

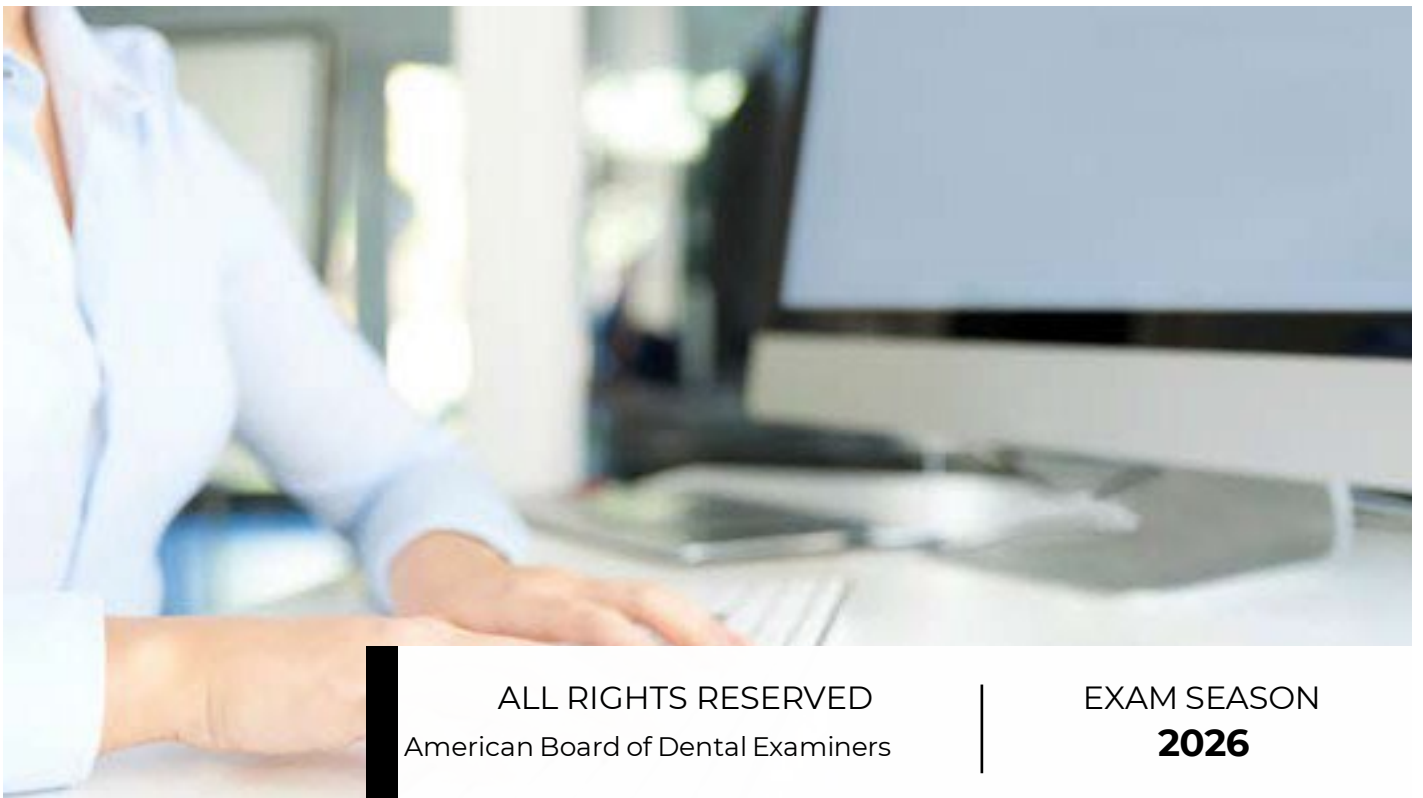


**ADA** American  
Dental  
Association®

**The ADEX Dental Examination Series**

# **DENTAL CANDIDATE MANUAL**

## **DLOSCE**



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American Board of Dental Examiners

EXAM SEASON  
**2026**

Version 20260727



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# THE ADEX EXAMINATION SERIES



*The American Board of Dental Examiners (ADEX) administers the ADEX Dental Examination series, which consists of both computer-based and clinical exam components. The computer-based component of the ADEX Dental Examination is the Dental Licensure Objective Structured Clinical Examination (DLOSCE). The DLOSCE is overseen by the Joint Commission on National Dental Examinations, owned by the American Dental Association (ADA), and is used by ADEX under an exclusive license from the ADA. All clinical examinations are based on specific performance criteria developed by ADEX and other content experts to measure the clinical competency of candidates.*

## The ADEX Examination Series & 18-Month Rule

The ADEX Dental Examination series is developed by the American Board of Dental Examiners (ADEX) and consists of both clinical and computer-based components, including the ADA-developed DLOSCE. All components or parts of the respective ADEX Examination series must be successfully completed (passing scores) **within 18 months of the initial attempt of any component** of the series.

- **ADEX Dental Examination series components:**
  - **Computer-based**
    - DLOSCE
  - **Clinical** (Refer to the separate [Clinical Candidate Manual](#) for more information.)
    - Fixed Prosthodontic Examination
    - Endodontic Examination
    - Periodontal Examination
    - Anterior Restorative Examination
    - Posterior Restorative Examination

Candidates are responsible for reading and understanding manuals and materials published by the American Board of Dental Examiners and [ADEX Testing Media](#). In conjunction with this manual, refer to the [Candidate Guide](#) (policies) available on the [ADEXtesting.org](#) website for more information regarding the **ADEX 18-Month Rule**, exam eligibility, registration, and other administrative policies.

