

ADA American Dental Association®

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Admission Test for Dental Hygiene (ATDH) 2021 Candidate Guide



IMPORTANT NOTE: COVID-19 continues to have an impact on examination programs implemented by DTS. Candidates testing in 2021 should regularly monitor the DTS COVID-19 update document, posted on the Examination Program website, for its potential impact on the Examination Program.

You are required to read this document before you apply to take the examination.

At the time of application, you will be required to confirm that you have read this document, understood its contents, and agree to the policies and procedures contained herein.

Changes to the Admission Test for Dental Hygiene (ATDH) Program might occur after publication of this Guide and will be posted at www.ada.org/atdh. You will be subject to the policies and procedures currently in effect at the time of your test administration.

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ABOUT THIS GUIDE

This document is the official candidate guide to policies and procedures for the Admission Test for Dental Hygiene (“ATDH” or the “Examination”). It provides information such as application and testing procedures, examination content, the consequences of rules violations, and scoring. The current governing body of the ATDH is the Admission Test for Dental Hygiene Steering Committee (“ATDH Steering Committee” or “Governing Body”). The ATDH is implemented by the Department of Testing Services (“DTS”), which is a shared service of the American Dental Association. Examinations are administered by Prometric (“Prometric” or “Administration Vendor”). Collectively, the Governing Body, DTS, and the set of activities, policies, and procedures occurring in support of this examination are referred to as the “ATDH Program” or simply the “Examination Program.”

PURPOSE OF THE EXAMINATION

The ATDH is intended for candidates who are pursuing a career in dental hygiene and are currently seeking admission into a dental hygiene education program in the United States. The ATDH is designed to fairly and accurately understand candidate skill levels, and candidate readiness to benefit from an educational program in dental hygiene. Dental hygiene programs use information concerning candidates’ ATDH performance to inform admissions decisions.

ATDH results are just one factor considered in evaluating applicant admission potential. The relative importance of each factor in the admission process is determined by each dental hygiene program.

ETHICAL CONDUCT

Oral health care professionals play an important role in society by providing services that contribute to the health and well-being of individuals and their communities. In light of this responsibility, oral health care professionals must behave ethically at all times. This obligation begins at the time of application to school and continues through the educational process, the licensure process, and the entirety of professional practice.

Members of the dental hygiene profession voluntarily abide by the ADHA Code of Ethics and Code of Professional Conduct, in the interest of protecting patients and maintaining the trust of society. The ADHA Code of Ethics is found at this link: https://www.adha.org/resources-docs/ADHA_Code_of_Ethics.pdf.

Applicants are expected to abide by these ethical standards and to read, understand, and comply with the examination regulations and rules of conduct guiding this examination. The obligation to abide by the ethical standards of the profession includes a commitment to honesty, truthfulness, full disclosure, accuracy, fairness, and integrity in completing the examination application, during the examination process itself, and in applying for licensure.

Behavior constituting misconduct or irregularity in the examination process is a very serious matter. Violation of the rules of conduct or examination regulations may result in civil liability, voiding of examination results, retest penalties, and/or other appropriate penalties.

The Examination Program Governing Body, dental and dental hygiene boards, and the profession expect strong ethical behavior from all candidates. The Governing Body annually publishes policies and procedures concerning misconduct and irregularities in the application and examination process. This information is available in later sections of this document. The Governing Body expects all candidates to carefully read and understand this information and their obligations as candidates for this examination.

EXAMINATION CONTENT AND PREPARATION MATERIALS

EXAMINATION CONTENT AND SPECIFICATIONS

The ATDH is composed of multiple-choice test questions (items) presented in the English language. The examination consists of six sections: Reading Comprehension, Language Usage, Quantitative Reasoning, Perceptual Ability, Biology, and General Chemistry. Both the U.S. customary system of measurement and the metric system (Imperial System, International System) may be used. Additional information on test content is provided below.

SCOPE OF THE EXAMINATION

Reading Comprehension (40 items). The reading comprehension section of the ATDH assesses the candidate's ability to read, understand, and analyze basic scientific information. The section consists of questions pertaining to reading passages on various scientific topics. Prior familiarity with the specific science topics covered in the passages is not a prerequisite to answering the questions. Reading passages are approximately 450–500 words in length, and there are typically eight items associated with each passage. Items are written in standard American English. Items are written to evaluate whether the candidate possesses reading comprehension skills at a high school graduate or first-year college student proficiency level.

Topic	Description
Main Ideas	Determine the main ideas and supporting details presented in an informational text (e.g., identify the main idea, identify details that support the main idea, summarize the important points of the text).
Inferences and Conclusions	Make inferences and draw conclusions about ideas presented in an informational text (e.g., make inferences about the author's point of view and purpose, determine whether a given statement is or is not supported by the text, use evidence from the text to support inferences and conclusions).
Relationships Among Ideas	Analyze relationships among ideas presented in informational text and how that text is organized (e.g., how connections are made between ideas, including compare/contrast structure, use of categories, and use of analogies; how one part of the text fits in with the whole; the structure of a particular paragraph; the purpose of transition words).
Meaning of Words and Phrases	Determine the meaning of words and phrases used in the context of informational text, including figurative, connotative, and technical meanings.

