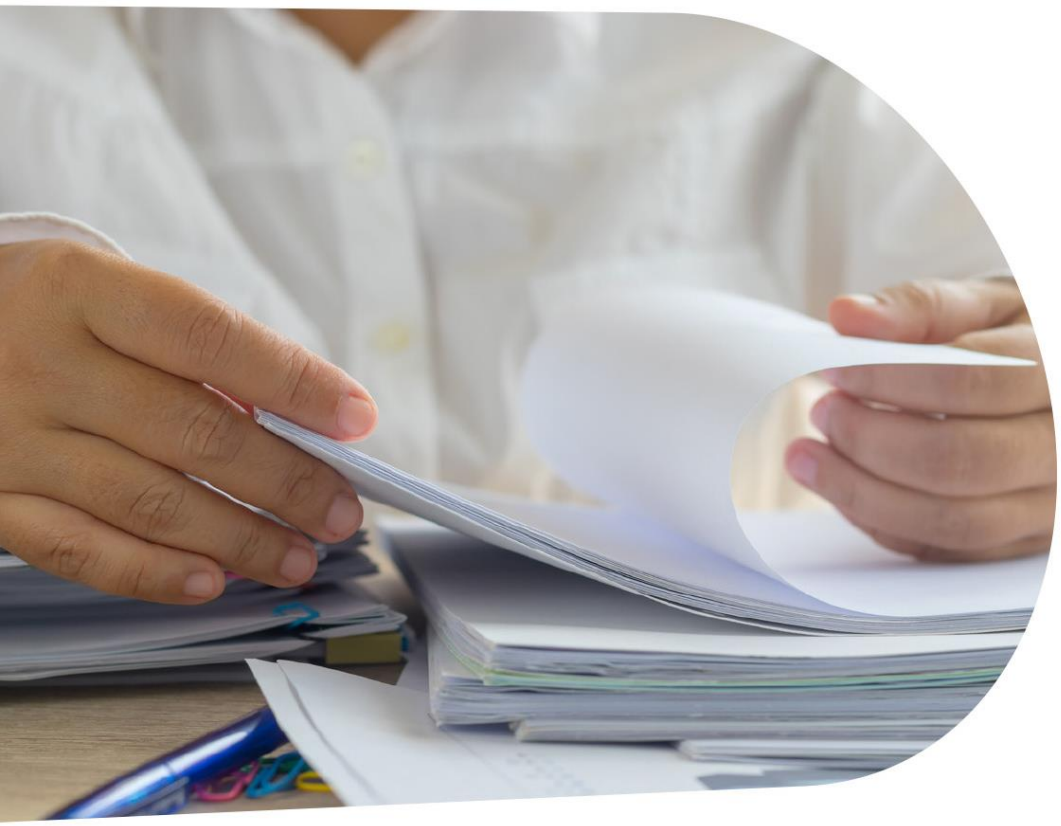
AUSTRALIAN
DENTAL COUNCIL

ADC Practical Examination

Dental prosthetist handbook



Phone: +61(0) 3 9657 1777
Fax: +61 (0) 3 9657 1766
Email: enquiries@adc.org.au

PO Box 13278
Law Courts Victoria 8010
Australia

www.adc.org.au
© Australian Dental Council Ltd
ABN 70 072 269 90

The Australian Dental Council acknowledges the Australian Aboriginal and Torres Strait Islander Peoples of this nation. We acknowledge the traditional custodians of the lands on which our company is located and where we conduct our business, the Wurundjeri Woiwurrung People of the Kulin Nation. We pay our respects to their Elders, past, present.