## 10-Day Retake Waiting Period

Per policy, candidates must wait a minimum of ten (10) days from the date of a failed DLOSCE attempt before registering to retake the examination.

## 3-Time Fail Policy

Three successive failed attempts of the same component or part of the ADEX Dental Examination will result in failure of the entire ADEX Examination series, regardless of the status of any other component of the series. A candidate who makes three failed attempts of the same exam part must restart the examination series, including payment for and re-attempt of all computer-based and clinical parts of the entire examination series regardless of any successful attempts completed as part of that same series.

For candidates who have made three unsuccessful attempts on the DLOSCE, an additional waiting period will apply. These candidates must wait a minimum of six (6) months from the date of their most recent unsuccessful DLOSCE attempt before becoming eligible to reattempt the DLOSCE as part of a new examination series.

# EXAM CONTENT & SCORING

## DLOSCE



### Examination Content and Specifications

This examination is a comprehensive computer-based examination, covering the following topic areas:

#### Restorative (24%)

- Diagnosis
- Preparations
- Restorations
  - Direct
  - Indirect

#### Prosthodontics (19%)

- Removable
- Fixed
- Implants

#### Oral Pathology, Pain Management, and Temporomandibular Dysfunction (13%)

- Oral Pathology/Oral Medicine
- Orofacial Pain and Temporomandibular Dysfunction

#### Periodontics (10%)

- Diagnosis
- Treatment Planning
- Etiology

#### Oral Surgery (9%)

- Diagnosis
- Treatment Planning
- Extractions

#### Endodontics (8%)

- Diagnosis
- Treatment Planning
- Emergency Management
- Post-treatment Evaluation

#### Orthodontics (6%)

- Treatment Screening
- Space Management

#### Medical Emergencies (6%)

- Diagnosis
- Management

#### Prescriptions (5%)

- Antibiotic
- Analgesic

Diagnosis and Treatment Planning – as well as Occlusion – are covered across the listed topic areas.

The examination includes questions involving patients of various types and backgrounds, including pediatric, geriatric, special needs, and medically complex patients.

The DLOSCE utilizes the Universal/National System for tooth notation that has been adopted by the American Dental Association (ADA). This system is a sequential tooth numbering system, designating the permanent dentition (numbers 1-32), and the primary dentition (letters A-T).

### 3D Models and Tutorial

The DLOSCE contains questions involving lifelike three-dimensional (3D) models that can be manipulated, magnified, moved, and rotated. An online tutorial is available, so that candidates can practice interacting with a 3D model before they arrive at the test center. Click the link provided in the next paragraph to access this tutorial and to practice viewing and manipulating a 3D model. Within official DLOSCE administrations, questions involving 3D models will include a help section represented by a question mark in the upper right-hand corner of the screen. Clicking on the question mark will display instructions on how to manipulate the model.

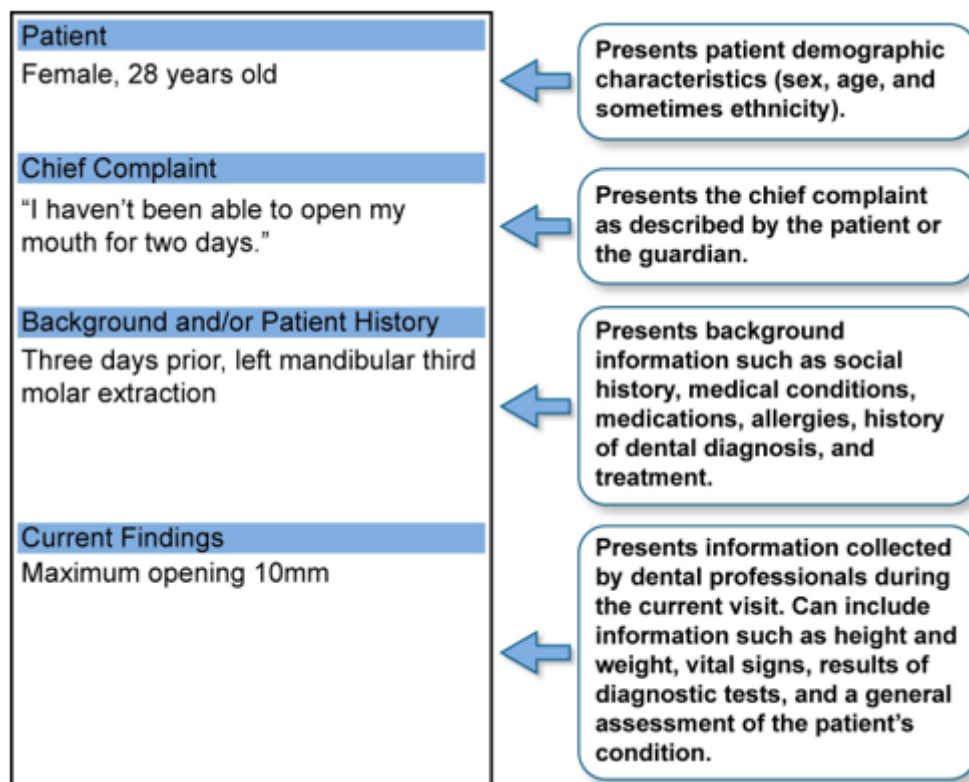
There may be a brief delay before a 3D model is displayed after it is selected. Please allow the model to fully load before attempting to manipulate or interact with it.

Refer to the [3D Model Tutorial](#) available on the [ADEXtesting.org](#) website for more information.

We recommend that candidates practice interacting with the online tutorial 3D model BEFORE their testing appointments, in preparation for their official DLOSCE administration.

