

OAT Optometry Admission Test



Optometry Admissions Test (OAT) 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 Optometry Admission Test (OAT) Program might occur after publication of this Guide and will be posted at [ADA.org/OAT/guide](https://ada.org/OAT/guide). 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 AND EXAMINATION PROGRAM

This document is the official candidate guide to policies and procedures for the Optometry Admission Test (OAT or the “Examination”). It provides information such as application and testing procedures, examination content, test security, the consequences of rules violations, and scoring. The governing body of the OAT is the Association of Schools and Colleges of Optometry (ASCO or “Governing Body”). The OAT is implemented by the Department of Testing Services (DTS), which is a shared service of the American Dental Association. Examinations are administered by 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 “OAT Program” or simply the “Examination Program.”

The ASCO conducts the OAT Program to understand the skill levels of applicants seeking admission to schools and colleges of optometry. Optometry programs use this information to inform admissions decisions. The OAT is designed to measure general academic ability and comprehension of scientific information. It is administered year-round.

PURPOSE OF THE EXAMINATION

The OAT is administered to understand the skill levels of applicants seeking admission to schools and colleges of optometry. Optometry programs use information concerning candidates’ OAT performance to inform admissions decisions.

The OAT is designed to measure general academic ability and comprehension of scientific information.

OAT results are just one factor considered in evaluating applicant admission potential. Validity studies have shown that OAT scores in conjunction with academic performance are useful in predicting success in optometry school. The relative importance of these predictors in the admission process is determined by each optometry school.

ASSOCIATION OF SCHOOLS AND COLLEGES OF OPTOMETRY (ASCO) AND AMERICAN OPTOMETRIC ASSOCIATION (AOA) INFORMATION

The ASCO provides information on the American Optometric Association (AOA), the names of accredited schools and colleges of optometry, as well as other useful information at ADA.org/OAT.

For additional information concerning educational requirements and careers in optometry, contact ASCO and the AOA.

Association of Schools and Colleges of Optometry
6110 Executive Blvd., Suite 420
Rockville, MD 20852
301.231.5944
301.770.1828 Fax
www.ADA.org/OAT

American Optometric Association
243 N. Lindbergh Blvd.
St. Louis, MO 63141
314.991.4100
314.991.4101 Fax
www.AOA.org

ETHICAL CONDUCT

The American Optometric Association (AOA) Code of Ethics states the following:

It shall be the ideal, resolve, and duty of all optometrists:

- To keep their patients' eye, vision, and general health paramount at all times;
- To respect the rights and dignity of patients regarding their health care decisions;
- To advise their patients whenever consultation with, or referral to, another optometrist or other health professional is appropriate;
- To ensure confidentiality and privacy of patients' protected health and other personal information;
- To ensure that all persons have access to eye, vision, and general health care;
- To advance their professional knowledge and proficiency to maintain and expand competence to benefit their patients;
- To maintain their practices in accordance with professional health care standards;
- To promote ethical and cordial relationships with all members of the health care community;
- To recognize their obligation to protect the health and welfare of society; and
- To conduct themselves as exemplary citizens and professionals with honesty, integrity, fairness, kindness, and compassion.

The above statement is pertinent for all individuals seeking admission to optometry programs. The application process is the time to understand and begin to adhere to the ethical obligations of optometrists.

Members of the optometry profession voluntarily abide by the AOA Code of Ethics in the interest of protecting patients and maintaining the trust of society as a whole.

Submission of an application to an optometry program is the first step in the process of becoming a member of the optometry profession. With the application comes the obligation to uphold the highest standards for honesty and ethical behavior. An applicant is held to the same high standards for truth, full disclosure, and accuracy in the application process to which a member of the optometry profession is held in their capacity as a member of the profession.

Each applicant to optometry programs is expected to understand and comply with the standards expressed in this statement in their application to take the OAT.

Behavior that results in misconduct or irregularity in the optometry program admission process is a very serious matter. An applicant who acts unethically risks being denied admission to optometry programs. Moreover, such unethical actions can result in more serious outcomes if they are discovered after enrollment in an optometry program or at the beginning of optometry practice.

