



TYPE	Qualifying Examination
NAME	Qualifying Examination Examiner and Item Writer Eligibility & Selection Policy
DATE APPROVED BY BOARD	March 27, 2026
DATE REVISED BY BOARD	

INTENT

This policy outlines the criteria and requirements for establishing the eligibility and selection criteria for Qualifying Examination (QE) examiners and item writers for the College of Denturists of Ontario (the "College").

BACKGROUND

The QE examiner and item writer eligibility and selection criteria ensure that examiners and item writers:

- Have current practice experience in a patient care setting.
- Are well equipped to assess candidates' performance and to review and develop QE items.
- Avoid perceived or real conflicts of interest or bias.
- Protect 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

Eligibility Criteria

In order to be eligible to represent the College as an examiner or item writer, 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 three (3) 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 three (3) years.

- Is not currently or has not been in the past three (3) 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.
- Has not had their Certificate of Registration revoked or suspended in the past three (3) 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 three (3) 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.
- Must not participate in any examination preparatory activities such as developing or providing practice questions, practice exams, educational sessions or coaching to assist one or more current or potential candidates in QE preparation, for five (5) years after serving as a QE examiner or item writer.

Ineligibility Criteria

Due to real or perceived conflicts of interest, the following are ineligibility criteria for serving as an examiner or item writer:

- 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 or have not been a member of the College staff within the past three (3) years.
- Must not have held an executive position with a professional association within the past three (3) years.
- Must not have been an instructor in a Denturism program within the past three (3) years.
- Must not have any immediate family or a close associate who is a potential candidate or candidate who may undertake the exam over the next one (1) year.
- Must not have been involved in the past three (3) 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

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 and online meeting and file sharing platforms.

3. Comfort with reviewing emails and 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 (item writers only).
5. Attendance at approximately two (2) to three (3) item selection/review teleconferences leading up to and following each examination month (February and June of each year, including additional exam administrations as required).
6. Attendance for three (3) full days (Friday, Saturday & Sunday) during examination weekends (up to twice per year, including additional exam administrations as required) in Hamilton, Ontario, or designated location (examiners only).

Honoraria

The honoraria amounts for examiners and item writers are defined within the College’s Expense and Honoraria Policy.

Application & Selection Process

Interested registrants who meet the eligibility criteria can apply to be an examiner or item writer by completing the Qualifying Examination Examiner & Item Writer Application. Applications are screened by College staff, and applications meeting the criteria are reviewed and approved by the Chief Examiner and Deputy Chief Examiner.

RELATED LEGISLATION AND DOCUMENTS

- [Ontario Regulation 183/25 \(Registration\)](#)
- [Qualifying Examination Examiner & Item Writer Application](#)

REVISION CONTROL

Date	Revision	Effective