### PATIENT BOX

Some questions in this examination involve a patient box. The patient box presents information available to the practitioner at the time of the visit. If no information is presented in a given area of the patient box, assume the information is either unknown or is not available. For example, if no allergies are listed, assume the patient has no known allergies at the time of visit. Always consider information presented in the patient box when answering questions and pay close attention to all provided patient information.



## Endodontic Chart Example

Endodontic examination results are sometimes provided in the tabular format shown below. Results of percussion tests and palpation tests are indicated with positive signs (+) or negative signs (-). Results of cold tests are indicated with positive signs (+), or with the term "no response." Results of Electric Pulp Tests (EPTs) are also provided.

| TOOTH # | PERCUSSION | PALPATION | COLD        | EPT   |
|---------|------------|-----------|-------------|-------|
| 7       | -          | -         | no response | 80/80 |
| 8       | -          | -         | +           | 30/80 |

## Multiple-Choice Examination Questions

This examination consists primarily of multiple-choice examination questions representing clinical problems that the candidate must solve. A multiple-choice question consists of a stem, which poses the clinical problem, followed by a list of possible answers. The stem of an examination question is usually either a question or an incomplete statement. The DLOSCE contains two types of multiple-choice questions. Both are described below.

### Single Correct Answer

These questions consist of a stem, which poses a clinical problem, followed by a list of possible answers. A candidate can only select one answer, and only one of the possible answers is correct. If the candidate selects the correct answer, they earn full credit (i.e., 1 point) for the question; otherwise, they earn no credit.

Below is an example of a multiple-choice question with a single correct answer.

### Sample Question 1

Select the **ONE** correct answer.  
Which is the most likely diagnosis?

- a. Linea alba
- b. Fordyce granules
- c. Leukoedema
- d. Leukoplakia/hyperkeratosis
- e. Frictional/trauma keratosis
- f. Mucosal burn
- g. Lichen planus
- h. Candidiasis
- i. Hairy leukoplakia
- j. Lupus erythematosus
- k. Whites sponge nevus
- l. Erythema migrans/geographic tongue
- m. Hairy tongue
- n. Verrucous carcinoma

A clinical image  
would appear  
here

## One or More Correct Answers

These questions consist of a stem, which poses a clinical problem, followed by a list of possible response choices. One or more of the possible responses will be correct, others may be incorrect (i.e., representing errors in clinical judgment), and others may be neutral in nature (i.e., neither correct nor incorrect). To earn full credit (i.e. 1 point), a candidate must select all of the correct responses, and avoid selecting any of the incorrect responses. A candidate who selects an incorrect response automatically earns no credit for the question. A candidate can earn partial credit if they select some of the correct answers and avoid selecting any of the incorrect responses. As noted, some possible responses may be designated as neutral. Candidates neither gain credit nor lose credit for selecting a neutral response. An answer choice can be designated as neutral if it cannot be judged definitively based on the information presented in the question. An answer can also be designated as neutral if subject matter experts disagree on whether or not it is correct.

Below is an example of a multiple-choice question with two correct answers and one neutral answer.

### Sample Question 2

A clinical image  
would appear  
here

Select **ONE OR MORE** correct answers. **NO CREDIT** for this question.

**ANY** selections will result in your earning **NO**

#### WHAT SHOULD BE INCLUDED IN A DIFFERENTIAL DIAGNOSIS?

|                                          | Credit awarded if option chosen | Penalty: All credit lost for this question |
|------------------------------------------|---------------------------------|--------------------------------------------|
| a. Normal anatomical variant             |                                 | X                                          |
| b. Developmental condition               |                                 |                                            |
| c. Allergic or immune-mediated condition |                                 | X                                          |
| d. Localized viral infection             |                                 | X                                          |
| e. Localized fungal infection            |                                 | X                                          |
| f. Localized bacterial infection         |                                 | X                                          |
| g. Traumatic lesion                      |                                 | X                                          |
| h. Cyst or benign tumor                  | +0.5 pt                         |                                            |
| i. Malignant tumor                       | +0.5 pt                         |                                            |
| Total Possible Credit                    | 1 point                         |                                            |

In the hypothetical example shown above, there are two correct answers indicated in bold text: “Malignant tumor” and “Cyst or benign tumor.” There is one neutral answer, which appears in italicized text: “*Developmental condition.*” The remaining answers are incorrect. To earn full credit (i.e., 1 point), a candidate must select **both** of the correct answers **and** avoid selecting any of the incorrect answers. A candidate can earn partial credit (half of one point in this example) by selecting only one of the correct answers (e.g., “Malignant tumor”) as long as they also avoid selecting any of the incorrect answers. **A candidate who selects an incorrect answer will automatically earn no credit for the question, even if they also select one or both of the correct answers.** Candidates neither gain credit nor lose credit for selecting the neutral answer.

**Candidates should think carefully when responding, so they identify the correct answer(s) while steering clear of any incorrect selection(s) that could result in the loss of all available credit for a question.**

For certain questions, selecting a particular response can result in candidates earning full credit for the question, as long as they avoid selecting any of the incorrect answers. An example is provided below.