It is important that applicants understand the significance of exhibiting professional behavior throughout their careers, beginning with the application process.

The OAT Program and ASCO expect strong ethical behavior in all current and aspiring optometric professionals.

EXAMINATION CONTENT AND PREPARATION MATERIALS

EXAMINATION CONTENT AND SPECIFICATIONS

The OAT is composed of multiple-choice test questions (items) presented in the English language. It consists of four sections: Survey of the Natural Sciences, Reading Comprehension, Physics, and Quantitative Reasoning. Both the U.S. customary system and the metric system (Imperial System, International System) of measurement are used. Additional information on test content is provided below.

SCOPE OF THE EXAMINATION

Survey of the Natural Sciences (100 Items)

Biology (40 items) **Please note that in 2022 the OAT Biology test specifications are anticipated to change. Candidates are invited to check the OAT website for additional information and updates as they become available.**

- **Cell and Molecular Biology:** origin of life, cell metabolism (e.g. photosynthesis/enzymology), cellular processes (e.g. membrane transport, signal transduction), thermodynamics, organelle structure and function, mitosis/meiosis, cell structure and function, experimental cell biology, biomolecules, and integrated relationships
- **Diversity of Life:** Biological Organization and Relationship of Major Taxa (Six-Kingdom, Three-Domain System) – plantae, animalia, protista, fungi, eubacteria (bacteria), archaea, and integrated relationships
- **Structure and Function of Systems:** integumentary, skeletal, muscular, circulatory, lymphatic/immune, digestive, respiratory, urinary, nervous/sensory, endocrine, reproductive, and integrated relationships
- **Developmental Biology:** fertilization, descriptive embryology, developmental mechanisms, and integrated relationships
- **Genetics:** molecular genetics, human genetics, classical genetics, chromosomal genetics, and genetic technology, and integrated relationships
- **Evolution, Ecology, and Behavior:** natural selection, population genetics/speciation, population and community ecology, ecosystems, and animal behavior (including social behavior), and integrated relationships

General Chemistry (30 items)

- **Stoichiometry and General Concepts:** percent composition, empirical formulae, balancing equations, moles and molecular formulas, molar mass, density, and calculations from balanced equations
- **Gases:** kinetic molecular theory of gases, Dalton's, Boyle's, Charles's, and ideal gas law
- **Liquids and Solids:** intermolecular forces, phase changes, vapor pressure, structures, polarity, and properties
- **Solutions:** polarity, properties (colligative, noncolligative), forces, and concentration calculations
- **Acids and Bases:** pH, strength, Brønsted-Lowry reactions, and calculations
- **Chemical Equilibria:** molecular, acid/base, precipitation, calculations, and Le Chatelier's principle
- **Thermodynamics and Thermochemistry:** laws of thermodynamics, Hess's law, spontaneity, enthalpies and entropies, and heat transfer
- **Chemical Kinetics:** rate laws, activation energy, and half-life
- **Oxidation-Reduction Reactions:** balancing equations, determination of oxidation numbers, electrochemical calculations, and electrochemical concepts and terminology
- **Atomic and Molecular Structure:** electron configuration, orbital types, Lewis-Dot diagrams, atomic theory, quantum theory, molecular geometry, bond types, and sub-atomic particles
- **Periodic Properties:** representative elements, transition elements, periodic trends, and descriptive chemistry
- **Nuclear Reactions:** balancing equations, binding energy, decay processes, particles, and terminology
- **Laboratory:** basic techniques, equipment, error analysis, safety, and data analysis

Organic Chemistry (30 items)

- **Mechanisms:** Energetics and Structure - elimination, addition, free radical, substitution mechanisms, and other mechanisms and reactions
- **Chemical and Physical Properties of Molecules:** Spectroscopy (1H NMR, 13C NMR, infrared, and multi-spectra), structure (polarity, intermolecular forces (solubility, melting/ boiling point, etc.), and laboratory theory and techniques (TLC, separations, etc.)
- **Stereochemistry (structure evaluation):** Chirality, isomer relationships, and conformations
- **Nomenclature:** IUPAC rules and functional groups in molecules
- **Individual Reactions of the Major Functional Groups and Combinations of Reactions to Synthesize Compounds:** Alkene/alkyne, aromatic, substitution/elimination, aldehyde/ketone, carboxylic acids and derivatives, and other. For each area listed above, the following sub-areas apply: general, one-step, and multi-step
- **Acid Base Chemistry:** Ranking acidity/basicity (structure analysis and pH/pKa data analysis), and prediction of products and equilibria
- **Aromatics and Bonding:** Concept of aromaticity, resonance, atomic/molecular orbitals, hybridization, and bond angles/lengths

