

OSCE

Candidate Information & Protocols

Table of Contents

OSCE Location **3**

Parking **3**

Hotel Accommodations **3**

Examination Day Schedule **4**

Admission & Registration **4**

Dress Code **5**

Examination Centre Conditions and Environment **5**

Food and Drink **5**

Medications and Personal Needs Items **5**

Candidate Materials **6**

Examination Process **7**

Before the Examination 7

During the Examination 8

After the Examination 8

Telephone Use and Transportation Arrangements **8**

Emergency Procedures **9**

Emergency Building Evacuation 9

Other Extraordinary Circumstances 9

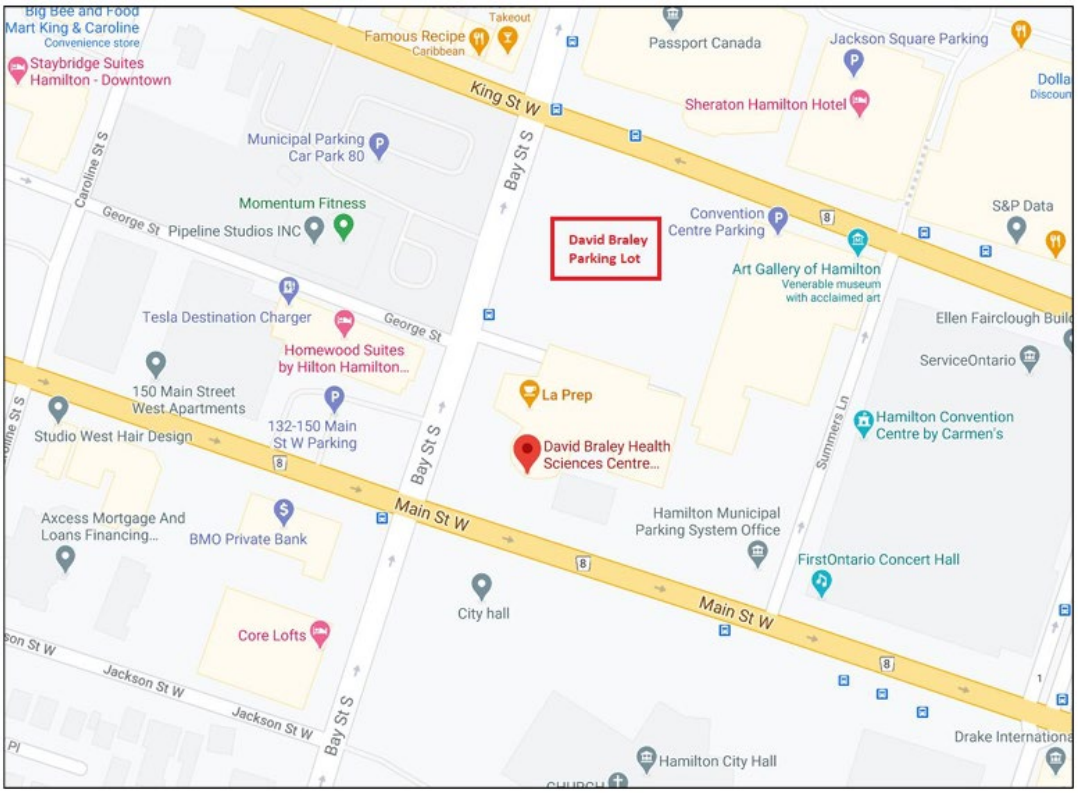
Candidate Code of Conduct **10**

Frequently Asked Questions **11**

The Objective Structured Clinical Examination (OSCE) Qualifying Examination component is administered in-person. Please refer to the information and protocols within this package for logistical guidance.

OSCE Location

The OSCE component of the Qualifying Examination is hosted at the David Braley Health Sciences Centre, McMaster University, 100 Main Street W., Hamilton, Ontario, L8P 1H6.



Parking

There is paid parking on the north side of the building, accessible from Bay St. S. Parking rates may vary.

Hotel Accommodations

There are plenty of hotels in the vicinity of the David Braley Health Sciences Centre. Hotels listed are for reference only, and are subject to change. Any costs and fees for accommodation are to be paid by candidates individually. Candidates are under no obligation to stay at the listed venues and can stay at any venue they wish.

Arrival Inn
175 Main St W., Hamilton, ON, L8P 1J1
905-528-0611

Homewood Suites by Hilton
40 Bay St S., Hamilton, ON, L8P 0B3
905-667-1200

Sheraton Hamilton Hotel
116 King St W., Hamilton, ON, L8P 4V3
905-529-5515

Staybridge Suites Hamilton - Downtown
20 Caroline St S., Hamilton, ON, L8P 0B1
905-527-1001

Examination Day Schedule

Candidates are randomly assigned to groups prior to the examination. You will receive your group information and examination day schedule via e-mail approximately 1-2 weeks before the examination. The number of groups is determined by the number of registered candidates.

Candidates may not request to leave the examination site early. All candidates should be prepared to spend up to a full day at the examination site. Release times are an estimation and cannot be guaranteed.