### Sample Question 3

A clinical image  
would appear  
here

Select **ONE OR MORE** correct answers. Any **INCORRECT** selections will result in your earning **NO CREDIT** for this question.

| IN ADDITION TO PATIENT EDUCATION, WHICH IS INDICATED FOR MANAGEMENT? |                                 |                                            |
|----------------------------------------------------------------------|---------------------------------|--------------------------------------------|
|                                                                      | Credit awarded if option chosen | Penalty: All credit lost for this question |
| No treatment                                                         |                                 | X                                          |
| Topical antibiotic                                                   |                                 | X                                          |
| Systemic antibiotic                                                  |                                 | X                                          |
| Topical corticosteroid                                               |                                 | X                                          |
| Topical antifungal                                                   |                                 | X                                          |
| Systemic antifungal                                                  |                                 | X                                          |
| Systemic corticosteroid                                              |                                 | X                                          |
| Topical antiviral                                                    |                                 | X                                          |
| Systemic antiviral                                                   |                                 | X                                          |
| Topical anesthetic                                                   |                                 | X                                          |
| Systemic analgesic                                                   |                                 | X                                          |
| Eliminate local etiological factors                                  | Full credit (1 pt)              |                                            |
| Biopsy                                                               | Full credit (1 pt)              |                                            |
| Total Possible Credit 1 point                                        |                                 |                                            |



In the hypothetical example shown above, there are two, fully correct answers indicated in bold text: “Eliminate local etiological factors,” and “Biopsy.” A candidate can earn full credit (i.e., 1 point) for selecting one or both correct answers, as long as they also avoid selecting any of the incorrect answers. Candidates who select both correct answers still earn a maximum of one point for the question. A candidate who selects an incorrect answer will automatically earn no credit for the question, even if they also selected one or both of the correct answers.

## Prescription Tasks

This examination contains two prescription tasks. These tasks require a candidate to review a patient box and determine appropriate prescriptions for the patient described therein. One of the prescription tasks involves antibiotics, while the other involves analgesics.

For each prescription task, a candidate must review a list of medications and determine which would be appropriate for the patient described in the patient box. For each medication deemed appropriate, the candidate must:

1. Identify the appropriate strength of the tablet or capsule (e.g. 500 mg).
2. Identify the total number of tablets or capsules that should be dispensed.
3. Identify the number of tablets or capsules that should be taken per administration.
4. Identify the frequency of administration (e.g., twice per day for seven days).

Candidates can earn a minimum of zero points and a maximum of four points for each prescription task. Prescription task responses are evaluated against a scoring key established by subject matter experts. It is possible to receive no credit, partial credit, or full credit for each prescription task.

## ACRONYMS AND ABBREVIATIONS

Commonly used acronyms and abbreviations may appear on the examination. Please refer to the Acronyms and Abbreviations document, posted at **[add ADEX website link to document]**, to review a list of acronyms and abbreviations that might appear.

## EXAMINATION PREPARATION AND RESOURCES

All examination questions are reviewed annually by a team of subject matter experts before they are used for examination purposes. This process helps to ensure that the questions reflect the most recent research and guidelines.

Candidates are encouraged to rely on their clinical education, textbooks, and lecture materials as primary sources of preparation for the examination.

No specific textbooks, review courses, or other preparatory materials are endorsed or recommended. Candidates should use their professional judgment when selecting study resources. Practice questions may be available to assist with preparation and to provide familiarity with the examination format.

## **RESULTS INFORMATION**

### **SCORING OF EXAMINATION**

All examinations are criterion-referenced, with minimum passing scores established by subject matter experts through rigorous standard-setting processes. Passing standards are periodically reviewed and updated to reflect changes in the knowledge, skills, and abilities required for safe practice.

Examination results are reported as either “pass” or “fail,” based on a candidate’s performance relative to the established passing standard. Only candidates who meet or exceed the passing standard will receive a “pass” result.

While examination results are reported as “pass” or “fail,” the underlying mechanism for determining the “pass/fail” result involves computation of a quantitative scale score that is subsequently evaluated against a minimum passing scale score (i.e., the standard). Using scale scores, it is possible to meaningfully evaluate and compare the performance of candidates. Scale scores range from 49 to 99, with a score of 75 representing the minimum passing score. Scale scores are not raw scores (i.e., the number of questions answered correctly). A scale score of 74 does NOT mean that a candidate would have passed the examination if they had answered one more question correctly. When standards are updated, a corresponding modification is made to the scoring scale, so that a scale score of 75 continues to reflect the minimum passing score. Unsuccessful candidates receive their scale score within the results report.

Multiple forms of the examination are used to maintain test security, ensuring that candidates may receive different sets of questions. Each form includes a selection of common items that allow scores from different versions of the examination to be placed on a consistent measurement scale, accounting for minor variations in difficulty.

As a result, examination scores are comparable and have the same meaning, regardless of the specific form administered.

Candidate results are computed based on the responses provided by the candidate, considered against the examination form scoring key.

Some questions on the examination are experimental and are not scored. The data collected on unscored questions is used to determine whether the question is appropriate for use in future test construction. Unscored questions look the same to candidates as scored questions.

In most cases, candidates will receive their official examination results within 2 to 3 business days of completing the examination. In rare cases, candidates may need to wait up to 15 business days to receive their results.

# CANDIDATE PROFILE & EXAM ADMINISTRATION

Candidates are encouraged to obtain a DENTPIN® (DENTAL Personal Identification Number). A DENTPIN is a unique, eight-digit number used across dental testing, application, and education systems to help securely identify candidates. Use of the DENTPIN helps protect your identity by replacing other unique identifiers such as Social Security Numbers (US) and Social Insurance Numbers (Canada).

If you have previously taken the Dental Admission Test (DAT) or Integrated National Board Dental Examination (INBDE), or if you are a licensed dentist in the United States, you likely already have a DENTPIN. If you cannot recall your DENTPIN, please retrieve it through the ADA DENTPIN Portal. If you do not have a DENTPIN, then one will automatically be assigned to you.

Refer to the [Candidate Guide](#) for more information regarding candidate profile requirements, exam registration, special accommodations, and administrative policies.

