



Part I - MCQ (Multiple Choice Question Examination)

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Examination Day Schedule

You will sit Part I of the Qualifying Examination over two 3 hour sessions. Please ensure that you arrive at the examination centre at 8:30 am to register, unless you have been instructed otherwise.

10 minutes (prior to examination start time)

Instructions to candidates

Session I – 9:00 am to 12:00 pm

Session II – 1:00 pm to 4:00 pm

6 hour examination period

Please note that candidates cannot leave the examination until one hour into each session and in the last 15 minutes of each examination session.

Admission and Identification

You must bring a piece of government-issued photo ID to the examination. A copy of the [Candidate's Agreement](#) is to be signed and handed in at examination registration.

Candidates will be allowed admission to the examination room 30 minutes before the scheduled start of the examination. Ten (10) minutes before the start of the examination, the examination personnel will distribute answer sheets (scantrons) and pencils, and provide examination instructions. After instructions are given and all candidates are seated, the examination booklets will be distributed and the examination will begin.

Candidates must be punctual for all sessions of the examination. Candidates arriving late for a session may not be admitted. No extra time will be given to compensate for arriving late.

Family members or friends of candidates are **NOT** permitted to enter the examination area.



Examination Centre Conditions/Environment

Although the CDO attempts to ensure the comfort of all candidates and personnel, conditions are sometimes beyond the College's control (e.g. temperature fluctuations). You are strongly encouraged to dress for fluctuating temperatures in examination rooms.

PLEASE NOTE:

- There is **no smoking** on the examination premises
- Please **do not wear scented cosmetics, perfumes or clothing** as some individuals are very sensitive to such substances and you may be refused entry to the examination.

Candidate Materials

The MCQ examination is a "closed-book" examination. No aids are permitted.

No watches or timepieces are permitted. The Qualifying Examination Administrator will make regular announcements about the time remaining throughout the examination.

Pencils (with eraser tips) and sharpeners will be provided to all candidates.

If you need to take any medication during the examination time, bring it with you and show it to the Qualifying Examination Administrator before the examination begins. Any packaging, inserts or related written material must be left at home or handed in to examination personnel.

Items such as passports, wallets or small purses may be placed underneath your chairs. Do NOT bring or wear valuables such as jewellery to the exam site. Examination personnel have the authority to inspect and request that you remove these items and store them underneath your chair or with your personal belongings. The CDO will NOT be responsible for possible loss or damage to these items. Coats, large bags and other belongings must be stored in the location designated by examination personnel.

During the examination period, you will **NOT** be permitted to have anything on your desk, **EXCEPT:**

- your CDO identification card
- the examination booklet
- answer sheet (scantron)
- pencil (with eraser) and sharpener supplied by the CDO
- a beverage in a clear bottle (labels/wrappers must be removed)

Note: During the examination notations may be written only in the examination booklet (**NOT** on the answer sheet or your ID card or elsewhere).

Surfaces of desks and all candidate materials and belongings are subject to inspection by examination personnel, at any time.

You must NOT bring into the examination (these items are strictly prohibited):

- books, notes, envelopes, or reference materials of any kind
- calculators, rulers, pencil cases
- watches/timepieces
- data organizers or other digital or electronic storage devices
- cellular telephones or any other communication devices of any kind including pagers
- computers of any kind, including hand-held devices
- photographic, recording or transmission devices of any kind or
- paper items of any kind, whether blank, printed, or written upon, including similar items such as wrappers on drinks.



Note: The Qualifying Examination Administrator, Chief Examiner or Examination Proctor has the authority to inspect any materials brought into the examination **and/or to request that candidates remove outerwear, roll up their sleeves and empty all pockets to permit inspection for watches and other prohibited items.**

Any materials that may compromise the administration or security of the examination will be confiscated and the candidate in possession of such materials may not be permitted to begin the examination, or to continue if it has already begun. Confiscated items together with a report of the incident will be kept until any inspection or investigation is completed.

Examination Process

During the Examination

Candidates **MUST NOT** converse or communicate with one another in any manner whatsoever, speak or read out loud or act unprofessionally during the examination session. Violation of this rule may result in the cancellation of your standing in the session.

You may converse with examination personnel if required, in a discrete, confidential and professional manner. If you wish to use the washroom or when you are ready to hand in your examination materials, raise your hand to indicate this to examination personnel. The ability of a candidate to read, interpret, and comply with instructions and other written material forms part of the examination. Examination personnel will not answer questions involving examination content.

At the End of the Examination

You must stop writing and put pencils down as soon as the announcement is made that the examination has ended. You must leave the examination premises immediately after handing in your examination booklet and answer sheet. Please make all arrangements for transportation before entering the examination site and wait outside the building for friends or transportation, if needed.

Examination Security

In order that all candidates may have equal opportunity to demonstrate their levels of knowledge, the College of Denturists of Ontario maintains the strictest security of the content of the examination before, during and after the examination. All examination materials are protected by copyright and may not be removed from the examination site or copied in any way.

If the examination personnel have reasonable grounds to believe that a candidate is cheating in any way, including giving or receiving assistance or copying any examination materials, the examination personnel are authorized by the College to dismiss the candidate immediately.

Any candidate who is unable to comply with examination security measures for any reason should contact the College in advance of the examination and speak with examination personnel at the examination site on the day of the examination.

Any breach of security will result in the automatic dismissal of the candidate from the examination.

Any candidate who cheats, including giving or receiving assistance, or who is removed from the examination site under this section is deemed to have failed the examination.

Any candidate who is removed from the examination site under this section forfeits, in full, the examination fees paid for the examination, whether the candidate's removal takes place prior to the commencement of or during the examination session.



Emergency Procedures – Parts I and II

Emergency Building Evacuation

If the need arises for building evacuation due to fire or other emergency during an examination, the Qualifying Examination Administrator, in cooperation with emergency personnel, has full authority to direct and supervise candidates and examination personnel in the emergency evacuation of a building.

The guidelines and procedures established by the CDO are based on two underlying principles:

- 1) personal safety, and
- 2) security of examination content and materials.

Events in an emergency situation may be unpredictable and procedures may require adjustment in a specific situation, however, some general guidelines include the following:

- Assist persons with disabilities in exiting
- Do not use elevators in case of fire
- Once outside the building, remain in a safe area, indicated by emergency personnel or Qualifying Examination Administrator
- Do not return to the examination room unless instructed to do so by emergency personnel or the Qualifying Examination Administrator
- Try to remain calm, and always follow the instructions of emergency personnel or the Qualifying Examination Administrator

Note: Remember that **at all times during an emergency evacuation**, candidates must **NOT** converse or otherwise communicate with one another regarding the examination. Candidates continue to be subject to all rules of the examination.

Other Extraordinary Circumstances

If at any time before an upcoming CDO examination administration, should there arise any circumstances including such factors as weather, transportation, strikes, public health issues, or other reasons which may affect the scheduling arrangements and admission procedures for examinations, advisory information will be promptly posted on the CDO website: www.denturists-cdo.com. Please continue to check our website for updates prior to the examination dates.

You will be required to comply with any health, safety, and security screening procedures, as posted in the examination centre or as verbally instructed by examination personnel.