Admission & Registration

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

You must arrive at the time listed in your confirmation e-mail. You will not be permitted to wait in the lobby prior to registering, so please aim to arrive on time. If you arrive later than 30 minutes after your scheduled registration time, you will not be permitted to enter the 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 College, only candidates for the scheduled examination who present their government-issued photo ID will be permitted to enter the examination site.

Registration on both days will occur in the main lobby. Please enter from the north side of the building, from the parking lot.

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 Agreement (to be signed and handed in during the orientation before the examination)
- a notepad, pen and sheet of ID labels

At registration, you must check in all personal belongings, including books, wallets, bags, any personal identification, coats/outerwear, all pocket contents and any digital or electronic items such as mobile phones, watches/timepieces or any other devices. All personal belongings will be placed in supervised storage during the examination and will be returned at sign out.

Do not bring or wear valuables such as jewelry 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 College is not responsible for the possible loss or damage to these items. Please do not bring large items (such as suitcases) to the examination site, as there is not any secure storage space for large items inside the building.

Dress Code

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

Please do not wear jewelry on the day of the examination (including rings, necklaces, earrings, bracelets, etc.). Jewelry may be requested to be removed or covered with tape in the event that it is not removable.

Examination Centre Conditions and Environment

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

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

Food and Drink

You are encouraged to eat well before arriving. No outside food or drink is allowed, unless pre-approved through an examination accommodation.

Snacks will be provided for candidates who are sequestered before and/or after their examination. Bottled water will also be provided on site.

Medications and Personal Needs Items

If you must take any medications while at the examination site, please bring them with you and show them to examination personnel at registration.

Medications or other personal needs items may be brought to the examination with the following conditions:

- the medication or personal needs item must be packaged in a clear plastic bag
- any wrappers must be removed (any medical packaging, inserts or written material related to medications must be left at home or checked in with your personal belongings)
- you must show your medication or personal needs item (in the plastic bag) to the examination personnel when you register for the examination

Candidate Materials

All materials essential for the examination will be supplied to you when you register or will be 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.

You may only write on the notepad supplied by the CDO or on the candidate answer sheets (provided in some stations). Do not write on, mark or deface any of the references or examination materials. Candidates who write on, mark or deface reference or examination materials in any manner may be charged for the cost of replacement.

During the examination, you will not be permitted to carry anything with you, except:

- your CDO Identification Badge (to be worn throughout the examination)
- your notepad, pen and sheet of ID labels (provided to you at registration)

The following items are strictly prohibited:

- any notes, published references or unpublished materials of any kind
- smart watches, watches or timepieces of any kind
- smart glasses
- communication devices of any kind (including mobile phones, pagers, earpieces)
- computers of any kind, including hand-held devices
- photographic, recording or transmission devices
- paper items of any kind, whether blank, printed, or written upon

If any of the items listed above are brought to the examination site, they must be turned in at registration and picked up at sign out. Should any prohibited items need to be stored for you, the College is not responsible for the possible loss or damage to these items. You are advised not to bring any of these items with you.

Note: The Chief Examiner, Deputy Chief Examiner, College staff, examination personnel, and examiners 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.

Any materials or devices that compromise the administration or security of the examination that were not handed in at registration will be confiscated. The candidate will immediately be removed from the examination, the candidate's attempt and examination fees will be forfeited resulting in an unsuccessful result, and an investigation will be started. A candidate will not be eligible to reattempt the examination until the investigation is complete.

A third-party forensics analyst may be used to investigate whether there was a breach of examination security on any electronic devices confiscated.

Examination Process

Before the Examination

- You will be placed in a sequestering room to receive an orientation to the examination procedures. Questions regarding possible examination content will not be answered at this time.
- You will be required to read, sign, hand in, and comply with the Candidate 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 CDO Identification Badge, notepad, pen and sheet of ID labels with your CDO Candidate Number on them. The labels identify your CDO Candidate Number. **You must check the labels to ensure that your labels match the identification number on your CDO Identification Badge.** Your CDO Identification Badge is to be worn throughout the examination. Any unused ID labels must be returned along with your notepad at the end of the examination.
- You may not write in your notepad prior to the examination.
- You will be able to use the washroom before the examination begins.
- Please expect to wait under sequestration before starting your examination. Sequestering wait times can reach upwards of three (3) hours.
- There is no talking permitted between candidates while sequestered.

Once the registration, distribution of materials, candidate orientation and any wait time or sequestering time (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 any other candidates in any manner, or speak or read out loud except when interacting with Standardized Patients (SPs) or examination personnel. Violation of this rule may result in an automatic removal and/or disqualification from the examination.
- In the event that you must use the washroom while on the examination track, please notify examination personnel. Note that the examination timer does not stop during any washroom breaks.

