



## DEPUTY CHIEF EXAMINER

### 3 Year Term (Approx)

#### Position Overview

The Deputy Chief Examiner oversees the Qualifying Examination to ensure that each candidate is afforded a fair and optimal standardized assessment, and that the examination is valid, objective, and defensible. The College of Denturists of Ontario is currently seeking applicants for the Deputy Chief Examiner role.

#### ROLE AND RESPONSIBILITIES

1. Is familiar with all examination policies, procedures, and protocols.
2. Assists and supports the Chief Examiner with all aspects of the examination process.
3. Participate, lead, and/or supervise item writing working groups throughout the year.
4. Establish and maintain a safe and respectful examination culture that includes attention to expected professional boundaries and ethics.
5. Prepared to serve as an Acting Chief Examiner in instances where the Chief Examiner is unable to fulfil their duties due to incapacitation, medical emergencies, scheduling conflicts, personal emergencies, etc.
6. Support the Chief Examiner in the execution of their duties or any duties as assigned by the Chief Examiner during and prior to the Qualifying Examinations.
7. **Multi-Jurisdictional Multiple Choice Question (MCQ) Examination:**
  - Be on-call along with the Chief Examiner, to monitor and supervise the online examination and is available to assist with any inconsistencies or candidate matters.
8. **Objective Structured Clinical Examination (OSCE):**
  - a) Is familiar with the OSCE cases, materials, and checklists before exam administration.
  - b) Participate in assessor training with attention to:

- a thorough orientation for all assessors to the requirement for fair, equitable, confidential, safe and consistent treatment of ALL candidates.
  - the goals of the examination process.
  - the procedures to be followed during the examination.
  - the process and requirements for recording a candidate's performance.
  - the process for completing an Incident Report.
- c) Assist in the evaluation of the OSCE assessment process.
- Provide feedback regarding the assessment content, format, procedures, scenarios, ratings, and processes.
9. Support the Chief Examiner on writing the Chief Examiner's Summary Report.
  10. Attend any post-examination analysis meetings following the exam administration.
  11. Lead and participate in the candidate orientation session.
  12. Ensure the protection and security of the examination and examination materials.
  13. Act as one of CDO's formal representatives, along with the Chief Examiner, in national or multi-jurisdictional workshops.

## **REQUIREMENTS AND ELIGIBILITY**

### **Desirable**

Experience in the development, administration, and oversight of the College Qualifying Examination Process. Such experience may be gained as a member of a College Qualifying Examination Working Group, a Qualifying Examination Assessor, item writing workshops, examination development workshops, or previously serving on Council or its Committees.

### **Required**

The successful candidate will have a strong commitment to transparency, accountability, security, and fairness and an appreciation for and attention to the risk of real or perceived bias in the administration of the College's Qualifying Examination.

At the time of application:

- The applicant must be a Denturist registered with the College of Denturists of Ontario.
- The applicant must have been registered in a Canadian jurisdiction in the general, active class, or equivalent, for at least five (5) years.

- The applicant must not be in default of payment of any fees prescribed by the College By-laws.
- The applicant is not in any default of returning any required form or information to the College.
- The applicant must not be the subject of any disciplinary or incapacity proceedings.
- The applicant must not have been the subject of any findings related to professional misconduct, incompetence, or incapacity in the preceding five (5) years.
- The applicant's Certificate of Registration must not have been revoked or suspended in the preceding five (5) years for any reason other than non-payment of fees.
- The applicant's Certificate of Registration is not currently subject to any terms, conditions, or limitations imposed by either the Discipline or Fitness to Practise Committees.
- The applicant does not hold or has not held in the preceding five (5) years, a position, such as director, owner, board member, officer or employee, with any provincial or national Professional Association whose business is directed toward the profession of denturism.
- The applicant is not currently or has not been in the preceding five (5) years involved in teaching denturism in an academic setting or bridging program or the training and/or assessment of professional skills of groups of students or candidates (e.g., professional practice labs, or other small group sessions involving the use of standardized patients, role-playing scenarios or simulations).
- The applicant is not currently or has not been in the preceding five (5) years involved in denturism program curriculum development.
- The applicant is not currently a member of the College Council, the Registration, Qualifying Examination, or Qualifying Examination Appeals Committee.
- The applicant has not been disqualified from Council or a Committee within the preceding five (5) years.
- The applicant is not a member of a council of any other College regulated under the RHPA.
- The applicant is not currently or has not been in the preceding five (5) years an employee of the College.
- The applicant must declare, at the time of their application and throughout their appointment as Deputy Chief Examiner, any conflicts of interest and/or potential or perceived conflicts of interest (for example, if the applicant has an immediate family member or close associate who is or is likely to be a Qualifying Examination candidate during their appointment, etc.).

## **Expectations**

- Access to a vehicle and ability to drive themselves to the CDO Office in Downtown Toronto or examination sites in Hamilton, Ontario.
- Strong familiarity with conducting and hosting online meetings, use of Microsoft Office suite of applications, and comfort with reviewing emails outside of normal business hours.

- During the course of their tenure and for a period of ten (10) years after the completion of service as Deputy Chief Examiner, the successful applicant must agree to refrain from participating in the development, administration, or dissemination of preparatory practice exams, cases or courses or other materials that are specifically designed to prepare candidates for the CDO Qualifying Examination.
- The successful applicant must agree to comply with the confidentiality, security, conflict of interest and code of conduct policies and agreements.
- To assist with the succession planning process of the Chief Examiner role including learning and preparing for the role.
- Selected applicants will be interviewed by the Selection Committee composed of the following:
  - Current Chair of the Qualifying Examination Committee
  - Public Member of the Qualifying Examination Committee
  - Senior Qualifying Examination Assessor
  - Public Member of Council
  - Professional Member of Council

### **Time Commitment**

The Deputy Chief Examiner is a significantly demanding role. Attendance at frequent meetings during business hours or evenings is required.

- Approximately one (1) to two (2) full day in person meetings per quarter or teleconference calls during business hours or weekday evenings.
- Weekend travel once a year to attend a national item-writing workshop (potential).
- Approximately two (2) to three (3) meetings during examination months (February and June of each year).
- Required for three (3) full days (Friday, Saturday, Sunday) during examination week, twice per year (each exam administration) in Hamilton, Ontario, or designated city.

### **Terms and Honoraria**

- To serve approximately six (6) administrations of the Qualifying Examinations (February and June of each year) ending with the June 2028 administration.
- ***During examination days:*** a full day honorarium rate of \$400, or \$200 for half day rate for each examination day.

- ***For meetings or teleconferences related to duties as a Deputy Chief Examiner:*** a full day honorarium rate of \$200, or \$100 for half day rate for each day of.
- ***For meetings or teleconferences related to national or multi-jurisdictional meetings:*** a full day honorarium rate of \$150, or \$75 for half day rate for each day of.
- All applicable expenses in keeping with the College's honorarium policy, including travel, parking, accommodation, and meals are reimbursed.