## Exam Appointment Scheduling

**Computer-based Scheduling.** Once registered and authorized, Candidates manage their computer-based Prometric exam appointment scheduling, re-scheduling or cancellation through the green **"Schedule My Exam"** button or **"My Registration"** button of their online [Candidate Profile](#) portal. Once scheduled, Candidates will receive an **"Appointment Confirmation" email** directly from **donotreply@prometric.com** indicating their appointment time, date and location in addition to Prometric Test Center policies.

## Candidate Identification Requirements

Your **profile name** must reflect your **legal First and Last names** as displayed on your primary form of government-issued identification.

- **Name Change.** Upload a copy of the supporting name change document (e.g. marriage certificate, dissolution decree, naturalization document, or court order) to your online Candidate Profile **at least 10 business days prior** to your scheduled examination. Once uploaded, [Contact Us](#) for further assistance.

**Valid identification**, as described below, is required for admittance to any American Board of Dental Examiners administered examination. Candidates who do not have the required valid form(s) of identification forfeit their examination attempt and registration fees (see **Computer-based Examination & "No Show" Policy**).

- **Computer-based exams.**
- When you arrive at the Prometric test center to take your computer-based examination, two original and current forms of identification (ID) – one primary and one secondary – will be required. An expired ID **will not** be accepted, even if that ID is accompanied by temporary identification or documentation that a new, valid ID has been requested.
- The primary ID must be a government issued ID with your photograph, name, and signature. Examples of acceptable primary IDs include – but are not limited to – a driver's license, military ID, passport, or passport card with signature. All IDs, with the exception of passports, must be in English.
- The secondary ID must contain your name and signature. Examples of secondary IDs include – but are not limited to – debit cards, student ID Card with photo, or a credit card.
- Only physical forms of IDs will be accepted by test center staff. **Digital or paper copies of IDs will not be accepted.**

## Special Accommodations

American Board of Dental Examiners will provide reasonable and appropriate accommodations for candidates with documented disabilities or medical condition in those cases where the requested accommodations would not fundamentally alter the measurement of the skills or knowledge the exam is intended to test. American Board of Dental Examiners reserves the right to authorize the use of any modifications in such a way as to maintain the integrity and security of the computer-based examination. Refer to the **Special Accommodation: Computer-based Exams** section of the [Candidate Guide](#) for eligibility and documentation requirements. Note that any granted time extensions are calculated based on the actual test time.

### Candidates Approved for Multi-Day Testing Accommodations

Candidates approved for testing accommodations that require the DLOSCE examination to be administered over two (2) testing days must complete both appointments to receive an examination result.

Please note the following requirements:

- Both Day 1 and Day 2 appointments must be scheduled and completed within 14 calendar days of one another.
- Both appointments are considered a single examination attempt and cannot be completed independently.
- If you are unable to attend either scheduled appointment for any reason, including an excused absence, an unexcused absence, or a Prometric Test Center closure or interruption, the examination cannot be resumed or continued.
- In these circumstances, both appointments must be rescheduled, and the entire examination must be restarted, even if Day 1 was completed successfully.
- If your absence is determined to be unexcused, your examination attempt and all applicable examination fees will be forfeited. To continue testing, you must submit a new registration and pay the applicable retake examination fee.

Candidates are strongly encouraged to schedule both appointments on dates when they are confident they will be able to attend.

## Candidate Attendance & "No Show" Policy

**Computer-based Examination & "No Show" Candidate.** Candidates are expected to arrive onsite—timely and prepared—at least 30 minutes in advance of the scheduled check-in/start of their computer-based examination appointment.

- **Late Arrival.** Candidates late for the scheduled start of their computer-based examination appointment will be recorded as a "No Show" and forfeit their examination attempt and registration fees.
- **Missing Items.** Candidates who do not have the required valid form(s) of identification are recorded as a "No Show" and forfeit their examination attempt and registration fees.
- **Multi-Day Accommodations.** Candidates approved for accommodations requiring the examination to be administered over two testing days should refer to the **Candidates Approved for Multi-Day Testing Accommodations** section above. Failure to attend either scheduled appointment will require the examination to be restarted. Unexcused absences will result in forfeiture of the examination attempt and applicable fees.

## Exam Administration

The DLOSCE is a computer-based examination administered at secure Prometric Test Center locations. The total appointment seat time is approximately 6 hours and 45 minutes and includes a 25-minute introduction and tutorial, multiple timed testing sections, and three scheduled breaks that are optional.

Scheduled breaks are built into the examination and vary in length throughout the administration. In addition, candidates may take unscheduled breaks as needed; however, time spent on unscheduled breaks is deducted from the total testing time.

During an Unscheduled Break, candidates may NOT access personal belongings or prohibited items, study, refer to notes or texts, use a telephone, eat food, drink beverages, or leave the test center. Locker access during an Unscheduled Break is strictly prohibited.

### Administration Schedule

| SECTIONS                                | MINUTES                   |
|-----------------------------------------|---------------------------|
| <b>Tutorial (optional)</b>              | 25                        |
| <b>Section 1 (37 Questions)</b>         | 75                        |
| <b>Scheduled Break (optional)</b>       | 10                        |
| <b>Section 2 (37 Questions)</b>         | 75                        |
| <b>Section 3 (2 Prescription Tasks)</b> | 10                        |
| <b>Scheduled Break (optional)</b>       | 30                        |
| <b>Section 4 (37 Questions)</b>         | 75                        |
| <b>Scheduled Break (optional)</b>       | 10                        |
| <b>Section 5 (37 Questions)</b>         | 75                        |
| <b>Post-examination survey</b>          | 20                        |
| <b>Total Time</b>                       | <b>6 hours 45 minutes</b> |

**Tutorial.** Candidates do not need to be proficient in computer operations to attempt the computer-based examination. A tutorial describing navigation and question types is available at the beginning of the exam session before the examination starts.