EXAMINATION CONTENT AND PREPARATION MATERIALS

(continued)

Reading Comprehension (50 items)

The Reading Comprehension Test contains three reading passages on various scientific topics. Prior understanding of the science topics is not a prerequisite to answering the test items. The reading passages require the ability to read, comprehend, and thoroughly analyze basic scientific information.

Physics (40 items)

Units and vectors, linear kinematics, statics, dynamics, rotational motion, energy and momentum, simple harmonic motion, waves, fluid statics, thermal energy and thermodynamics, electrostatics, D.C. circuits, and optics.

Quantitative Reasoning (40 items) a basic four-function calculator is available on the computer screen during this section

- **Mathematical Problems:** algebra (equations and expressions, inequalities, exponential notation, absolute value, ratios and proportions, and graphical analysis); Data Analysis, Interpretation, and Sufficiency; Quantitative Comparison; and Probability and Statistics
- **Applied Mathematics (Word) Problem**

Changes to the test specifications for the OAT may occur after publication of this Guide. If changes occur, they will be posted to ADA.org/OAT.

Below is an image of the digital calculator available to candidates for this examination.



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 CONTENT AND PREPARATION MATERIALS

EXAMINATION PREPARATION

The ADA recommends candidates use textbooks and lecture notes as primary sources for study. The following may also serve as useful study tools:

- [OAT Practice Test](#)
- [OAT Reference Texts](#)
- [OAT Tutorial](#)

PRACTICE TEST

The OAT Program offers an OAT practice test in a computer-based format to help candidates prepare. The questions on the practice test previously appeared on an official OAT form, but have been retired from active usage. Visit the [OAT website](#) and look under Test Preparation Material to find the OAT practice test.

The OAT 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 to take the OAT.

A tutorial on OAT administration procedures is also available via a link on the [OAT website](#) under “OAT Test Preparation Material.” The tutorial includes sample OAT items, and allows candidates to become familiar with the basic steps involved in proceeding through the test. At the Prometric test center candidates will also be given an opportunity to take a brief tutorial before taking the test.

Candidates can additionally become familiar with the testing 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 OAT specific) demonstrating the testing process

Visit Prometric’s Test Drive on [Prometric.com](#) for further details and pricing.

SCORING OF EXAMINATION

OAT 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.

OAT scores are based on number of correct responses obtained; candidates are not penalized for guessing.

Each test includes questions that enable the OAT Program to place different forms of the test on a common measurement scale, thereby adjusting the forms for any differences in form difficulty level. 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

After a testing session has ended, an unofficial score report will be provided at the test center. Scale scores are reported on the unofficial score report. This report is a personal copy; if an unofficial score report is not provided after completing the examination, candidates should contact the testing program within five days via an email sent to ootexam@ada.org.

The unofficial score report provided by the Administration Vendor is subject to audit as part of the Governing Body's quality review process. Falsification and/or misrepresentation of score reports is viewed as an egregious violation of Examination Program policies, and could result in cancellation of scores, imposition of a mandatory two-year wait period to retest, or the possibility of a lifetime ban from taking the examination.

Scores cannot be voided at the request of a candidate after completing any part of the examination.

U.S. schools and colleges of optometry require official OAT scores for decision making.

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. 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 within three to four weeks of the testing date to the selected schools and will be posted to the candidate's My Account page ADA.org/OAT. If a candidate has tested more than once, a history of all testing attempts is reported.

Candidates should confer with their advisors regarding test results. At the time of application, candidates can request that scores be made available on a periodic basis to advisors at no additional charge.

