COLLEGE OF DENTURISTS OF ONTARIO

TYPE	**Qualifying Examination**
NAME	**Qualifying Examination Deputy Chief Examiner Eligibility & Selection Policy**
DATE APPROVED BY BOARD	**September 18, 2026**
DATE REVISED BY BOARD	

INTENT

This policy outlines the criteria and requirements for establishing the eligibility and selection criteria for the Qualifying Examination (QE) Deputy Chief Examiner for the College of Denturists of Ontario (the "College").

BACKGROUND

The Deputy Chief Examiner assists and supports the Chief Examiner with the oversight of the QE to ensure that each candidate is afforded a fair and optimal standardized assessment and that the examination is valid, objective and defensible.

The Deputy Chief Examiner eligibility and selection criteria ensure that the Deputy Chief Examiner:

- Has current practice experience in a patient care setting.
- Has experience in the development, administration, and/or oversight of the QE process.
- Is well equipped to assist in the leadership and oversight of all aspects of the QE process.
- Avoids perceived or real conflicts of interest or bias.
- Is committed to transparency, accountability, and fairness.
- Protects the security of the examination, avoiding intentional or unintentional use or distribution of exam information and materials other than for actual review, development and administration of the QE.

THE POLICY

Roles and Responsibilities

1. Is familiar with all examination policies, procedures, and protocols.
2. Assist and support the Chief Examiner with all aspects of the examination process.
3. Ensure that examination activities and decisions align with the principles of fairness, validity, reliability, and defensibility expected of a high-stakes examination.

4. Assist and support the Chief Examiner in providing effective leadership and direction to examiners and item writers in accordance with established examination policies, procedures, and protocols.
    a. Establish and maintain a safe, respectful, and collaborative examination culture that includes attention to expected professional boundaries and ethics.
    b. Support and uphold evidence-informed decisions made by College staff and/or examination advisors through established examination governance processes.
5. Participate in, lead and/or supervise item writing workshops and working groups throughout the year.
    a. Assist and support the Chief Examiner with the management of item writing activities by tracking assignments, monitoring completion status, and facilitating the timely development and submission of examination items by item writers.
6. Lead and participate in candidate orientation sessions.
7. **Multiple Choice Question (MCQ) Examination**
    a. Remain on-call, along with the Chief Examiner, to monitor and supervise the online examination and to assist with any inconsistencies or candidate matters.
    b. Assist in the evaluation of the MCQ assessment process.
        i. Provide feedback regarding MCQ content, format, process and procedures, etc.
        ii. Support the Chief Examiner in ensuring the implementation of required edits to MCQ content (i.e. follow-up on post-examination feedback and MCQ item review).
8. **Objective Structured Clinical Examination (OSCE)**
    a. Maintain familiarity with all OSCE cases, materials, and marking checklists for each exam administration.
    b. Participate in, and assist with examiner case review/training, with attention to:
        i. a thorough orientation for all examiners to the requirement for fair, equitable, confidential, safe and consistent treatment of all candidates.
        ii. the goals of the examination process.
        iii. the procedures to be followed during the examination.
        iv. the process and requirements for recording a candidate's performance.
        v. the process for completing an Incident Report.
    c. Assist in the evaluation of the OSCE assessment process.
        i. Provide feedback regarding OSCE content, format, process and procedures, scenarios, and marking checklists.
        ii. Support the Chief Examiner in ensuring the implementation of required edits to OSCE content (i.e. follow-up on post-examination feedback and OSCE item review).
    d. Assist the Chief Examiner to provide clarification and guidance to the Standardized Patient Program (SPP) in the training of standardized patients.
9. Support the Chief Examiner in preparing the Chief Examiner's Summary Report.
10. Attend any post-examination analysis and appeal meetings following the QE administration.
11. Ensure the protection and security of the QE and all examination materials.
12. Act as a formal representative of the CDO, along with the Chief Examiner, as required.

13. Assist the Chief Examiner to liaise with College staff on matters of legislation and College policies that relate to the examination process.
14. Support the Chief Examiner in the execution of their duties or any duties as assigned by the Chief Examiner during and prior to QE administrations.
15. Be prepared to serve as 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.

Requirements & Eligibility Criteria

In order to be eligible to represent the College as a Deputy Chief Examiner, registrants must meet and maintain the following requirements and criteria:

- Must be a Denturist that has been registered in a Canadian jurisdiction for at least five (5) years.
- Must be a registrant in good standing with the College, meaning that a registrant:
    - Is not in default of payment of any fees or completing and returning any form or information required by the College.
    - Is not currently or has not been in the past five (5) years, a subject of proceedings for professional misconduct, incompetence or incapacity, or any similar proceeding.
    - Has not had a finding of professional misconduct, incompetence or incapacity, or any similar proceeding, in the past five (5) years.
    - Is not currently or has not been in the past five (5) years, a subject of unresolved investigation by the College or any other professional body.
    - Is not currently subject to any terms, conditions or limitations on their Certificate of Registration.
    - Is not subject to public findings on the public register related to Complaints & Investigations and/or Discipline.
    - Has not had their Certificate of Registration revoked or suspended in the past five (5) years for any reason other than non-payment of fees.
    - Has not been disqualified from the Board of Directors or its Committees in the past five (5) years.
    - Has demonstrated commitment to continuing professional development.
- Must comply with the College's confidentiality, security, conflict of interest and code of conduct policies and agreements.
- During the course of their tenure and for a period of ten (10) years after the completion of service as Deputy Chief Examiner, 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 College's QE.
- Must have a strong commitment to transparency, accountability, security, and fairness.
- Must have an appreciation for and attention to the risk of real or perceived bias in the administration of the QE.
- Must have experience in the development, administration, and/or oversight of the QE process (e.g. previous experience as an examiner, item writer and/or working group participant, or previous experience serving on the Board of Directors or its Committees).