Language Usage (40 items). The language usage section of the ATDH assesses the candidate's ability to utilize English words, rules, structure, grammar, syntax, style, tone, spelling, and punctuation to facilitate effective written communication. Language usage items are written in standard American English. Items are written to evaluate whether the candidate possesses language skills at a high school graduate or first-year college student proficiency level.

EXAMINATION CONTENT AND PREPARATION MATERIALS

Language Usage (continued)

Topic	Description
Spelling, Punctuation, and Capitalization	Identify and correct errors in spelling, punctuation, and capitalization.
Word Usage	Identify and correct errors in word usage.
Grammar	Identify and correct errors in grammar (e.g., subject-verb agreement, pronoun-antecedent agreement, verb tense).
Syntax	Identify and correct errors in syntax (e.g., eliminating fragments and run-on sentences, eliminating dangling and misplaced modifiers, ensuring parallel structure).
Organization of Ideas	Organize written ideas to facilitate effective communication (e.g., combining sentences effectively, using effective transition words and phrases, clarifying the relationship between ideas, revising awkward sentence structure).
Style and Tone	Maintain a formal style and objective tone in written communication. Identify and replace non-standard English words and phrases.

Quantitative Reasoning (40 items). Quantitative reasoning items require candidates to solve problems by applying critical thinking skills, along with knowledge of core principles in quantitative disciplines such as algebra, probability, and statistics. Items are targeted at the level of the college-ready high school graduate who has successfully completed courses in algebra I and algebra II.

Topic	Description
Algebra	Solve algebraic problems involving equations and expressions, inequalities, exponential notation, absolute values, ratios and proportions.
Probability and Statistics	Apply probabilistic reasoning skills; calculate and interpret probabilities; calculate and interpret basic statistics such as means, medians, or ranges.
Interpretation of Quantitative Information	Understand and interpret quantitative data presented in graphs or tables.
Word Problems	Solve word problems by applying principles from algebra, probability, and statistics.

EXAMINATION CONTENT AND PREPARATION MATERIALS

Perceptual Ability (60 items). The perceptual ability section of the ATDH assesses the candidate's ability to accurately perceive object dimensions and mentally manipulate objects in space. This includes, for example, the ability to differentiate among angles, or imagine how three-dimensional objects appear when viewed from different angles.

Topic	Description
Apertures	Evaluate a three-dimensional object and determine if it can pass through an opening.
View Recognition	Imagine how an object appears when viewed from different angles.
Angle Discrimination	Rank a series of angles from smallest to largest.
Paper Folding	Mentally unfold a piece of paper that has been folded one or more times and then hole-punched.
Cube Counting	Evaluate a stack of cubes and determine how much of each cube is exposed.
Spatial Relations	Identify the three-dimensional shape that a flat pattern produces when folded in a specific way.

Biology (30 items). The biology section of the ATDH assesses the candidate's ability to understand, apply, and integrate introductory concepts in biology that are relevant to the health sciences. Items are targeted at the level of the college-ready high school graduate who has successfully completed a high school course in biology.

Topic	Description
Cell and Molecular Biology	Cell metabolism; Cellular processes; Organelle structure and function; Mitosis/meiosis; Cell structure; Biomolecules
Diversity of Life: Biomedical Organization and Relationship	Plantae; Animalia; Protista; Fungi; Eubacteria (Bacteria); Viruses
Structure and Function	Homeostasis; Communication; Nutrient processing; Water balance; Gas exchange; Movement
Genetics	Molecular genetics; Human genetics; Mendelian genetics; Gene expression
Evolution and Ecology	Natural selection; Ecology

EXAMINATION CONTENT AND PREPARATION MATERIALS

General Chemistry (30 items). The general chemistry section of the ATDH assesses the candidate's ability to understand, apply, and integrate introductory concepts in general chemistry that are relevant to the health sciences. Items are targeted at the level of the college-ready high school graduate who has successfully completed a high school course in chemistry. An exhibit button that displays a pop-up image of the periodic table of elements is available during the General Chemistry section of this examination.

