- A. successfully complete a Qualifying Program, an Advanced Education in General Dentistry Program, a General Practice Residency Program or a Dental Residency Program (hereafter “a Program”) which the person has enrolled in and taken subsequent to the failures, and not more than sixty months have elapsed since the date of successful completion of such a Program-
- or
- B. successfully complete the Board Equivalency Process described in By-laws 10.03 and 10.04 and not more than sixty months have elapsed since the date of successful completion of the Board Equivalency Process.
- 14.03 A person who applies to become a Candidate under the circumstances described in By-law 14.02 must successfully pass both the Written Examination described in By-laws 12.01 to 12.04 and OSCE described in By-laws 13.01 to 13.04 subsequent to becoming a Candidate through the process described in By-law 14.02
- 14.04 A person who has failed the Written or OSCE Examinations three times, who avails themselves of one of the opportunities described in By-law 14:02 and then subsequently fails the Written or OSCE three additional times, will be ineligible to be a Candidate and to apply to take further NDEB Examinations or Assessments.

15.00 **ASSESSMENT OF FUNDAMENTAL KNOWLEDGE**

- 15.01 The Assessment of Fundamental Knowledge is an evaluation in a multiple choice format. The evaluation must be taken in a one day session held in the morning and afternoon of the same day or such other duration as may be determined by the Board from time to time.
- 15.02 The Board may establish obligations for Participants as a condition for taking the Assessment of Fundamental Knowledge.
- 15.03 The passing standard for the Assessment of Fundamental Knowledge shall be established at the NDEB Annual Meeting and shall be applied for a minimum of one year from the day the passing standard is established.
- 15.04 Results will be reported to participants as a Pass or Fail. Participants will also receive their equated, re-scaled score.
- 15.05 Subject to By-law 9.01, the Assessment of Fundamental Knowledge may be taken three times.

15.06 A person who has failed the Assessment of Fundamental Knowledge three times will not be eligible to apply to retake the Board Equivalency Process described in By-laws 10.01 to 10.04.

15.07 A person must pass the Assessment of Fundamental Knowledge before proceeding to the Assessment of Clinical Skills and the Assessment of Clinical Judgement.

16.00 ASSESSMENT OF CLINICAL SKILLS

16.01 The Assessment of Clinical Skills is an evaluation of the skills of participants demonstrated through simulated dental procedures performed on manikins in a clinical setting. The evaluation must be taken in a two consecutive day session or for such other duration as determined by the Board from time to time.

16.02 The Board may establish obligations for Participants as a condition for taking the Assessment of Clinical Skills.

16.03 The passing standard for the Assessment of Clinical Skills shall be established at the NDEB Annual Meeting and shall be applied for a minimum of one year, from the day the passing standard is established.

16.04 Results will be reported to participants as a Pass or Fail. Participants will also receive their score for each requirement.

16.05 The Assessment of Clinical Skills in its entirety may be taken three times.

16.06 A person who has failed the Assessment of Clinical Skills three times will not be eligible to apply to retake the Board Equivalency Process described in By-laws 10.01 to 10.04.

17.00 ASSESSMENT OF CLINICAL JUDGEMENT

17.01 The Assessment of Clinical Judgement is an evaluation in the areas of Diagnosis, Treatment Planning, Clinical Decision Making and Radiographic Interpretation. The evaluation shall consist of a written assessment taken in a one day session or for such other duration as determined by the Board from time to time.

17.02 The Board may establish obligations for Participants as a condition for taking the Assessment of Clinical Judgement.

17.03 The passing standard for the Assessment of Clinical Judgement shall be established at the NDEB Annual Meeting and shall be applied for a minimum of one year from the day the passing standard is established.

- 17.04 Results will be reported to participants as a Pass or Fail. Participants will also receive their equated, re-scaled score.
- 17.05 The Assessment of Clinical Judgement in its entirety may be taken three times.
- 17.06 A person who has failed the Assessment of Clinical Judgement three times will not be eligible to apply to retake the Board Equivalency Process described in By-laws 10.01 to 10.04.

