COLLEGE OF
DENTURISTS
OF ONTARIO

CHIEF EXAMINER

3-Year Term

Position Overview

The 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 Chief Examiner role.

ROLE AND RESPONSIBILITIES

1. Is familiar with all examination policies, procedures, and protocols.

2. Oversee and assist with all aspects of the examination process.

3. Lead and supervise item writing, standard setting 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. **Multiple Choice Question (MCQ) Examination:**
   - Attend the MCQ examination to assist with administration and, where appropriate, provide clarification of any content issues identified by candidates.

6. **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; and
      - the process for completing an Incident Report.

   c) Act as the liaison with the University of Toronto Standardized Patient Program (SPP) in the provision of clarification and guidance in the training of standardized patients.

d) Assist in the evaluation of the OSCE assessment process.
   - Provide feedback regarding the assessment content, format, procedures, scenarios, ratings, and processes.

7. Prepare the Chief Examiner's Summary Report.

8. Attend the QEC item analysis meetings following the exam administration.

9. Lead and participate in the candidate orientation session.

10. Liaise with the Registrar on matters of legislation and College policies that relate to the examination process.

REQUIREMENTS AND ELIGIBILITY

Desirable

Experience in the development, administration and oversight of the College Qualifying Examination Process. Such experience is gained as a member of a College Qualifying Examination Working Group, a Qualifying Examination Assessor, or a member of the College Qualifying Examination Committee.

Required

The successful candidate will have a strong commitment to transparency, accountability, 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 ten (10) 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; and
- The applicant must not have an immediate family member or a close associate who is likely to be a Qualifying Examination candidate during their appointment as Chief Examiner.

Expectations

- During the course of their tenure and for a period of ten (10) years after the completion of service as 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 future succession planning of the Chief Examiner 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 Chief Examiner is a demanding role. Attendance at frequent meetings in downtown Toronto or by teleconference during business hours is required.

- Around 1-2 full day in person meetings per month or teleconference calls during business hours or weekday evenings
- Around 2-3 in-person meetings during examination months
- Required for 4 full days during examination week, twice per year (each exam administration)

Terms and Honoraria

- To serve a 3-year term covering approximately 6 administrations of the Qualifying Examinations (winter & summer each year)
- A full day honorarium rate of $400, or $200 for half day rate for each day of meetings or teleconferences
- All applicable expenses in keeping with the College's honorarium policy, including travel, parking, accommodation, and meals are reimbursed.