© Australian Dental Council Ltd
Address: Level 6, 469 La Trobe Street Melbourne VIC 3000 Australia

Postal address: PO Box 13278, Law Courts, VIC, 8010
Tel +61 (0) 3 9657 1777
Fax +61 (0) 3 9657 1766
Email: info@adc.org.au
Web: www.adc.org.au
ABN 70 072 269 900

Document Version Control

Rev	Description	Originator	Reviewed	Approved
C	Revision	Manager, Examination Development	Director, Assessments and Examinations	December 2025
B	Revision	Manager, Examination Development	Director, Assessments and Examinations	December 2024
A	Final	Manager, Examination Development	Director, Assessments and Examinations	September 2024

Contents

Purpose 4

Handbook objectives 4

Applying for the practical examination 4

Eligibility 4
Application process 4
Examination accommodations 4

Withdrawing from a practical examination 5

Withdrawal process 5
Refunds 5

What to expect during your practical examination 5

Examination venue 6
Examination day procedures 6
Examination registration 6
Orientation 7
Equipment, instruments and supplies 7
Candidate conduct 7

Practical examination format 7

Process 8
Content 8
Examination cases 8
Sample tasks 9

Examination conduct 9

Safety and quality assurance 9
Breaks 9
Adverse incidents 10
Time extensions 10

Assessment 10

Assessment process 10
Rating 10
Final result grade derivation 11

Getting your results 12

Repeat examinations 12
Review and appeal 12
How to apply for registration to practice as a dental prosthetist 12

Purpose

The ADC practical examination is aligned to current local and international best practice and is delivered at the dedicated ADC examination centre in Melbourne, Australia. The practical examination is the third step of the ADC Process.

The format of the ADC assessment and examination process has been approved for the purposes of registration in Australia. Exemptions from the requirements of the examination process cannot be granted under any circumstances.

Handbook objectives

This handbook is a guide for the practical examination process. This handbook is an addition to the *Practical examination information package* which provides detailed information about the examination centre location, facilities, equipment and materials.

Applying for the practical examination

Eligibility

If you hold a valid written examination, you are eligible to apply for a practical examination place, subject to any relevant application periods.

A pass in a written examination is generally valid for three years from the date of notification of the examination result.

Application process

If you are eligible, you can apply to sit a practical examination via your ADC Connect account during the designated application period.

The ADC provides detailed information on the correct way to complete the application. Our ADC Connect resources page contains videos which walk you through how to upload your identification documents and apply for the practical examination. Further information is also provided through our Help Centre.

Examination dates and application periods are located on the ADC website.

You will be notified when your application is received. Confirmation of your allocated practical examination date will be uploaded onto ADC Connect within six weeks of the close of the application period.

If you have a confirmed booking, you will receive an email detailing your examination schedule approximately **four weeks** prior to your practical examination date.

Examination accommodations

Accommodations in examinations refer to changes in how an examination is administered, without compromising the integrity of the examination. Accommodations aim to remove the

impact of a disability, or other medical condition, so that all candidates can fully demonstrate their skills, whilst not being given any advantage.

If you wish to request any accommodations, such as taking medications into the examination room, you should submit your request via ADC Connect prior to your practical examination. The ADC may deny requests for special consideration.

The ADC cannot grant exemptions from the requirements of the examinations under any circumstances. As such, an accommodation cannot involve the modification of the required standards, the tasks assessed, or an awarded grade.

Withdrawing from a practical examination

Withdrawal process

If you wish to withdraw from a practical examination, you must submit a withdrawal request directly via ADC Connect. A withdrawal is considered confirmed only upon submission of all required documentation. The ADC will respond to you in writing. Please visit the ADC website for more details of the withdrawal process. Examinations cannot be rescheduled. For example, your application forms and examination fees cannot be transferred to alternate examination times if you are unable to attend your allocated practical examination date. If a candidate wishes to sit the examination at a later date, they must withdraw from the current examination session and submit a new application and payment.

Refunds

You will forfeit some or all your practical examination fees if you withdraw from a practical examination.

- If you withdraw from a practical examination **up to six weeks before** your allocated examination date you will be eligible to receive a 50% refund of the examination fee.
- If you withdraw **within six weeks** of your allocated examination date you forfeit your examination fees and are not entitled to a refund.

The ADC can only credit funds back to the credit card used to pay the examination fee.