Topic	Description
Stoichiometry and General Concepts	Percent composition; Balancing equations; Moles, molar mass, molecular formula; Density; calculations from balanced equations; Chemical nomenclature; Oxidation-reduction reactions; Periodic properties and trends
Gases	Kinetic molecular theory of gases; Dalton's gas law; Boyle's gas law; Charles's gas law; Ideal gas law
Liquids and Solids	Intermolecular forces; Phase changes; Vapor pressure; Polarity; Properties
Solutions	Polarity (intermolecular forces); Colligative properties; Concentration calculations
Acids and Bases	pH; Strength; Brønsted-Lowry reactions; Calculations
Kinetics, Thermodynamics, Equilibria	Le Chatelier's principle; Laws of thermodynamics; Enthalpies and entropies; Heat transfer; Activation energy; Half-life
Atomic and Molecular Structure	Electron configuration; Lewis-Dot diagrams; Molecular geometry; Bond types; Sub-atomic particles
Nuclear Reactions	Balancing equations; Decay processes; Particles; Terminology
Laboratory	Basic techniques; Equipment; Error analysis; Safety; Data analysis

Below is an image of the digital calculator that is made available to candidates for the Quantitative Reasoning and General Chemistry sections of this examination:



Changes to the test specifications for the ATDH may occur subsequent to publication of this Guide. If changes occur, they will be posted on www.ada.org/atdh.

EXAMINATION CONTENT AND PREPARATION MATERIALS

CONFIDENTIALITY OF EXAMINATION MATERIALS

Examination items represent confidential, copyrighted intellectual property. Obtaining, using, or distributing examination items is strictly prohibited, regardless of the method employed (memorization, recording, copying, or other means). This prohibition includes the discussion, distribution, or online posting of remembered examination questions or answers, in whole or in part.

The use or sharing of examination items violates the examination regulations and rules of conduct of this testing program. Such activities could provide an unfair advantage to individuals, or groups of individuals, and threaten the validity and credibility of the examination. Since all examinations are copyrighted property, these prohibited activities also violate federal copyright laws.

The Department of Testing Services investigates all reports and allegations of candidates' alleged generation, misuse, or sharing of current examination materials, and will pursue formal action against anyone who violates the Examination Regulations or federal copyright law. Violations could result in the voiding of exam results, legal action, or other appropriate penalties.

EXAMINATION PREPARATION

The ADA recommends candidates use textbooks and lecture notes as primary sources for study.

The ATDH Program does not endorse any specific test preparation courses and has no data on the content or efficacy of test preparation courses designed to prepare candidates for the ATDH. The ATDH Program urges individuals considering participating in test preparation courses to carefully compare course materials against the test specifications for the ATDH, to confirm those materials are likely to reflect the current content of the ATDH.

Practice Questions

Candidates interested in preparing for the ATDH may download the ATDH practice questions that are available at www.ada.org/atdh. The intent of the practice questions is to help candidates understand the types of questions that will be asked on the ATDH. The Governing Body highly recommends that candidates review the practice questions before attempting the examination. This is particularly important with respect to the Perceptual Ability section of the test. It should be noted that practice questions are not subjected to the same intense scrutiny—and do not undergo the same level of review—as questions appearing on the actual examination. Candidates are cautioned not to limit preparation for the examination to the review of practice questions.

Tutorial

At the beginning of the test administration session, candidates will be given an opportunity to take a brief tutorial before attempting official test questions. The tutorial is designed to familiarize candidates with how to use the test administration computer to navigate the examination.

Test Drive

Candidates can additionally become familiar with the ATDH administration experience through Prometric's Test Drive on Prometric.com. This 30-minute overview includes the following experiences candidates will encounter at the test center on their official day of testing:

- The scheduling and registration process
- The complete check-in process
- Introduction to test center staff and surroundings
- A 15-minute sample test (a generic test, not ATDH specific) demonstrating the testing process

Visit Prometric's Test Drive at www.prometric.com/test-drive for further details and pricing.

SCORING AND RESULTS

SCORING OF EXAMINATION

ATDH results are reported as scale scores. These scale scores are neither raw scores (i.e., the number of questions answered correctly) nor percentiles. The conversion of raw scores to scale scores is accomplished using psychometric equating procedures. Using scale scores, it is possible to meaningfully compare the performance of one candidate with the performance of all candidates. ATDH scores range from 200 to 500.

Candidates are not penalized for guessing. Each examination includes questions that enable the ATDH Program to place scores from different forms of the test on a common measurement scale that adjusts for minor differences in the difficulty of the forms. Because of this adjustment, candidate scores have the same meaning, regardless of which specific test form was administered.

Some questions on the test are experimental and are not scored. Data collected on unscored questions may be used in later test construction procedures, to ensure that these questions are appropriate before they become scored questions. Unscored questions are presented in the same manner as scored questions.

RESULTS REPORTS

At the time of application, candidates are asked to select schools and/or programs to receive official results. In so doing, candidates grant DTS permission to release official results to these schools and/or programs. Results will be released only upon authorization, or by decision of the Examination Program in accordance with Examination Program policies (e.g., in the case of irregularities or falsification of information). Official results are reported electronically approximately five weeks after the close of each administration window, and will be posted to the candidate's My Account page (ADA.org/ATDH). If a candidate has tested more than once, a history of all testing attempts is reported.