**Test Center Check-In.** Candidates should plan to arrive at the Prometric Test Center location at least 30 minutes in advance of their scheduled computer-based exam appointment to accommodate check-in procedures. As part of the check-in process, Prometric staff verifies candidate identification forms and will electronically capture the identity of each candidate biometrically (e.g., through photograph, fingerprint, or palm vein scan) before candidates can proceed with testing. Candidates must consent to these procedures before they are permitted to test. Electronic capture of biometric data allows for a more efficient return to testing after breaks. Biometric and other identifying information will be retained by Prometric and will be utilized for identity verification at potential future test administrations (e.g., retesting).

Prometric staff will visually inspect candidate eyewear, headwear, jewelry and other accessories for prohibited devices that would violate security protocols.

**Technical Difficulties.** The testing area is continuously monitored. Notify the onsite proctor immediately for assistance with any computer-related issues.

Candidates are subject to [Prometric Test Center rules and regulations](#) in addition to American Board of Dental professional conduct policies as defined in the [Candidate Guide](#).

## **POLICY WAIVERS**

Certain policies and decisions of this examination cannot be waived. This includes, but is not limited to, the following:

- The 6 months wait period after (3) unsuccessful attempts.
- The nullification of a test result or reimbursement of a paid administration due to complaints about test questions or accompanying stimulus materials (e.g., an image).
- The outcome of an audited test result.
- An adjustment or modification to a test score.

## **Examination Regulations and Rules of Conduct**

### **RULES OF CONDUCT**

Rules have been established that govern the administration of this examination to ensure results accurately reflect candidates' skills. Examination regulations and rules of conduct help preserve the integrity of the examination process and provide standardized examination administration conditions that yield valid and reliable results.

Neither ADEX nor the ADA bears responsibility for inaccurate information or inappropriate permissions received from test center administrators. It is your personal responsibility to understand and comply with the examination regulations indicated in this manual. If a candidate's conduct is determined to violate the terms set forth in this manual, applicable policies and procedures will be strictly enforced.

Accessing official examination content prior to testing, breaching the confidentiality of examination content, or any attempt to subvert the examination process represent violations of test regulations. Conduct occurring before, during, or after testing that violates the examination regulations and rules of conduct could result in invalidation of examination results and other penalties.

Candidates must be truthful in completing the application and must abide by all instructions regarding examination conduct. Failure to comply with the examination regulations and rules of conduct could result in a determination of the presence of an irregularity, and examination results could consequently be voided. If results are voided as a result of an irregularity, candidates could be prohibited from testing for a specified time period or, in egregious cases, from retesting at all. Additionally, candidates could face civil or criminal prosecution.

By registering for the examination, candidates agree to abide by the following Rules of Conduct:

1. The candidate certifies that they are registering for this examination as part of the ADEX Dental Examination process and for the purposes outlined in this candidate manual. The examination may not be taken on behalf of another individual or for any purpose other than those identified herein. Candidates may not take the examination for practice purposes or to obtain an advance review of examination content.
2. Candidates may only complete the examination for legitimate licensure or eligibility purposes. If information becomes available suggesting that a candidate who was previously determined eligible is attempting to take the examination for any other purpose, we reserve the right to revoke the candidate's eligibility. In such cases, the candidate may be required to re-establish eligibility before being permitted to test.
3. Candidates will not give, receive, or obtain any form of unauthorized assistance prior to the examination, during the examination (e.g., in the testing room or when on a break), or subsequent to the examination.

4. Candidates will maintain the confidentiality of examination content at all times. Candidates will not reproduce or attempt to reproduce examination materials through memorization, recording, copying, or other means. Candidates will not provide information concerning examination content that might affect the examination's ability to accurately assess candidates' skills. For example, Candidates will neither make use of nor participate in the sharing or distribution of information regarding examination content or answers (via electronic means or otherwise).
5. Candidates may not bring unauthorized materials, as defined within this manual, into the secure testing area. All such materials must be placed in an assigned locker and may not be accessed during the examination.
6. Candidates will not remove information about the examination (written, printed, recorded, or other) from the test center.
7. Candidates will comply with Prometric test center policies and procedures and will not create a disturbance in the test center.
8. Candidates will not tamper with the computer testing equipment and facilities.
9. Candidates will cooperate fully with any investigations involving testing irregularities and agree to have their examination analyzed to detect aberrancies.
10. This is a secure examination protected by U.S. copyright laws. Any unauthorized disclosure of the examination's content could result in civil liability, criminal penalties, voiding of examination results, or other appropriate penalties.

Examination content (in whole or in part) is prohibited from being disclosed before, during, or after the examination to anyone, including but not limited to family, friends, classmates, colleagues, or test preparation organizations. This applies to any content disclosed through discussions, emails, in writing, online (e.g., blogs, social media, websites), or otherwise.

Candidates who receive unreleased examination content (e.g., test questions) should immediately contact [testsecurity@ADA.org](mailto:testsecurity@ADA.org), and should NOT review the materials they have received. Candidates who have been found to be in possession of such information or to have participated in the distribution of this information may have their examination results voided. Penalties might be imposed subsequent to discovery and investigation of the original incident, which could occur years after the incident itself.

Candidates are encouraged to report any activities involving the unauthorized disclosure of examination content or questions so that the matter can be reviewed and any appropriate action can be taken.