Failure to undertake the examination due to the inability to obtain necessary visas, failure to arrange travel, and so on, will be considered a withdrawal and the refunds, as above, will apply.

Any refunds granted outside of these circumstances will be at the sole discretion of the chief executive officer.

What to expect during your practical examination

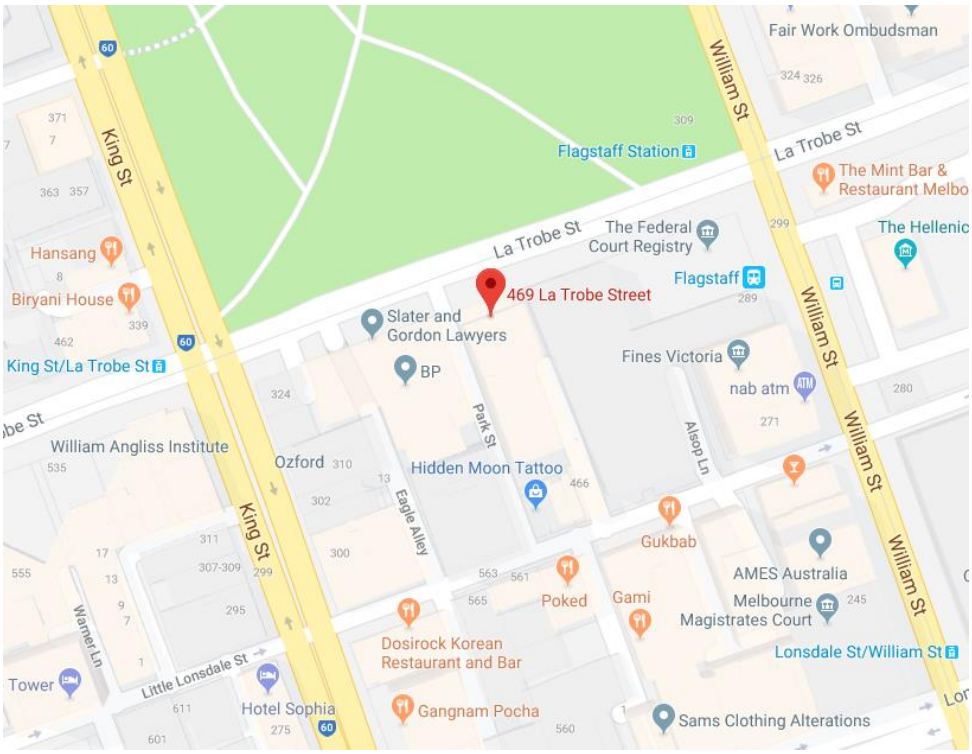
Prior to sitting the practical examination, you must ensure you are familiar with the *Practical examination information package*, which provides important, detailed information about the conduct of the practical examination.

Examination venue

All practical examinations are held at the ADC Examination Centre at:

Level 6, 469 La Trobe Street, Melbourne, VIC, 3000

Tel: 03 9657 1777



Examination day procedures

Examination registration

At the start of the examination day, you must present at the ADC Examination Centre reception area for registration.

You must arrive within the scheduled registration time. When directed, you must present current, government-issued photographic identification, such as a driver's licence or passport, which includes your signature. Your photograph will be taken at registration and your identity confirmed.

If you fail to provide the correct identification, comply with registration standards, or arrive after during the scheduled registration time, you may not be permitted into the examination.

Upon registration you will also be required to sign a copy of the Candidate rules agreement form.

Once registered, the registering officer will issue you with an identification badge. Once admitted into the examination centre you must wear your identification badge at all times. The identification badge must be returned before leaving the examination centre.

Once registered you will be required to leave all your personal belongings in a secure locker for the duration of the day's examination. You will be asked to demonstrate that you have placed all of your belongings, including mobile phones, into the locker.

You will then be directed into the dedicated candidate lounge with seating areas, refreshments and bathrooms.

Orientation

Prior to starting the examination day, you will receive a short presentation outlining what to expect for that day's examinations. You will have an opportunity to ask questions and clarifications.