Beginning with the 2023 ADEA DHCAS application cycle, if a candidate requests that scores be sent to a dental hygiene program, the testing program will also report official scores to the ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS). This will occur at the same time results are released to the candidate's designated schools and/or programs. At least one dental hygiene program must be selected on the application to have scores sent to ADEA DHCAS.

The examination application includes a list of potential results recipients. Reporting to schools and/or programs selected at the time of application is included in the examination fee, regardless of the number selected.

The candidate's list of designated recipients as provided at the time of application cannot be edited or cancelled after it has been submitted. If no schools are selected on the candidate's examination application, then permission has NOT been granted to release official scores. If the candidate wishes to add a results recipient after the time of application, they must do so by submitting a separate score report request.

Requests for additional score reports must be submitted using the score report request form available at www.ada.org/atdh. Additional fees apply when sending reports to schools or other recipients not selected at the time of application (see the Testing Fees section of this Guide).

Fees associated with additional service requests are nonrefundable and nontransferable. DTS suggests candidates send official scores to every dental hygiene school and/or program at the time of application.

RESULTS AUDITS

As a routine part of the overall results verification process, candidate examination responses and results are closely scrutinized to help ensure their accuracy before results are distributed. However, candidates can also request to have their examination results audited or rechecked for accuracy. To request a results audit, login to your account and follow the audit request instructions. There is an additional charge to audit your results (see the Examination Fees section of this Guide). Audits require approximately four to six weeks to complete, and must be requested within 30 days of the reporting date indicated on the official report of results.

FEES, APPLICATION AND TEST ADMINISTRATION

EXAMINATION FEES

Fees are non-refundable and non-transferable. All fees are in US dollars. The following indicates testing fees for the ATDH in 2021:

FEE TYPE	DESCRIPTION	Fee Amount
ATDH Fee	This fee includes administration and official score reporting to all dental hygiene schools and programs selected at the time of application.	\$125
Score Report Fee	This fee covers score report requests made after the time of application. There is no additional charge for score report requests received at the time of application.	\$25
Score Audit Fee	For a period of 30 days after a testing appointment, as an optional service the ATDH Program is willing to audit a candidate's ATDH results to confirm their accuracy.	\$65

RESCHEDULING FEES

Candidates wishing to reschedule their examination may do so for an additional fee. Candidates who opt to reschedule their examination must reschedule for a date within their original testing window. A candidate cannot reschedule their examination for a future testing window. The rescheduling fee is determined by the amount of notice the candidate has provided. Rescheduling fees are as follows:

DESCRIPTION	RESCHEDULE FEE
1 to 5 business days* prior to the testing appointment, and at least 24 hours before the appointment is scheduled to begin.	\$125
6 to 30 business days prior to the testing appointment.	\$60
31 or more business days prior to the testing appointment.	\$25

* Saturdays and Sundays are NOT business days

PARTIAL FEE WAIVER

A limited number of partial fee waivers are available each calendar year (January through December) for ATDH candidates experiencing severe financial hardship. The waiver covers 50% of the ATDH fee, which includes the fee for the test and any official score reports requested at the time of application. The waiver does not apply to any charges associated with rescheduling or score reporting after the time of initial application.

Fee waivers are granted on a first-come, first-served basis at the beginning of each calendar year (January 1) to eligible candidates who have submitted the required documents.

Candidates can obtain fee waiver forms from www.ada.org/atdh. The ATDH Program will review all fee waiver requests and make final decisions regarding fee waivers. Candidates must register for a DENTPIN® prior to submitting a fee waiver request.

Candidates could qualify for a partial fee waiver if the following requirements are met:

- Demonstrated financial hardship
- First time taking the ATDH
- U.S. citizen or resident alien
- Received financial aid at his/her educational institution

Candidates who have previously received a fee waiver or who have already taken the ATDH are not eligible for a fee waiver.

FEES, APPLICATION AND TEST ADMINISTRATION

PARTIAL FEE WAIVER (continued)

Required Documents:

- Fee waiver financial information form (www.ada.org/atdh)
- Educational institution financial aid award letter
- Completed ATDH application (submitted after approval/denial decision)

ADMINISTRATION DATES

The ATDH is administered in fixed administration windows throughout the year. Upcoming administration windows for the ATDH are as follows:

- Wednesday, September 1 through Sunday, October 31, 2021. Examination results for ATDH attempts made during this initial testing window will be reported to candidates and programs no later than Wednesday, December 1, 2021.
- **“Retake Only” Window:** Wednesday, December 15, 2021 through Saturday, January 15, 2022. The “Retake Only” window is intended to provide candidates an opportunity to retake the examination. **The “Retake Only” window is only available to candidates who attempted the ATDH during the initial testing window (September 1 through October 31, 2021).** Examination results for ATDH attempts made during the “Retake Only” window will be reported to candidates and programs no later than Friday, February 18, 2022.
- Wednesday, March 30 through Tuesday, May 31, 2022. Examination results for ATDH attempts made during this window will be reported to candidates and programs no later than Friday, July 1, 2022.