Reports may be submitted to [testsecurity@ADA.org](mailto:testsecurity@ADA.org)

### **EXAMINATION MISCONDUCT**

Every effort is made to ensure examination results accurately reflect each candidate's knowledge, skills, and performance. Examination standards and administration procedures are designed to provide candidates with a fair and reasonable opportunity to demonstrate their abilities and to support consistent and accurate evaluation.

The right is reserved to withhold, void, or invalidate any examination result when there is reason to question the validity of the result. Reasons for withholding, voiding, or invalidating results, or for imposing other appropriate actions or penalties, may include, but are not limited to, the following:

1. Unusual answer patterns
2. Atypical score increases from one examination attempt to another.

3. Discrepancy in, or falsification of, a candidate's identification.
4. Information indicating that a candidate has engaged in misconduct or a violation of the examination regulations, rules of conduct, or test center procedures.
5. Sharing remembered examination questions or answers. This includes sharing through social media platforms, online discussion forums, or other means.
6. Taking an examination on behalf of another individual or having another individual take an examination on your behalf.
7. Falsification of application information or supporting documents.
8. Falsification of a candidate's results or results report.
9. Inconsistent performance on different sections of the examination from one examination attempt to another.
10. Improper access to secure examination content.
11. Evidence concerning the presence of an examination administration irregularity.
12. Any other information indicating the results might not be valid.

When examination results are voided or invalidated for misconduct, the candidate is notified in writing. This notice includes information about the decision and the procedure for appeal. Results will remain voided until the appeal process has been completed, or the time to appeal has expired.

When previously reported results are voided, the score report recipient will be notified in writing that the result has been voided.

If it is determined that a candidate has engaged in irregular behavior, documentation regarding the incident may become part of the candidate's permanent record. A summary of the incident may be provided, to legitimately interested parties, including state dental boards and other entities with authorized access to examination records and reporting portals.

In situations where an irregularity has occurred, individuals who are involved or implicated with respect to the occurrence of the irregularity, or who are reasonably believed to have witnessed the irregularity, could be asked to provide information concerning the irregularity.

The right is reserved to pursue any additional actions or remedies deemed appropriate, including legal action against individuals whose conduct unlawfully compromises examination security or the integrity of the examination process.

No personal items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in a designated locker; storage is limited. Personal belongings may be inspected. Notes or any materials accessed during the examination or on an unscheduled break could be confiscated.

Accessing personal belongings or a locker during an unscheduled break violates the examination regulations. Test administrators are NOT authorized to provide permission to candidates to access personal belongings or lockers during an unscheduled break.

Items that are prohibited from the secure testing area include, but are not limited to, the following:

- Books, notes, study materials, scratch paper, tissues, and markers
- Personal earplugs that have not been previously approved by ADEX. Headphones or audio devices not provided by the test center are prohibited
- Dental instruments, models, or materials
- Slide rules, paper, calculating devices, rulers, and other measuring devices (except those items approved in advance under testing accommodations)
- Electronic devices such as cell phones, recording devices, smart glasses, iPods, tablets, and headsets
- Tote bags, purses, wallets, backpacks, and briefcases
- Highlighters, pens, erasers, pencils, dictionaries, and translators
- Food, candy, gum, and beverages (except those items approved in advance under



- Good luck charms, statues, religious or spiritual items, and similar objects
- Watches (digital, analog, or smart) or timing devices (a timer is provided on the computer screen during the examination)
- Magnifying devices
- Jewelry (except for wedding and engagement rings)

The test center will provide two note boards (without graph lines) and two low-odor fine tip markers during the examination. Used note boards will be replaced by test center staff upon request. Scratch paper, pencils, and markers not furnished by the testing center are prohibited.

The note boards should not be folded, bent, distorted, or modified in any manner. Markers cannot be used on any surface other than the note boards. Candidates may not remove note boards from the examination room.

Candidates may not touch the monitor during the examination. All items provided must be returned to the test administrator before leaving the test center. Test center note boards will not be stored for multiple day examination use. Any notes taken will be surrendered at the end of each testing day and erased.

Candidates may not engage in conversation with others during testing or while on an unscheduled break. Discussing the examination is strictly prohibited.

Test center administrators will report the activity of candidates who take unscheduled breaks.

**During an unscheduled break, candidates may NOT access personal belongings or prohibited items, study or refer to notes or texts, use a telephone, eat or drink any food or beverages from lockers, or leave the test center. Test administrators are NOT authorized to provide permission to engage in these activities.**

Although the examination is administered under strict supervision and with security measures in place, examination irregularities can sometimes occur. Examination results could be voided based upon a breach of examination security, invalid examination conditions, or candidate violations of the examination regulations, rules of conduct, or test center procedures. If irregularities are detected during an administration, or if evidence of irregular behavior is disclosed when the examination is scored or afterward, those involved will have their examination results voided and face appropriate penalties.

**Failure to comply with examination regulations, rules of conduct, and test center procedures could result in a determination of the presence of an irregularity, and examination results could be withheld, canceled, considered invalid, or another appropriate penalty could be imposed. Candidates might also be directed to leave the test center before the examination is completed. If results are withheld or invalidated, or if other penalties are imposed as the result of an irregularity, candidates could be prohibited from testing and/or other appropriate penalties could be imposed.**

#### **IRREGULARITIES AND MISCONDUCT-BASED APPEALS**

An irregularity is defined as a situation in which misconduct has occurred, resulting in questions emerging as to the validity of examination results in accurately reflecting the ability and skills of a candidate.