After the Examination

- Once the examination is complete, you will be escorted back to a sequestering room.
- Please expect to wait under sequestration after your examination. Sequestering wait times can reach upwards of three (3) hours.
- There is no talking permitted between candidates while sequestered.
- You will have an opportunity to complete any Incident Reports (Incident Reports must be completed within 10 minutes of returning to the sequestering room).
- You must hand in your CDO Identification Badge, notepad, pen and any unused ID labels.
- You will be permitted to eat snacks (provided).
- You will be provided with crossword puzzles, etc. during post-examination sequestration. Removal of any pages from provided items is strictly prohibited. Any items issued to candidates during sequestration must be handed in to examination personnel prior to leaving the examination site.
- You will sign out and retrieve any personal belongings that were checked in, only when officially instructed by examination personnel.
- You must continue to observe all procedures and rules of conduct (as outlined throughout this document) until you leave the examination site.

Telephone Use and Transportation Arrangements

You will not be permitted to use a telephone at any time while you are at the examination site. Please make all arrangements, such as transportation or setting a meeting time and place, before entering the examination building. When arranging a meeting place, it must be outside of the examination building.

Emergency Procedures

Emergency Building Evacuation

If the need arises for building evacuation due to fire or other emergencies during an examination, examination personnel, in cooperation with building security and emergency services personnel, have full authority to direct and supervise candidates in the emergency evacuation of the building.

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

1. Personal safety
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 in the event of an emergency include the following:

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

Note: At all times during an emergency evacuation, candidates must not converse or otherwise communicate with one another regarding the examination. Candidates will continue to be subject to all rules of the examination.

Other Extraordinary Circumstances

Should any extraordinary circumstances arise prior to an upcoming examination administration, including such factors as severe weather, transportation, strikes, public health issues, or any other reasons which may affect the scheduling arrangements and admission procedures for the OSCE, advisory information will be e-mailed to all candidates directly. Please be sure to check your e-mail regularly in the days leading up to the examination.

Candidates will be required to comply with any health, safety, and security screening procedures as required by Public Health, the examination building or as instructed by examination personnel.

Candidate Code of Conduct

- Candidates will behave in a professional and courteous manner at all times during the examination period, which begins at registration and continues until candidates leave the examination site.
- Candidates will follow examination procedures and direction provided by examination personnel during the examination period including, but not limited to, station location, order, and timing.
- Candidates will avoid any manner of collaboration, conversation or communication with any other candidates during the examination period.
- Candidates will not seek, nor offer, assistance to any other candidate during the examination period.
- Candidates will not engage in any disruptive behaviour during the examination period.
- Candidates will not engage in behaviour that could endanger any other candidate, examination personnel, examiners or SPs.
- Candidates will not engage in behaviour that could result in damage to the examination facilities or examination materials.
- Candidates will not, under any circumstances, contact an examiner prior to or after an examination.
- Candidates will not remove any examination materials from the examination site.
- Candidates will leave the examination site promptly after being instructed to do so.
- Candidates will continue to maintain examination confidentiality at all times, as agreed to in the Candidate Agreement.

Frequently Asked Questions

1. **What is the format of the OSCE stations?**
   The OSCE stations are designed to test the competencies outlined in the OSCE Blueprint and include two different types of stations:

   1. *Interactive Stations:* These stations have a standardized patient (SP). The candidate is required to assess the information provided by the SP with the assistance of any props or models in the station, and to fulfill the instructions provided outside the station (e.g. determining the best treatment plan and/or options for the patient) – similar to a consultation.
   2. *Non-Interactive Stations:* These stations may have pictures, models, props or diagrams. The candidate is required to answer questions in a multiple-choice format, given the materials that are provided.

2. **Are there any intraoral procedures in the OSCE? Will I be required to look in the SP's mouth?**
   No. There are no intraoral procedures in the OSCE. Please do not physically examine the SP.

3. **How should I address myself to the SP?**
   It is acceptable to introduce yourself as a "denturist" or "denturist candidate" during the OSCE.

4. **Am I required to cover up my scrub brand logos (e.g. FIGS, MOBB, etc.)?**
   No, only identifying information needs to be covered.

5. **Do I need to sign the OSCE Candidate Agreement ahead of time?**
   No, each candidate will sign the agreement during their Day 1 registration process.

6. **I have dietary restrictions and need to bring my own food. What should I do?**
   Candidates who require to bring outside food or drink must have a pre-approved examination accommodation. Please contact the College directly at exams@denturists-cdo.com to make arrangements.

7. **I'm scheduled to be sequestered for a couple hours during the OSCE. Can I bring a book to pass the time?**
   No. To maintain examination security, no outside items may be brought into the exam site.

8. **Is there a limit on the number of OSCE attempts?**
   Yes, there is a limit of three (3) attempts at the OSCE component of the Qualifying Examination.

9. **What should I expect in the OSCE environment? Is it noisy?**
   The OSCE is not considered a sterile noise environment, and candidates should expect some noise in the environment. Candidates should anticipate that staff will be present in the hallways. All OSCE staff endeavour to keep any noise at a minimum.

10. Can I read the candidate instructions outside the station out loud during the exam?

No, candidates may not read the candidate instructions on the outside of the station aloud during the exam.