RETESTING POLICY

Candidates are limited to one testing attempt per testing window. This policy cannot be appealed.

Candidates who have had three or more ATDH attempts must apply to the ATDH Program for permission to test again. After a candidate's third attempt, the following applies:

- the candidate may retest only once per 12-month period
- any request to test must be submitted to DTS in writing
- such requests must include evidence demonstrating the candidate's intent to apply to a dental hygiene education program

APPLY TO TEST

Before applying to take this examination, candidates must first obtain a Dental Personal Identification Number (DENTPIN®). Candidates can register for a new DENTPIN® or retrieve an existing DENTPIN® at www.ada.org/DENTPIN.

The DENTPIN® is a unique personal identifier for individuals involved with the U.S. dental education system and standardized testing programs, such as the Dental Admission Test (DAT), Advanced Dental Admission Test (ADAT), and ATDH—as well as application service programs such as the American Dental Education Association Postdoctoral Application Support Service (ADEA PASS), the ADEA's Associated American Dental Schools Application Service (AADSAS), the Texas Medical & Dental Schools Application Service (TMDSAS), the ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID), and the ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS). In each case, the DENTPIN® is used to uniquely identify individuals, and for the confidential and secure reporting, transmission, and tracking of test scores and academic data.

Once a DENTPIN® is obtained, candidates can submit an application through the examination program website. A new application must be submitted before each testing attempt. Application processing takes place Monday through Friday during normal business hours.

When applying to take the ATDH, candidates must select the testing window within which they would like to attempt the examination. The successful processing of a paid application enables candidates to attempt the examination once during the testing window they selected. If a testing appointment is not scheduled or completed during the testing window, a new application and fee must be submitted in order to take the examination.

FEES, APPLICATION AND TEST ADMINISTRATION

APPLY TO TEST (continued)

All information provided when registering for a DENTPIN® or submitting the application must be accurate. Candidates must use their legal name. When including a middle name, candidates must use either the full middle name or a middle initial.

If the name on a candidate's application fails to EXACTLY match the name appearing on IDs brought to the Administration Vendor test center, the candidate will NOT be permitted to test. As a result, the testing appointment and application fee will be forfeited and the candidate will be required to submit a new application and fee before taking the examination.

Changes and corrections to the application (name, birthdate, etc.) must be completed at least two weeks prior to a scheduled testing appointment. Candidates are responsible for identifying any corrections or omissions and must notify the testing program at dentpin@ada.org.

Updates made to contact information (address, email address, etc.) using the "Update Your DENTPIN®" page at www.ada.org/DENTPIN will NOT automatically update existing test applications and score report requests.

During the application and testing process, candidates will be required to provide their name, DENTPIN®, address, date of birth, and other requested information to allow proper identification by the testing program. This information must be accurate. If it is determined that false information was submitted to the testing program or the test center, scores will be voided and all schools will be notified. Candidates may be required to wait two years before retaking the examination or may be permanently banned from the testing program.

ADMINISTRATION VENDOR TEST CENTER PROCEDURES

The Administration Vendor will electronically capture the identity of each candidate biometrically (e.g., through fingerprint, palm vein print, and/or photograph) 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 an easier and quicker return to testing after breaks. Biometric and other identification information will be retained by the Administration Vendor and will be utilized for identity verification at potential future test administrations related to dental education and licensure.

Administration Vendor staff will visually inspect eyeglasses and hair accessories as part of check-in procedures. Staff may also use a detection wand to scan for electronic devices. Jewelry, except for wedding and engagement rings, is prohibited. Updates to security protocol at check-in may change with little to no advance warning. Candidates can view the current check-in procedures at the Administration Vendor's website.

Administration Vendor staff will observe candidates at all times during the testing appointment; this observation will include staff walking through the secure testing room, as well as video recording of the candidate's examination session. Administration Vendor staff are required to report behavior that might represent a violation of the rules and regulations.

Administration Vendor staff are not authorized to answer questions from candidates regarding examination content, examination software, or scoring.

ADMINISTRATION SCHEDULE

The table below presents the ATDH administration schedule. Candidates must report to the testing center at least 30 minutes prior to their scheduled appointment. The total administration time is four hours and 50 minutes (290 minutes), including the tutorial, scheduled breaks, and survey.

The optional breaks are the only scheduled breaks; if a candidate opts to take a scheduled break, the testing session will resume automatically after 15 minutes have elapsed.