18.00 CONDUCT

- 18.01 If a person has compromised, in any manner whatsoever, the integrity of the process or conduct of a Board Examination or Assessment, then the official charged with overseeing the Examination or Assessment shall make a full report to the Examinations Committee. The Committee may, in its sole discretion, void the results of the Examination or Assessment in question and, notwithstanding any other provision of these By-laws, may deny the person the privilege of repeating the Examination or Assessment. A person against whom such a finding has been made may be dismissed immediately, and prior to preparation of a full report to the Executive Committee, from the Examination or Assessment.
- 18.02 Without restricting the generality of By-law 18.01, a person shall be deemed to have compromised the integrity of the Examination or Assessment process if, at any time, an attempt is made to contact Board Examiners outside the confines of an Examination or Assessment, for any reason whatsoever. Any communication by a person with the Board and its officials must be made or directed to the Registrar.
- 18.03 The Board shall from time to time determine the manner of communicating the results of Examinations or Assessments to persons. Results may be withheld from persons who have failed in any obligation made to the Board as a condition of taking an Examination or Assessment.

19.00 APPEALS

- (i) Appeals of the Written Examination, the OSCE, the Assessment of Fundamental Knowledge and the Assessment of Clinical Judgement
- 19.01 Persons who have failed (A) the Written Examination or the OSCE, or (B) who have taken the Assessment of Fundamental Knowledge or the Assessment of Clinical Judgement may, within three months of the release of results, apply to the Board to have their answer score sheets manually checked against the answer key. Any such application for review must be accompanied by a filing fee as set by the Board from time to time. The score for the person will be that produced by the manual check. This score will determine whether a person passed or failed as established by By-laws 12.03, 13.03, 15.03 and 17.03.

(ii) Appeals of the Assessment of Clinical Skills

- 19.02 Within three months of the release of results, a person who has failed the Assessment of Clinical Skills may make submissions in writing to the Board setting out the grounds for requesting to have the results changed. Any such application for review must be accompanied by the filing fee as set by the Board from time to time.
- 19.03 If on review of the applicant's written submission, the Appeals Committee determines that there was no mistake of fact of such significance that it could have altered any decision made under By-law 16.03, then the appeal shall be dismissed. The decision to dismiss shall be final and reported to the Board for information purposes only.
- 19.04 In the event the Appeals Committee determines on a *prima facie* basis that there was a mistake of fact of such significance that it could have altered any decision made under By-law 16.03, then the results of the Assessment of Clinical Skills will be reviewed. The Appeals Committee will consider the applicant's written submissions and may permit the applicant to make further oral submissions. The results of the Appeals Committee's review will be that the result will be identical to or higher than the original result. The Appeals Committee's determination shall be final and reported to the Board for information purposes only.

(iii) Petitions

- 19.05 Pursuant to By-law 19.01, a person who has had
- A. Examination or Assessment results voided by the Examinations Committee, or
 - B. Examination or Assessment results voided and who has been denied the privilege of repeating an Examination or Assessment by the Examinations Committee
- may, within one month of the date of receipt of the notice of the aforesaid decision, petition in writing the Appeals Committee to review the decision referred to in A or B of this By-law. Any such petition must be accompanied by the filing fee as set by the Board from time to time.
- 19.06 Written submissions in support of a petition shall be limited to the issue of the compromising of the integrity of the Examination or Assessment procedures in question and must not include any other ground of review.
- 19.07 The Appeals Committee will consider the applicant's written submissions and may permit the applicant to make further oral submissions.

19.08 The Appeals Committee's determination shall be final and will be reported to the Board for information purposes only.

(iv) Compassionate Appeal

19.09 A person who considers themselves disadvantaged either immediately before or during an Examination or Assessment by a personal circumstance beyond the person's control may, within one week of the event beyond the person's control occurring, request that the Board or the Executive Committee, acting for the Board, make a special consideration to void the results of the Examination or Assessment by permitting the person to withdraw from the Examination or Assessment and grant permission for the person to register for the Examination or Assessment at another scheduled session of the Examination or Assessment. The person may also request special consideration for a refund of up to 50% of the fee or such other refund amount as may be determined from time to time by the Board.

19.10 Any such request for Compassionate Appeal and special consideration for a fee refund must be in writing and the person must describe the event or events, which caused the disadvantage in sufficient detail to permit the Board to make a determination. The person must also describe the reason for requesting special consideration for a refund. The Board, or the Executive Committee acting for the Board, may require the person to provide documentation to substantiate the basis for the Compassionate Appeal.

19.11 The Board, or the Executive Committee acting for the Board, may grant the Compassionate Appeal only if satisfied that a personal circumstance beyond the person's control disadvantaged the person in taking an Examination or Assessment. The determination of the Board shall be final.

(v) Application

19.12 The provisions pertaining to appeals contained in By-laws 19.01 to 19.11 shall apply to all Examinations or Assessments taken after the enactment of these By-laws, including Examinations or Assessments taken by persons prior to the enactment of these By-laws.