

NSW DENTAL TECHNICIANS REGISTRATION BOARD

PP No: 1

POLICIES AND PROCEDURES

Protocol for the Conduct of Registration Examinations for Dental Technicians.

1. The chief examiner will brief all participants on the way in which the exam will be conducted.
2. A member of the institution where the exam is held will provide an orientation of the Laboratory.
3. Hospital rules will be explained with particular reference to:-
 1. Occupational Health & Safety
 2. Fire safety
4. Bags and boxes etc. will only be allowed into the work area at the beginning and end of the exam.
5. Participants will sign in / out in the morning - lunch time (obligatory 1 hour) and at the end of the day. Examiners should be advised of any absences from the lab for fire and safety reasons.
6. At the end of each day or the end of a re-exam session, the boxed work will be placed in a secure area with the key in the keeping of an examiner.
7. Examiners will not discuss with any unauthorised person the work or performance of any participant. Care must also be taken that unauthorised persons are not able to overhear or have access to exam results.
8. Marking of work will be carried out in a secure area and will be done on the 4th day and not during any exam period.
9. All papers relating to the exams will stay with the chief examiner or his nominee.
10. Care must be taken to ensure that non-participants do not have ready access to the work area, and examiners should request that they leave. Candidates are not to go into staff laboratory areas without consent of an examiner.
11. The chief examiner should have a selection of models for each exercise to overcome the possibility of pirated exam exercises.

26 April 2001