Ineligibility Criteria

Due to real or perceived conflicts of interest, the following are ineligibility criteria for serving as Deputy Chief Examiner:

- Must not be a member of the Board of Directors, the Registration Committee, the Qualifying Examination Committee or the Qualifying Examination Appeals Committee.
- Must not be a member of the Board of Directors or Council of any other College regulated under the RHPA.
- Must not be or have not been a member of the College staff within the past five (5) years.
- Must not have held a position such as director, owner, board member, officer or employee, with any professional association whose business is directed toward the profession of denturism within the past five (5) years.
- Must not have been an instructor in a Denturism program within the past five (5) years.
- Must not have any immediate family or a close associate who is a potential candidate or candidate who may undertake the exam during their appointment as Deputy Chief Examiner.
- Must not have been involved in the past five (5) years in Denturism program curriculum development or in the training or assessment of professional skills of groups of students or candidates (e.g. professional practice labs, bridging programs or other small group sessions involving the use of standardized patients, role-playing scenarios or simulations).
- Must not currently be involved in external examination preparatory activities (e.g. developing or providing practice questions, practice exams, educational sessions or coaching to assist one or more current or potential candidates in QE preparation).

Expectations

The Deputy Chief Examiner is a significantly demanding role. The following are expectations for serving as Deputy Chief Examiner:

1. Access to a vehicle and/or the ability to commute to the College Office in downtown Toronto, Ontario and/or examination sites in Hamilton, Ontario, or designated location.
2. Strong familiarity with the use of Microsoft Applications, online meeting and file sharing platforms, and conducting/hosting online meetings.
3. Comfort with reviewing emails and frequent participation in meetings or teleconferences during or outside of normal business hours.
4. Attendance at full-day in-person meetings/workshops (one (1) to three (3) days each), approximately once per quarter.
5. Attendance at approximately three (3) to four (4) item selection/review teleconferences leading up to and following each examination administration (February and June of each year, including additional exam administrations as required).
6. Attendance at one (1) to two (2) candidate orientation sessions leading up to each examination administration (February and June of each year, including additional exam administrations as required).

7. Attendance for up to three (3) full days (generally Friday, Saturday and/or Sunday) during examination weekends (up to twice per year, including additional exam administrations as required) in Hamilton, Ontario, or designated location.
8. Travel within or outside of Ontario up to once a year to attend conferences, examination workshops or observe examinations administered by other regulators or third-party examination bodies (potential).
9. Assistance with the succession planning process of the Deputy Chief Examiner and Chief Examiner roles, including learning and preparing for the role of Chief Examiner in the event of appointment by the Board.

Term and Honoraria

Once appointed by the Board of Directors (the "Board"), the Deputy Chief Examiner's term will span three (3) years or approximately six (6) administrations of the Qualifying Examination (February and June of each year, including additional exam administrations as required).

Activity	**Honorarium Rate**
Qualifying Examination days	$400 (full day) or $200 (half day)
Meetings or teleconferences	$200 (full day) or $100 (half day)

All applicable expenses in keeping with the College's policies, including travel, parking, accommodation, and meals are reimbursed.

Application & Selection Process

In the event of a Deputy Chief Examiner vacancy, the Qualifying Examination Committee (the "Committee") may:

1. *Open Recruitment*

   The College will recruit for the role by way of a call for applications to registrants. Interested registrants who meet the eligibility criteria may apply for the role by completing the Qualifying Examination Deputy Chief Examiner Application.

   The Committee will be responsible for recommending a candidate to the Board for appointment. The Committee will be responsible for screening applicants for eligibility and suitability and conducting interviews (at the discretion of the Committee). College staff and third-party psychometricians will support the panel in an advisory role only. College staff will also be responsible for the administrative duties of the application and selection process.

   Following the Committee's selection process, the Committee will prepare a recommendation which the Chair of the Committee will present to the Board, and the Board will appoint a candidate as Deputy Chief Examiner.

2. *Recommend another Candidate for the role of Deputy Chief Examiner*

   In order to avoid duplicative recruitment processes, the Committee may recommend any other candidate from previous Deputy Chief Examiner or Chief Examiner recruitment processes (including the incumbent Chief Examiner) to the Board for the Deputy Chief Examiner role.

While the Board makes the final decision in the appointment of the Deputy Chief Examiner position, it will take into serious consideration the Committee's recommendation.

The selection process balances the values of transparency, objectivity, suitability for the role, fairness, public protection, and efficient use of College and Board resources.

Succession Planning

At the conclusion of their term as Deputy Chief Examiner or in the event of a Chief Examiner vacancy, the Deputy Chief Examiner may request an objective evaluation of their performance by the Committee supported by College staff, third-party psychometricians and (at the discretion of the Committee) the Chief Examiner, to potentially be recommended to the Board as a candidate for either:

1. The role of Deputy Chief Examiner through direct reappointment by the Board; or
2. The role of Chief Examiner through direct appointment by the Board.

The Board reserves the right to determine the succession plan and may choose to open the Deputy Chief Examiner recruitment process, or appoint another candidate to the role instead.

RELATED LEGISLATION AND DOCUMENTS

Ontario Regulation 183/25 (Registration)
Qualifying Examination Deputy Chief Examiner Application

REVISION CONTROL

Date	Revision	Effective