For example, such questions could be raised when:

- There is communication between candidates during the testing session.
- Unauthorized assistance occurs.
- Candidates have inappropriate access to examination content (e.g., remembered questions or answers are shared by email, online posting, or other means).
- Conduct prohibited by the examination regulations, rules of conduct, or test center procedures occurs, or examination administration disruptions are present, including natural disasters and other emergencies.

When an irregularity is identified, results for the candidate(s) involved will be voided pending resolution of the corresponding appeal(s). If an appeal is denied or no appeal is filed, the results of the candidate(s) involved could remain voided and/or other appropriate remedies imposed.

Violations of examination rules or other irregular behavior may result in penalties or restrictions that could affect a candidate's eligibility to participate in current or future examinations of ADEX and/or the ADA.

Candidates whose results are subject to being voided as a result of candidate misconduct are notified by written correspondence and provided with a copy of the *Limited Right of Appeal Concerning Examination Misconduct* (full document listed below). **Misconduct-based appeals must be submitted in writing within 30 days of notification of the irregularity. These appeals must clearly state the specific relief being requested and include corresponding arguments, evidence, and documentation in support of the request.**

The candidate will be notified of the appeal decision within 60 days after receipt of the appeal.

When reviewing an appeal concerning misconduct, every effort is made to ensure that examination results accurately reflect a candidate's performance and that the candidate is provided a fair and equitable review consistent with the standards applied to all candidates.

Results will be voided when there is a reasonable and good faith basis to do so. If it is determined that voiding results is not warranted under the circumstances, the results will be released.

Candidates should be aware that irregularities are considered to be a serious breach of the examination process.

All irregularities and related investigations are handled in a confidential, professional, fair, and objective manner.

Candidates should be aware that reports of irregularities may have consequences beyond the voiding of results or the imposition of other appropriate penalties.

- Information regarding irregularities may be brought to the attention of school authorities, regulatory agencies, or other entities, by other sources.
- Additional information concerning a candidate may surface within the context of an investigation into an irregularity.

Candidates are encouraged to report suspicious activity or observed violations of examination rules to [testsecurity@ADA.org](mailto:testsecurity@ADA.org).

#### **LIMITED RIGHT OF APPEAL CONCERNING EXAMINATION MISCONDUCT**

Cases involving examination misconduct are reviewed by the Joint Commission on National Dental Examinations (JCND), the developers of the DLOSCE. Candidates may wish to appeal decisions concerning examination misconduct and corresponding penalties imposed. Requests for such an appeal must be initiated within 30 days of receiving test results or, in the case of withheld results, within 30 days of receiving written notice that results are being withheld. In the event that notice has been given that previously released results are to be invalidated or voided, the request for appeal must be submitted within 30 days of that notice. In this case, a request for appeal will stay the action to invalidate or void the results until such time as the appeal is decided or the time for submitting a request for appeal has expired. A request for an appeal must be submitted in writing and must include adequate supporting documentation. The request for an appeal must indicate the specific relief requested.

A request for an appeal will first be screened by the Chair of the JCNDE, in consultation with the Director of the JCNDE. At the Chair's sole discretion, the Chair may 1) grant the appeal, 2) deny the appeal, or 3) forward the appeal to the full JCNDE for its consideration. If during the JCNDE's deliberations credible information becomes available indicating an error was made in the decision involving the candidate's case, the Chair in consultation with the Director may end the deliberations and grant the appeal. At the Chair's discretion, the Chair may delegate the screening of appeals to another member of the JCNDE.

In rendering a decision with respect to appeals—and particularly in situations where results have been withheld—the touchstone and foremost consideration is the validity of examination results, in alignment with the purpose of the examination. All parties strive to be fair and objective in decision-making processes involving candidate misconduct, avoiding favoritism and striving to ensure that all candidates are treated fairly and equally.

The candidate will be notified of any action corresponding to an appeal within 60 days after receipt of the written request for an appeal.

### **ARBITRATION REQUIREMENT**

Arbitration is a commonly used method for resolving legal disputes and is often less costly and more efficient than traditional litigation. If a candidate wishes to pursue a dispute that has not been resolved through the appeal process described above and detailed in the Limited Right of Appeal Concerning Examination Misconduct, the candidate must follow the procedures outlined in the following Agreement to Arbitrate.

## **AGREEMENT TO ARBITRATE**

1. In the event that any legal dispute arises, in connection with your participation in this examination process, where that dispute is not resolved by the appeals process detailed in this Manual and elsewhere, you agree that the exclusive means for resolving the dispute shall be Binding Arbitration as described by the terms of this Agreement. This means that you waive the rights you may have to resolve the dispute in a court of law, or by any other means that might otherwise be available to you.
2. The American Board of Dental Examiners ("ADEX") agrees to be similarly bound except that full rights are reserved pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of ADEX and/or the American Dental Association ("ADA"). With respect to any action filed pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which the ADEX and/or the ADA seeks relief.
3. Arbitration proceedings initiated pursuant to this Agreement to Arbitrate shall be conducted in accordance with the then current Consumer Arbitration Rules of the American Arbitration Association. The arbitrator's award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association website, [ADR.org](http://ADR.org).
4. In the event of Arbitration, and except to the extent the Consumer Arbitration Rules provide otherwise, the parties shall bear their own costs and attorneys' fees associated with the Arbitration proceedings, unless the arbitrator directs one of the parties to pay the other's costs, or attorneys' fees, or both.
5. To the fullest extent permitted by law, no Arbitration brought pursuant to this Agreement shall be joined to any Arbitration involving any other party whether through "Class Arbitration" proceedings or otherwise.
6. This Agreement is part of the application process for the examination. Agreement to these terms is required in order to participate in the examination; however, candidates must also satisfy all other applicable eligibility requirements and examination conditions.