Candidate rules agreement

The practical examination is conducted under the following conditions.

Prior to examination day:

- You must read the current version of the ADC Practical Examination Handbook, Misconduct Policy and this candidate rules agreement prior to your examination.

Access to the Examination Centre:

- You may enter the ADC Examination Centre only under the direction of your Convenor or ADC staff member. You are not permitted to enter examination areas (including the simulation clinic) outside of examination hours. All areas accessible after registration are considered as part of the ADC Examination Centre.
- You must be punctual. If you arrive after registration has closed for an examination you may not be admitted into the Examination Centre. If admitted, you will not be given extra time to complete the examination.
- Only candidates are permitted on ADC premises during the examination process, including registration. Family and friends will be asked to leave ADC premises during your examination.
- Following admission to the Examination Centre you must remain in the Centre until the scheduled completion of your examination. If you leave the Examination Centre, you will not be re-admitted.
- During breaks, you must leave the examination area and return to the candidate lounge. You may take breaks from the simulation clinic whenever you wish. During these breaks, you will be required to return to the candidate lounge. You will not be given with any additional time to complete tasks due to breaks.

Examination conduct:

- You must not engage in examination misconduct. This includes, but is not limited to: copying or looking at the work of another candidate, sharing or discussing the tasks used in the examination, the use of unauthorised resources, removal of examination resources from the examination, behaviour that adversely affects other candidates and inappropriate behaviour towards convenors, examiners or ADC staff.
- You will be monitored via closed-circuit television (CCTV) in all examination areas. Examination areas include reception and registration areas, the candidate lounge, the simulation clinic, examination rooms and examination hallways. The candidate services room and bathrooms are not monitored by CCTV. CCTV footage captures both video and audio footage. Footage is both monitored live and recorded, and may be used to ensure the safety and well-being of all users of the Examination Centre and to preserve

the integrity and validity of ADC processes. This footage is not accessible to candidates. You should carefully read the ADC Privacy Policy.

- You must be appropriately and professionally attired, throughout the examination process. This includes wearing suitable, closed shoes, and appropriately controlling long hair. If you choose to wear your own clinical attire, you will be required to wear the venue protective gowns over your clothing.
- Your ability to read, interpret and comply with instructions and other written material is part of the examination. Convenors, examiners and ADC staff will not answer questions involving content of the assessment.
- You will be required to complete tasks on simulated patients (manikins) in a clinical setting. You must position and handle your manikin appropriately and wear eye protection, masks and gloves as if you were treating patients.
- As part of the assessment, you must manage equipment and materials appropriately and ensure that your work areas are clean and safe.
- You may not remove teeth from models, nor may you remove models from the manikins.
- You may not remove any materials, equipment or other ADC items from the Examination Centre.
- You must stop working and leave the examination room upon instruction. If you refuse to leave the examination room when instructed you will be given a fail grade for all requirements that day.
- If you believe you have been disadvantaged by an adverse incident beyond your control, occurring either immediately before or during the examination, you must immediately report this to and complete an adverse incident form. The ADC cannot accept advice of an adverse incident after the examination.
- You may be held financially responsible for damage caused to any supplied equipment.

Personal belongings:

- You are permitted to bring food and/or drink into the candidate lounge, under the direction of your convenor or ADC staff member, provided they are in clear packaging. No food or drink is permitted beyond the candidate lounge. The candidate lounge is considered a part of the Examination Centre.
- You should bring suitable safety eye wear into the Examination Centre. You may also bring eyewear with magnification if desired.
- Following registration, all other personal items must be left in the candidate locker room.
- Personal items prohibited in the Examination Centre include, but are not limited to: materials, instruments, burs, teeth, mobile phones, hand-held computers, personal digital assistants (PDAs) or other electronic devices, pagers, watches, wallets, purses, hats (or other non-religious head coverings), bags, coats, books, and notes. Electronic devices

must be turned off prior to placing them in the candidate locker rooms. The ADC is not responsible for any lost, stolen, or misplaced personal items.

- No additional items (such as medications or aids) may be taken into the Examination Centre without prior authorisation.

Personal information:

- Information obtained will be stored in a secure location in accordance with the ADC Privacy Policy.

Agreement:

- I have read, understood and agree to comply with the conditions outlined in this Agreement.
- I understand I may not be admitted into an ADC examination or the ADC Examination Centre if I do not agree to the conditions outlined in this document.
- I understand that areas of the Examination Centre are recorded and monitored live (vision and audio).
- I understand that failure to comply with the conditions outlined in this Agreement will constitute a breach of examination procedures and may result in action being taken against me.

On arrival at registration for your Practical Examination, you will be required to sign in and acknowledge that you have read and understood the Candidate Rules Agreement.