FEES, APPLICATION AND TEST ADMINISTRATION

ADMINISTRATION VENDOR TEST CENTER PROCEDURES (continued)

Taking a break at any time other than a scheduled break is considered an “unscheduled break.” During an unscheduled break, candidates may NOT access personal belongings or prohibited items, study, refer to notes or texts, use a telephone, eat or drink any food or beverages from a candidate’s locker, or leave the test center. **Locker access during unscheduled breaks is strictly prohibited.**

ATDH Administration Schedule

Section	Items	Minutes
Introduction and Tutorial		15
Reading Comprehension	40	50
Language Usage	40	30
Break (optional)		15
Quantitative Reasoning	40	45
Perceptual Ability	60	45
Break (optional)		15
Biology	30	30
General Chemistry	30	30
Post Examination Survey		15
Total	240	290

RESCHEDULE OR CANCEL A TESTING APPOINTMENT

To reschedule or cancel a testing appointment, candidates must contact the Administration Vendor in advance of the testing appointment. Additional fees apply, and must be paid directly to the Administration Vendor (see the Rescheduling Fees section of this Guide). To reschedule an appointment, contact the Administration Vendor. The local test center cannot schedule, reschedule, or cancel your appointment. Appointments must be canceled or rescheduled at least one business day prior to the scheduled testing appointment (i.e., at least 24 hours in advance of the appointment).

Candidates will receive a confirmation notification when rescheduling their testing appointment; make sure to retain a copy of this confirmation.

NO SHOW POLICY

Candidates who do not appear for a scheduled testing appointment and do not cancel or reschedule their appointment by the required time in advance of the test date will forfeit all testing fees, be required to submit a new application, and must pay the fee to schedule a new appointment.

EMERGENCIES ON THE DAY OF A TESTING APPOINTMENT

If an emergency occurs on the day of a testing appointment that prevents a candidate from sitting for their examination, a written request for relief must be submitted to DTS. This request should include applicable documentation and be sent to testingproblems@ada.org within five business days of the appointment.

Examples of emergencies and applicable documentation include, but are not limited to, the following:

- Sudden illness on the examination day. Provide a doctor’s note or hospital records confirming that you were treated on the day of the examination.
- Death of a member of the family on the examination day. Provide a copy of an obituary, prayer card, funeral service program, or death certificate confirming that the relative passed away or services were held on the day of the examination.

Testing appointments affected by emergencies occurring prior to the day of the actual testing appointment should be handled through the Administration Vendor’s rescheduling and cancellation process indicated previously.

FEES, APPLICATION AND TEST ADMINISTRATION

TESTING PROBLEMS ON THE DAY OF THE TESTING APPOINTMENT

If a candidate encounters a problem during their examination, the administration should not be resumed until the issue has been documented and resolved by the test center administrator. If a candidate continues to have issues with their testing experience after having requested such assistance, they should again alert test center staff and request that staff resolve the issue. If the issue persists, the candidate should immediately discontinue testing. Candidates who continue to test despite the presence of continued, significant issues essentially waive their right to appeal for a remedy on the basis of those encountered issues. Concerns not resolved at the time of testing must be submitted in writing within five business days of the testing appointment to testingproblems@ada.org.

Candidates **must** contact testingproblems@ada.org directly, and state the specific relief being requested. Upon receipt of directly communicated information, DTS will conduct an investigation and notify the candidate of the outcome. Candidates with documented, unresolved testing issues could be offered the opportunity to retest within 30 days, in which case results of the retest will replace the results of the initial test. Candidates who continue to test despite severe issues—and particularly those who continue to test, wait for their results to be released, and call DTS afterwards upon receipt of a poor score—are unlikely to obtain the remedy they seek.

Test center incident reports submitted on behalf of the candidate, and comments submitted by the candidate via post examination surveys are considered indirect communication to the DTS. These indirect communications may be considered by DTS as part of its general quality assurance procedures, but would not result in specific relief for the candidate.

Scores cannot be canceled or adjusted under any circumstances.

TESTING ACCOMMODATIONS

The Examination Program provides reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act. These accommodations occur for individuals with documented disabilities or medical conditions who demonstrate a need for accommodation, request an accommodation prior to testing, and who are approved by the Examination Program to receive accommodations based on the information submitted.

Testing accommodations are offered to those with a qualified disability or a medical condition in order to offer equal access to testing. Candidates must request testing accommodations with each application, but—for subsequent administrations—will not be required to submit additional documentation covering the same disability or condition.

Information concerning specific accommodations provided will not be shared outside of DTS, the test center, and the Examination Program, and will not be indicated on examination results.

In considering a request from a candidate with a disability, the Examination Program is guided by a focus on validity. Testing accommodations are provided so all candidates have the opportunity to demonstrate their knowledge and skills, as opposed to having the measurement of their knowledge and skills inappropriately reflect a disability.

The following information will be used to help determine whether candidates qualify for accommodations under the Americans with Disabilities Act or as a result of a current medical condition.

The Examination Program requires a complete evaluation of the candidate as well as a completed and signed Testing Accommodations Request Form. A health care professional appropriately qualified to evaluate the disability or medical condition must conduct the evaluation. For more information on accommodations and an explanation of how to request testing accommodations consult the Testing Accommodations Request area on the Examination Program website (see the section entitled “**Apply to Take ...**” the Examination).

