



# Request for Applications Chief Examiner

2021-2023

Dear Registered Denturists,

The College is currently seeking applicants for the position of Chief Examiner to serve a three-year term (2021-2023) that will cover approximately 6 administrations of the College's Qualifying Examination.

The Chief Examiner oversees the College's Qualifying Examination to ensure that each candidate is afforded a fair and optimal standardized assessment and that the examination is valid, objective and defensible. This pivotal role requires the Chief Examiner to assist in the establishment and maintenance of a safe and respectful examination culture while assisting with all aspects of the examination process.

To submit your application, please complete the application form by **Friday, October 9, 2020** and send by email to [info@denturists-cdo.com](mailto:info@denturists-cdo.com) or fax to 416-925-6332. In the subject line, please indicate Chief Examiner Application.

## Role and Responsibilities

1. As the lead resource person, is familiar with all examination policies, procedures, and protocols.
2. Oversee and assist with all aspects of the examination process.
3. Oversee and in collaboration with the examination psychometrician, facilitate the item writing, and 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 of the examination.
6. Objective Structured Clinical Examination (OSCE):
  - a) Be 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 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.
- e) Provide feedback regarding the assessment content, format, procedures, scenarios, ratings, and processes.
7. Safeguard the security of all examination materials.
8. Prepare the Chief Examiner's Summary Report for each administration of the Qualifying Examination.
9. Attend the QEC item analysis meetings following each exam administration.
10. Lead and participate in each candidate orientation session.
11. Liaise with the Registrar on matters of legislation and College policies that relate to the examination process.
12. Is expected to participate in professional development events during the course of their tenure.

## **Requirements and Eligibility**

### **Desirable**

Experience in the development, administration and oversight of the College's Qualifying Examination Process. Such experience may be gained as a member of a College Qualifying Examination Working Group, a Qualifying Examination Assessor, a past member of the College's Qualifying Examination Committee, participating in OSCE case development, item writing or standard setting working groups.

Desirable competencies: Procedural knowledge, leadership ability and administrative capability

### **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.

Listed below are some of the key requirements:

- 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 should have working knowledge of OSCE case development;
- The applicant must not be the subject of any disciplinary or incapacity proceedings or 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; and 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 has not been disqualified from Council or a Committee within the preceding five (5) years; 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.

**Note: there are additional requirements not highlighted above, please click [here](#) for the full list of requirements.**

### **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.

### **Time Commitment**

The Chief Examiner is a comprehensive and onerous role that requires frequent meetings in downtown Toronto or by teleconference during business hours.

- 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). Travel will be required to and from examination sites.

## 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 including travel, parking, accommodation, and meals are included as per the College's honorarium framework

## Recruitment Process

- Applicants will complete the application form and submit it to the College by the October 9, 2020 application deadline.
- Applications that meet the eligibility requirements will be forwarded to the Selection Committee with names, gender, and personal information removed to better enhance a fair and transparent recruitment process.
- Selected applicants will be interviewed electronically 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
- If granted an interview, the interview will be one-hour in length and scheduled for a weekday evening. The interview will be conducted electronically using a video-conferencing software.

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### Links to the following documents:

- [Chief Examiner Application Form](#)
- [Chief Examiner Roles and Responsibilities](#)

## APPLICATION SUBMISSION DETAILS

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