

**HEALTH PROFESSIONS AND FACILITIES
BOARD OF DENTURISTS
POLICY/PROCEDURE**

Title: Examination Review Process **Number:** DN 02

Reference: RCW 18.30.100; Ch. 246-812 WAC; Ch. 246-10 WAC

Contact: Vicki Brown, Program Manager

Effective Date: September 1995

Re-Approval Date: September 27, 2012

Approved:

Chair, Board of Denturists

PURPOSE STATEMENT:

This policy has been developed under authority of RCW 18.30.100, Ch. 246-812 WAC, Ch. 246-10 WAC. It is the intent of this Board to apply an appropriate, consistent and fair examination review process for candidates that have failed the written and/or practical examination.

POLICY STATEMENT:

The Board informally reviews and evaluates each case separately and impartially. Actions are taken based on facts. The Board has the sole discretion to determine the appropriate action for each case. In the advent of contention, all further proceedings take place pursuant to the rules for conducting a Brief Adjudicative Hearing (Ch. 246-10 WAC).

1. Requesting Informal Review

If a candidate fails the written and/or practical examination, the candidate may request an informal review of the examination results. The request must be received by the Department of Health within thirty (30) calendar days of the postmark date of the letter notifying the candidate of the failed examination, either:

- a. By letter received at: Department of Health, Board of Denturists, P.O. Box 47852, Olympia, WA 98504-7852; or

- b. By in-person delivery to: Department of Health, Board of Denturists, Town Center 2, 111 Israel Rd. S.E., Tumwater, WA 98501.

If no request for review is received within the 30-day period, the results of the examination are deemed final and will not be reviewed by the Department. Failure to request review will not affect the right of the candidate to retake the examination at a later date.

2. Department Appointment

Upon receipt of a timely receipt for informal review, the Department will promptly contact the candidate and arrange for an appointment at the Department. The candidate may bring in notes, texts, or appropriate documentation to the appointment. The candidate may not be accompanied by another person.

At the appointment, the Department will show the candidate the failed examination results. The Department also will provide the candidate a standardized form on which to challenge the results. In completing the form, the candidate must identify what particular grade is challenged, and give specific reasons why the score should be increased. The candidate must complete the form in a room assigned by the Department. The candidate may not take more than two (2) hours to complete the form, unless for good cause Department staff grants additional time.

Following the appointment, the candidate may not retain a copy of the examination results or the standardized form. Nor may the candidate take written notes away from the appointment.

If, following the appointment, the candidate decides not to challenge the examination result(s) he or she shall sign a statement on Department forms indicating that the request for informal review is withdrawn. Withdrawal will not affect the right of the candidate to retake the examination at a later date.

3. Board Informal Review

The Board will consider the candidate's request for informal review. The consideration will take place in open session at the Board's next regularly scheduled meeting. Within thirty (30) days of the meeting, the Board, in writing, will notify the candidate of its decision whether to change the examination result(s).

A candidate's failure to follow the informal review process may result in the loss of the right to review.

4. Right to Adjudicative Proceeding

Whenever the Board upholds the candidate's failure of the examination, the Board shall notify the candidate of the right under RCW 34.05 to request an adjudicative proceeding or brief adjudicative proceeding to further contest the decision.

5. Notification of Appeals Process

A copy of the Examination Review Process will be attached to every letter notifying a candidate of a failed examination.

BOARD OF DENTURISTS
Examination Review Process

Step	Action	Responsible Party
1	Examinee requests informal review in writing within thirty (30) days of the postmark of notification of the examination results.	Examination Candidate
2	Staff schedules an appointment at the Department of Health for candidate to review copies of the failed portions of the examination. Candidate may not take more than two (2) hours to complete the form, unless for good cause Department staff grants additional time.	Program Management Staff Designee
3	Candidate is provided a standardized form to complete at the Department of Health office in defense of examination performance. Candidate must specifically identify the challenged portion(s) of the examination and give specific reasons why the score should be increased.	Program Management Staff Designee
4	Candidate personally reviews exam results. Candidate is allowed to review the entire practical examination. Only those portions of the written examination that have been scored as incorrect are allowed to be viewed. Candidate may bring in notes, texts, or appropriate documentation for use while completing the informal review. The Candidate may not be accompanied by another person. Candidate is not allowed to take any notes, materials, examination results or the standardized form from the building upon leaving.	Examination Candidate
5	Board will consider the candidate's request in open session at the next regularly scheduled meeting to review the examination, score sheets and standardized form completed by the candidate.	Board
<p>Candidate shall not appear before the Board or communicate with individual board members regarding the informal review process at anytime.</p>		
6	Candidate is notified in writing of the results within thirty (30) days of the meeting.	Program Management Staff Designee
7	Any candidate who is not satisfied with the result of the informal review may submit a written request for an adjudicative proceeding or a brief adjudicative proceeding pursuant to 34.05 RCW and Chapter 246-10 WAC. This request must be received by the Department of Health within twenty days of the postmark of the notification of the results of the informal review. The written request must specifically identify the challenged portion(s) of the examination and must state the specific reason(s) why the candidate feels the results of the examination should be changed.	Examination Candidate