FEES, APPLICATION AND TEST ADMINISTRATION

TESTING ACCOMMODATIONS (continued)

If you have a documented disability recognized under the Americans with Disabilities Act and require testing accommodations, you must submit the following three documents prior to testing:

1. an application to test,
2. the Testing Accommodations Request Form, and
3. the supporting documentation.

Procedures for submitting a request for testing accommodations are as follows:

- In the electronic application to take the Examination, select “Yes” when asked whether testing accommodations are requested.
- Submit the following documents to testingaccommodations@ada.org:
 - Testing Accommodation Request Form found on the Examination Program website, signed and dated, indicating the disability, and the request for accommodations. Accommodations should align with the identified functional limitation so that the adjustment to the testing procedure is appropriate.
 - Current evaluation report (from within the past five years) from the appropriate health care professional. The document must be on official letterhead and should include the professional’s credentials, signature, address, and telephone number. The report must indicate the candidate’s name, date of birth, and date of evaluation. The report should include:
 - information concerning the specific diagnostic procedures or tests administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
 - the results of the diagnostic procedures and tests, and a comprehensive interpretation of the results.
 - the specific diagnosis of the disability, with an accompanying description of the candidate’s limitations due to the disability.
 - a summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of the identified functional limitation.
 - Documentation of any previous accommodations provided by educational institutions or other testing agencies. If no prior accommodations were provided, the licensed professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

Candidates can schedule a testing appointment ONLY after testing accommodation requests have been approved. Testing accommodations cannot be added to a previously scheduled testing appointment. If candidates schedule testing appointments before testing accommodations are approved, candidates will be required to cancel the appointment and pay a rescheduling fee. Candidates requesting accommodations must receive their eligibility email (with approved accommodations) before scheduling a testing appointment.

UNACCEPTABLE FORMS OF DOCUMENTATION

Please do not submit the documents indicated below. They will not be accepted.

- Handwritten letters from health care professionals
- Handwritten patient records or notes from patient charts
- Diagnoses on prescription pads
- Self-evaluations
- Research articles
- Original documents (submit copies only)
- Previous correspondence to the Examination Program (DTS maintains copies of all correspondence)

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.

The Examination Program bears no 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 guide. If a candidate's conduct is determined to violate the terms set forth in this Guide, the Examination Program will act to strictly enforce its policies and procedures.

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

1. The candidate certifies that they are registering for this examination for the purpose indicated in the Examination Purpose section of this Candidate Guide. The examination may not be taken on behalf of anyone else or for any reason other than for the purpose indicated. Candidates may not take the examination to practice or to obtain an advance review of the content.
2. Candidates are not allowed to complete an examination for any reason other than that indicated by the Examination Purpose. If available information suggests a previously eligible candidate might be completing an examination for other purposes, the Examination Program may revoke the candidate's eligibility, and the candidate could be required to re-establish eligibility to take the examination.
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, or that might provide unfair advantage to other candidates. 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 will not bring any unauthorized materials, as listed in the Examination Regulations and Prohibited Conduct section of this Guide, into the secure testing area. All unauthorized materials must be placed in an assigned locker and may not be accessed during testing.
6. Candidates will not remove information about the exam (written, printed, recorded, or other) from the test center.
7. Candidates will comply with Administration Vendor 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 Examination 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 REGULATIONS AND RULES OF CONDUCT

RULES OF CONDUCT (continued)

Test content (in whole or in part) is prohibited from being disclosed before, during, or after the test 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 test items should immediately contact DTS at 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 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 where information about examination questions is disclosed, so that DTS can investigate and take any necessary action. Report such activity to DTS at testsecurity@ada.org.

PRIVACY AND SECURITY

The Examination Program will maintain the privacy and security of candidates' personal information using industry standard methods. DTS will collect and retain personal information to serve candidate needs, administer the examination, fulfill Examination Program responsibilities (e.g., to maintain the integrity of the test and detect and prevent unlawful activity), and fulfill legal requirements. Examination results shall be retained indefinitely, along with testing records and candidates' personal information.

Before the examination is administered, candidates will be required to provide a written release concerning the collection of their biometric information. Biometrics are collected by the Administration Vendor for purposes of verifying identity and detecting and preventing unlawful activity; the data is stored securely by the Administration Vendor.

As applicable and in accordance with the purpose of the Examination Program, examination results will be released or reported to education programs or other entities upon written candidate authorization or designation by electronic means through the electronic application or score report request form. Examination results may be released or reported in the absence of such authorization when policies indicate that such notification is appropriate (e.g., notifications concerning an irregularity). Examination results may be released to education programs to enable those programs to understand student outcomes. For research and policymaking purposes, examination results may be released—with personally identifying information removed—to individuals or entities that the Examination Program deems legitimately interested. Information regarding privacy policies is made available to all candidates and the public.