U.S. schools and colleges of optometry require official OAT scores for decision making. Official scores will be reported electronically to your "My Account" within three to four weeks of your test date and to the optometry schools you select on your OAT application. You may review the schools you have requested by logging into the My Account page at ADA.org/OAT. When you select optometry schools to receive your official scores, you grant the OAT Program permission to release your official scores to the optometry schools selected on your OAT application, as well as the Optometry Centralized Application Service (OptomCAS).

The examination application includes a list of potential results recipients. Schools selected at the time of application are included in the examination fee, regardless of the number of schools selected.

A list of designated recipients cannot be edited or cancelled after it has been submitted. If no schools are selected on the examination application, then permission has NOT been granted to release official scores. Candidates must then submit score report requests separately.

GUIDE FOR INTERPRETATION OF OAT SCORES

Each of the sections on the OAT yields a raw score, which is the sum of the applicant's correct answers. The raw score is converted to a scale score. On the OAT, scores range from 200 to 400 and are reported in increments of 10. Using a scale score, it is possible to compare performance of one applicant with the performance of all applicants on any or all of the measures included in this admission testing program.

RESULTS AUDITS

As a routine part of the overall results verification process, candidate examination responses and results are audited for accuracy before results are distributed. Candidates can request to have 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.

ELIGIBILITY REQUIREMENTS

The OAT Program does not discriminate on the basis of race, ethnicity, religion, gender, age, disability, sexual orientation, or marital status.

Successful participants in the OAT Program typically complete at least one year of college education, including courses in biology, and general and organic chemistry. Advanced level biology and physics are not required. Most applicants complete two or more years of college before taking the test.

Optometry school applicants are encouraged to take the OAT well in advance of the optometry school admission cycle. Applicants seeking admission to Canadian optometry schools should confirm the acceptability of the OAT by Canadian schools prior to applying for the test.

ELIGIBILITY TO RETEST

Candidates are required to submit a new application and fee for each testing attempt. A testing attempt is defined as any test administration where the candidate has been seated at a computer at a test center and electronically agreed to the confidentiality statement to start the test.

Candidates must wait at least 90 days from their last attempt, before retaking the OAT.

Candidates who have had three or more OAT attempts must apply for permission to test again. From that point forward, they may retest only once per 12-month period.

Candidates who are requesting additional testing beyond three attempts must submit their request in writing to ogatexam@ada.org and must include one of the following acceptable forms of evidence of their demonstrated intent to apply to optometry school within the previous 18 months:

- Copy of a completed and submitted application to optometry school
- Letter of rejection from an optometry school
- Letter on school letterhead from a optometry school admission officer encouraging the applicant to retest
- Letter on school letterhead from a college or university health profession advisor or instructor verifying the applicant is applying to optometry school

PARTIAL TESTING

Partial testing is not permitted. Applicants are required to take all four sections of the OAT. The lowest possible scale score is reported for any assigned test not taken. Individuals unable to complete the OAT must submit a new application and fee to retest.

EXAMINATION FEES

Fees are non-refundable and non-transferable. All fees are in US dollars. The following indicates OAT 2021 testing fees in effect from July 1, 2021 through June 30, 2022:

FEE TYPE	DESCRIPTION	FEE AMOUNT
OAT Fee	This fee includes administration and official score reporting to all optometry schools selected at the time of application; an unofficial score report issued at the testing center (no other report will be sent); and score reporting to the candidate's pre-dental advisor (if selected on the application).	\$500
Score Report Fee (optional)	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.	\$45 per report
Score Audit Fee (optional)	For a period of 30 days after a testing appointment, the DAT Program is willing to audit a candidate's DAT results.	\$65
Eligibility Extension Fee	Candidates can extend their eligibility period for a fee. The extension is for 45 days within the designated testing window and is available once per application.	\$125

EXTENSION REQUEST GUIDE NOTICE Fee in effect from July 1, 2021 through June 30, 2022

Candidates may request a 45-day extension (weekends and holidays included) to their eligibility window by logging into their My Account page.

Candidates may request only one extension per application and cannot have an examination appointment currently scheduled. Any candidate with a scheduled appointment must cancel that appointment before proceeding with an extension request; failure to do so will result in the extension request being denied.

