



## Part II – OSCE (Objective Structured Clinical Examination)

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### Examination Day Schedule

Candidates are randomly assigned to a group throughout each examination day. The number of groups is determined by the number of registered candidates. Each administration schedule follows a similar pattern for both days, for a total of up to 3 hours.

The schedule below is a sample. Registered candidates will receive their examination day schedule following the mandatory candidate orientation session.

Group 1 – Saturday Group 2 – Sunday	Group 2 – Saturday Group 1 – Sunday
<b>8:00 am</b> Admission and registration	<b>10:00 am</b> Admission and registration
<b>8:30 am</b> Candidate briefing regarding the schedule and procedures for the day; washroom use; escorting of candidates to their first exam station	<b>10:30 am</b> Candidate briefing regarding the schedule and procedures for the day; washroom use; escorting of candidates to their first exam station
<b>9:00 am</b> Examination period (90 minutes)	<b>11:00 am</b> Examination period (90 minutes)
<b>30 minutes</b> Hand in materials, sign-out, collection of personal belongings and leaving the premises	<b>30 minutes</b> Hand in materials, sign-out, collection of personal belongings and leaving the premises

**Please note:** You are encouraged to eat well before arriving.



## Admission and Identification

You must bring a piece of government-issued photo ID to the examination on both days.

You must appear at the place and time listed on your CDO confirmation letter which was emailed to you following the mandatory candidate orientation session.

### Notes:

- Do **NOT** attempt to enter the examination site before the time to report for registration (as shown on your CDO confirmation letter). You will **NOT** be permitted to enter early for any reason, including use of the telephone or washroom.
- If you arrive later than half an hour after the scheduled time to report for registration, you will not be permitted to enter that examination without the discretionary consent of the Chief Examiner.
- Family members and friends are NOT permitted to enter the examination site.
- Unless otherwise authorized by the CDO, only candidates for the scheduled examination who present their government issued photo ID will be permitted to enter the examination site.

## Examination Centre Conditions/Environment

Although the CDO attempts to ensure the comfort of all candidates and personnel, conditions are sometimes beyond our control (e.g., temperature fluctuations).

**Candidates are required to wear scrubs and comfortable shoes.** Street wear is **NOT** permitted. Any logos or other identifiers (school, employer, individual) must be removed or securely and fully covered with opaque (duct) tape.

### 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.

## Snacks and Personal Needs Items

You are encouraged to eat well before arriving.

You may bring your own snack food, medications or other personal needs item into the examination with the following conditions:

- the item(s) must be packaged **in a clear plastic bag**
- any paper wrappers must be removed (any medical packaging, inserts or written material related to medications must be left at home or checked in with personal belongings)
- you must show your personal needs item (in the plastic bag) to the examination personnel when you register for the examination
- any remaining snack foods must be turned in before leaving the examination.



## Registering at the Examination

When you report for registration, you will sign in at the registration desk and receive the following materials:

- your CDO Identification Badge (to be worn throughout the examination)
- a copy of the [Candidate's Agreement](#) (to be signed and handed in during the orientation before the examination)
- a notepad, pen and a sheet of labels

At registration, you must check in all personal belongings, including books, wallets, purses, passports, personal identification, hand-bags or briefcases, paper items, coats and outerwear, all pocket contents and any digital or electronic items such as watches/timepieces, personal data assistants or any other devices.

All such personal belongings will be placed in supervised or locked storage during the examination, and will be returned when signing out. Do NOT bring or wear valuables such as jewellery to the examination site. Examination personnel have the authority to inspect and request that you remove these items. Should any valuables need to be stored for you, the CDO will NOT be responsible for the possible loss or damage to these items. Do not bring large items (such as suitcases) to the examination site, as there will not be any secure storage space for them inside the building.

If you must take any medication while at the examination site, bring it with you and please show it to the examination personnel at registration. Any packaging, inserts or related written material must be left at home or handed in to examination personnel when you check in your personal belongings.

## Candidate Materials

- All materials essential for the examination will be supplied to you when you register or provided in the examination stations.
- You may only use the references and examination materials which are provided in the examination stations. No other materials may be used at any time while on the examination premises.
- Do NOT mark or deface any of the references or examination materials. Candidates who mark or deface the references or examination materials in any manner may be charged for the cost of replacement.
- You may write only on your Candidate Answer Sheets (provided in some stations) and the notepad supplied by the CDO.