EXAMINATION MISCONDUCT

The Examination Program strives to report results that accurately reflect the skills and performance of each candidate. The standards and procedures for administering each examination are intended to provide candidates with a reasonable opportunity to demonstrate their skills, and to facilitate accurate evaluation of those skills.

The Examination Program reserves the right to withhold, void, or invalidate any result when, in the Examination Program's judgment, it is reasonable to question the validity of the result. Reasons for withholding, voiding, or invalidating results, or for imposing other appropriate penalties, could include, but are not limited to, the following:

- Unusual answer patterns
- Atypical score increases from one examination attempt to another
- Discrepancy in, or falsification of, a candidate's identification
- Information indicating that a candidate has engaged in misconduct or a violation of the examination regulations, rules of conduct, or test center procedures
- Sharing of remembered exam questions or answers. This includes sharing through social media platforms, online discussion forums, or other means

EXAMINATION REGULATIONS AND RULES OF CONDUCT

EXAMINATION MISCONDUCT (continued)

- Taking an examination on behalf of another individual, or having another individual take an examination on your behalf
- Falsification of application information or supporting documents
- Falsification of a candidate's results or results report
- Inconsistent performance on different sections of the exam from one examination attempt to another
- Improper access to secure exam content
- Evidence is available concerning the presence of an examination administration irregularity
- Any other information indicating the results might not be valid.

When examination results are voided or invalidated, the candidate is notified in writing. This notice includes information about the decision and the procedure for appeal. Results will remain voided until an appeal process has been completed, or the time for 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 a candidate has engaged in irregular behavior, information regarding this determination becomes a part of the candidate's record. At its sole discretion, the Examination Program may elect to send a summary report documenting the incident to legitimately interested parties. This would include all parties to whom a candidate has instructed results be sent (both currently and in the future).

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 Examination Program reserves the right to pursue other remedies, including prosecution of anyone whose conduct unlawfully undermines the security of the examination 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 not previously approved by the Administration Vendor. Headphones NOT provided to you by the Administration Vendor.
- 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, 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 testing accommodations)
- Outerwear, such as coats, jackets, gloves, or head coverings (religious attire is allowed)
- 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)

EXAMINATION REGULATIONS AND RULES OF CONDUCT

EXAMINATION MISCONDUCT (continued)

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. You are not guaranteed to receive graph lines on your provided materials.

Candidates may not write on the note boards before the test begins or during scheduled breaks. The note boards should not be folded, bent, distorted, or modified in any manner. Markers cannot be used any surface other than the note boards. 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 security, 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 the examination, or 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 other penalties are proposed or imposed as the result of an irregularity, candidates could be prohibited from testing and other appropriate penalties could be imposed.

The ADA provides technical support for the Examination Program and uses data security procedures to protect the integrity of personal and exam information. Security safeguards include administrative, technical, and physical safeguards over data and data processing systems. For information on policies relating to your use of the ADA website, please refer to the Privacy Notice and Terms of Use available at ADA.org.

IRREGULARITIES AND APPEALS

An irregularity is defined as a situation in which there could be a question about 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.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

IRREGULARITIES AND APPEALS (continued)

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.

Candidates whose results are subject to being voided are notified by written correspondence and provided with a copy of the Limited Right of Appeal for Examination Candidates. Appeals must be submitted in writing within 30 days of notification of the irregularity. **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 considering an appeal, the Examination Program strives to ensure that examination results accurately reflect candidates' skills, and that the appealing candidate has an opportunity equal to, but not greater than, the opportunity provided to other 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 - other than natural disasters and emergencies beyond the control of the candidate - are considered to be a serious breach of the examination process.

The Examination Program strives to handle irregularities and their investigation 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 the 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 observations of violations of the examination regulations to DTS at testsecurity@ada.org.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

ARBITRATION REQUIREMENT

Arbitration has become an increasingly common way to resolve legal differences. Generally speaking, the advantages of arbitration over traditional lawsuits are that arbitration is less expensive and issues are resolved in less time. If a candidate wishes to pursue a dispute that has not been resolved by the appeal process mentioned above and detailed in the Limited Right of Appeal for Examination Candidates, the candidate must use the procedure described in the following Agreement to Arbitrate.

AGREEMENT TO ARBITRATE

1. In the event that any legal dispute arises between you and the Examination Program, in connection with your participation in this Examination Program, where that dispute is not resolved by the appeals process detailed in this Guide 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 Dental Association (“ADA”) agrees to be similarly bound except that the ADA reserves its full rights to 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 the ADA. With respect to any action filed by the ADA pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which 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, www.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 to take this examination. Your assent to be bound by it is a requirement for taking the examination, but you can only sit for the examination if you also fulfill all other conditions imposed by the Examination Program.