

## National Dental Specialty Examination Candidate Agreement

I acknowledge that all questions on this examination are owned by the Royal College of Dentists of Canada (RCDC, the College). Any attempt to memorize, recreate, discuss, or share the questions is considered unprofessional behaviour and a violation of the RCDC copyright. Anyone who engages in this type of activity will be subject to the RCDC policies regarding misconduct. RCDC NDSE Candidate Conduct Policy and Procedures are included below.

I acknowledge I am aware that there is no expiration date to this Agreement.

I acknowledge that violation of this Agreement may result in failure of my examination, expulsion from the examination, or other penalties.

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## NDSE Policies and Procedures

### 4.0 Candidate Conduct

#### 4.1 Policy

- i. Candidates are required to maintain the confidentiality of the examination content and information that they encounter at any point during the examination process. Failure to do so will result in disqualification from the examination process and/or legal action by The Royal College of Dentists of Canada.
- ii. Unless otherwise instructed by The Royal College of Dentists of Canada, candidates are not permitted to use or have in their possession electronic, recording and/or communication devices from the time of registration until the time they sign-out at the end of the examination day.
- iii. Candidates cannot communicate directly with the Examiner-in-Chief, Associate Examiner-in-Chief, Examination Team Leads, Examiners, and/or Members of the Board of Directors about their examination or examination content. All communication must go through Head Office of RCDC.
- iv. Candidates who are caught engaging in alleged misconduct or violating any of the rules or regulations during the administration of the examination may be immediately disqualified from the examination process.

- v. Candidates who are found to have engaged in alleged misconduct or violated any of the rules or regulations following the administration of the examination may be immediately disqualified from the examination process.
- vi. The decision of the Formal Review Panel is final and binding. There shall be no proceedings for further appeals following this decision.

## **4.2 Procedures**

### **4.2.1 Misconduct during the Examination**

- i. If Examination personnel observe that a candidate is committing misconduct or cheating during the examination, Examination personnel may immediately stop the examination.
- ii. If the examination is stopped, the candidate will be informed by the Examination personnel on the reasons for the conclusion of their examination, as directed by the Director of Examinations
- iii. If the examination is not interrupted, the candidate will be informed by the Examination personnel at the conclusion of their examination that an alleged incident was identified and the basis for the alleged incident, as directed by the Director of Examinations.
- iv. Within twenty-four (24) hours of the alleged incident, the candidate will be informed by the Director of Examinations of the avenues at their disposition for appealing this decision. The candidate may also be informed that they will not be permitted to sit the remaining examination sessions (if applicable). The candidate will sign an agreement confirming that this step was taken.
- v. The Examination personnel who initially observed the alleged misconduct, the Manager, NDSE and the Examiner-in-Chief or designate will complete a comprehensive incident report and submit it to the Director of Examinations or designate.

### **4.2.2 Misconduct following the Examination**

- i. If any irregularities are noted following the administration of the examination, the Director of Examinations or designate will launch an investigation.
- ii. The Director of Examinations or designate will review the evidence of alleged misconduct or irregularity and make a decision.
- iii. The Director of Examinations or designate is able to make one of the following determinations:
  - a. Dismiss the allegation.
  - b. Fail the candidate(s) involved and prohibit the candidate(s) from sitting any future administration for a predetermined period of time.
  - c. Fail the candidate(s) involved and prohibit the candidate(s) from sitting any future administration of the examination.

- iv. Should the Director of Examinations or designate determine that misconduct occurred, the candidate(s) in question will receive written notice of the outcomes of the investigation within five (5) business days of that decision. This notice will include information about the decision and the procedure for appeal.
  - v. The results of the candidate(s) will remain null until the appeal process is completed and a decision is final, or if the deadline for a candidate to launch an appeal has passed.
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☐ I understand and acknowledge the above statements.