During the examination period, you will **NOT** be permitted to carry anything with you, EXCEPT:

- your CDO Identification Badge (to be worn throughout the examination)
- the notepad, pen and a sheet of labels that have been provided to you by the CDO

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

- any notes, published references or unpublished materials of any kind
- watches or any other timepieces of any kind
- communication devices of any kind, including pagers or cellular telephones
- computers of any kind, including hand-held devices
- photographic, recording or transmission devices or
- paper items of any kind, whether blank, printed, or written upon

If any of the items listed above are brought to the examination centre, they must be turned in at registration and picked up after signing out. Please note that storage space is limited, and examination personnel will **NOT** be responsible for their security. You are urged **not** to bring any of these items with you.



**Note:** The Chief Examiner, Qualifying Examination Administrator, examination personnel and assessors have the authority to inspect contents in all pockets on clothing and any materials brought into or used during the examination and/or to **request that candidates remove outerwear and roll up their sleeves to permit inspection**. At registration, you will be **required to hand in all pocket contents and unauthorized items including wrist watches or other timepieces**.

Any materials that may compromise the administration or security of the examination, that were not handed in at registration, will be confiscated and the candidate in possession of such may not be permitted to begin the examination, or to continue it 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

### Before Starting the Examination

- You will receive an orientation to the examination procedures and schedule. Questions regarding possible examination content or appropriateness of responses will **NOT** be answered at this time.
- You will be required to read, sign, hand in, and comply with the [Candidate's Agreement](#). This is a legal agreement that candidates are required to uphold **at all times**, both during and after the examination.
- You will receive a notepad, pen and a sheet of labels with your candidate number on them. The labels identify your CDO Candidate Number. **You must check the labels to ensure that they match your CDO Identification Number on your Identification Badge**. The unused labels with your notepad must be returned at the end of the examination.
- You will be instructed to sign your name on the front of your notebook and be given an Identification Badge that must be worn throughout the examination.
- You will be allowed time to use a washroom before the examination begins.
- There may be a wait time before starting the examination.

Once the registration, distribution of materials and instructions and any wait times (if applicable) are complete, you will be escorted to your first station to begin the examination.

### During the Examination

- You may converse with examination personnel as required, in a discrete and confidential manner.
- From the time you register until you leave the examination premises, you **MUST NOT** converse or communicate with another candidate in any manner, speak or read out loud except when interacting with standardized patients or examination personnel. Violation of this rule may result in not being permitted to finish the examination and the cancellation of your standing in the session.
- You will have scheduled breaks during which time you may request permission to use the washroom facilities, accompanied/supervised by an examination personnel.

### At the End of the Examination

You must hand in the following materials:

- CDO Identification Badge
- Notepad, pen and the sheet of unused labels.

### Candidates will then:

- sign out on the candidates' register;
- retrieve any personal belongings that you checked in;
- leave only when you are officially instructed to leave by the Qualifying Examination Administrator or examination personnel; and
- continue to observe all procedures and the rules of conduct (as outlined throughout this document) until you leave the examination site



**Note:** The waiting time is part of the examination period. **The examination ends only when candidates are officially instructed to leave the examination premises.** You will not be allowed to leave until this time.

All candidates must:

- behave in a professional and courteous manner at all times;
- **NOT** remove any of the material supplied from the examination site;
- follow examination procedures, the rules of conduct and examination staff directions from registration until instructed to leave the examination site;
- leave the examination site promptly after instructed to do so; and
- continue to maintain examination confidentiality at all times, as agreed to in the [Candidate's Agreement](#).

### Telephone Use, Messages and Transportation Arrangements

You will **NOT** be permitted to use a telephone at any time while you are at the examination site. In the event of an emergency, you may provide the following telephone number: **416-946-4501, extension 3310**, to whom it may concern in order to contact you. Only emergency messages will be relayed.

Make all arrangements, such as transportation or meeting time and place, before entering the examination building. When arranging a meeting place, it must be outside of the examination building.

## 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](http://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.