The fee for the 45-day extension is \$125. The fee must be paid at the time the extension request is submitted, and is non-refundable and non-transferable.

RESCHEDULING FEES

The fee to reschedule a testing appointment is determined by the amount of notice provided. Rescheduling fees are as follows:

NUMBER OF DAYS PRIOR TO TESTING APPOINTMENT	RESCHEDULE FEE
30 or more days before test date	\$25
5 - 29 days before scheduled test date	\$60
1-4 days before scheduled test date	\$150
Penalty if candidate fails to appear for a scheduled testing appointment OR presents more than 30 minutes after the scheduled start time and is refused admission	full testing fee will be forfeited

Saturdays and Sundays are **NOT business days*

PARTIAL FEE WAIVER

A limited number of partial fee waivers are available per calendar year (January-December) to OAT candidates, in cases of severe financial hardship. The waiver covers 50% of the OAT 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 to eligible candidates who have submitted the required documents. Fee waivers will be granted beginning on January 1.**

Candidates can obtain the forms online at ADA.org/OAT. The OAT Program will review all fee waiver requests and make final decisions regarding fee waivers. Candidates must register for a PIN prior to submitting a fee waiver request. Candidates who have previously received a fee waiver or who have already taken the OAT are not eligible. Candidates may qualify for a partial fee waiver if the following requirements are met:

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

Required Documents:

- Fee waiver financial information form
- Educational institution financial aid award letter
- Completed OAT application (submitted after approval/denial decision)

EXAMINATION SCHEDULE

The table below presents the OAT administration schedule. Candidates must report to the testing center at least 30 minutes prior to their scheduled appointment. The total administration time is five hours and five minutes, including the tutorial, scheduled break, and survey.

OAT ADMINISTRATION SCHEDULE	
Optional Tutorial	15 minutes
Survey of Natural Sciences	90 minutes
Reading Comprehension Test	60 minutes
Scheduled Break (optional)	30 minutes
Physics Test	50 minutes
Quantitative Reasoning Test	45 minutes
Optional Post Test Survey	15 minutes
Total Time	5 hours 5 minutes

The optional break after the first two test sections is the only scheduled break; if a candidate opts to take the scheduled break, the testing session will resume automatically after 30 minutes have elapsed.

Taking a break at any other time 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, or leave the test center.

Locker access during unscheduled breaks is strictly prohibited.

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.

APPLICATION PROCEDURES

Before applying to take this examination or applying for admission to the school(s) and/or program(s) of your choice, candidates must obtain a Personal Identification Number (PIN). Register for a new PIN or retrieve an existing PIN at ADA.org/OAT/PIN.

Once a PIN is obtained, candidates can submit an application through the Examination Program website. A new application must be submitted before each testing attempt.

The application will be processed if the candidate meets the eligibility requirements. Processing takes place Monday through Friday during normal business hours.

The successful processing of a paid application enables candidates to complete one administration during the six-month testing window, unless other considerations (including retest rules and requirements) limit the eligibility period to a shorter time frame. If a testing appointment is not scheduled or completed during this period, a new application and fee must be submitted in order to take the examination.

All information provided when registering for a PIN or submitting the application must be accurate. Candidates must use their legal name. When including a middle name, 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 pin@ada.org.

Updates made to contact information (address, email address, etc.) using the "Update Your PIN" page at ADA.org/OAT/PIN 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® | PIN], 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, 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.

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 Examination 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 by the business day prior to the test (at least 24 hours in advance of the scheduled appointment). Candidates will receive a confirmation notification when rescheduling their testing appointment; 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 in the family on the exam 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.

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. 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.

Upon receipt of the 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. The results of the retest will replace the results of the initial test.

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.

TESTING ACCOMMODATIONS (continued)

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 of the Examination Program website (see the section entitled “Apply to Take ...” the Examination).

Candidates with a documented disability recognized under the Americans with Disabilities Act that testing accommodations 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:

- 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 state boards, 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., notification of state boards 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.

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.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

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
- 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.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

EXAMINATION MISCONDUCT (continued)

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)

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.

EXAMINATION REGULATIONS AND RULES OF CONDUCT

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.

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 IRREGULARITIES AND MISCONDUCT

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.