You have been designated specific locations to complete each task.

These locations are:

- A simulated clinical treatment room
- A simulated office
- And a simulated laboratory

Each room has been clearly labelled, however an examiner or convenor will help to guide you as you move from room to room.

Equipment, instruments and supplies

The ADC will supply all the materials and equipment required for the practical examination. To assist you with your preparations, details of the materials and equipment available to you at the examination centre are available in the *Practical examination information package*.

Gloves, masks, gowns and an apron will be available for your use, however, due to varying individual requirements, you must provide your own protective eyewear. You may also bring and use clinically suitable magnification aids.

You are not permitted to bring any other equipment, materials, personal effects, or electronic devices, including but not limited to, smart watches or smart glasses, into the examination. Any exemptions to this must be approved in writing by the ADC prior to the examination.

You should bring your own lunch (in clear packaging), which can be kept in the candidate lounge. The candidate lounge is equipped with microwaves, refrigeration, tea, coffee, and light snacks. Additional instructions regarding food and drink are available in the *Practical examination information package*. You are not permitted to take food or drinks into the examination rooms.

Candidate conduct

You should attend the examinations appropriately and professionally attired. Shoes should be closed-toed and suitable for a dental clinic. Long hair and beards should be appropriately controlled.

You are responsible for your own belongings, and a secure locker will be provided. The ADC will not be held responsible for any personal items.

You should review the *Candidate rules agreement* and Candidate misconduct policy prior to your examination. This is essential reading prior to your examination. At examination registration you will be required to sign that you agree to abide by the terms outlined in these documents.

Practical examination format

The ADC's assessment process for overseas trained dental practitioners aims to protect the public by ensuring only dental practitioners who are suitably trained and qualified to practise

in a competent and ethical manner are deemed eligible to apply for the DBA process for registration.

You demonstrate your professional ability to perform safely in the role of a dental practitioner in Australia only after the successful completion of the initial assessment of qualifications and professional standing, and the written and practical examinations.

The content of the written and practical examinations is based on the expected competencies of a recently qualified Australian dental practitioner at the point of graduation from an ADC accredited dental program. These competencies are described in detail in the Professional Competencies of the Newly Qualified Dentist (the competencies).

The practical examination is designed, using simulated clinical settings, to allow you the opportunity to demonstrate skills relevant to everyday clinical practice.

The practical examination is designed to assess clinical competence. Tasks reflect potential scenarios and you should approach each assessment in a professional manner, as you would an equivalent real-life scenario. This includes following standard infection control procedures and undertaking tasks in positions appropriate for both the operator and the simulated patient/manikin.

Process

During the examinations day, you will be asked to manage three cases, and will be required to complete different tasks for each case (eight in total).

The Convenor will coordinate the movement between different cases, and you will be directed when to move to the next location of the examination centre.

Adequate time is available to allow for all tasks to be completed.

There will also be a mandatory lunch break.

Content

The practical examination focuses on the demonstration and assessment of the professional competencies described under domains 6.1, 6.2 and 6.3 of the competencies:

- clinical information gathering
- diagnosis and management planning
- clinical treatment and evaluation.

Demonstration of certain global skills outlined in the competencies is also assessed, namely:

- communication
- infection control.

Examination cases

On your examination day you will be asked to manage three separate patient cases:

- Case 1: Manage a patient who requires a new complete mandibular denture opposing an existing complete maxillary denture
- Case 2: Manage a patient who requires removable partial maxillary and mandibular dentures
- Case 3: Manage a patient who has been referred to you for relining of a complete maxillary denture and an implant retained mandibular denture

Your three patient cases, which cover a total of eight separate tasks, may involve:

- Working on a manikin

- Interacting with a simulated patient
- Interacting with an examiner
- Or working in the laboratory

Sample tasks

As a guide, the examination tasks may require you to:

- Take comprehensive patient histories
- Conduct intraoral and extraoral examinations
- Discuss adaptation to new dentures, denture care and hygiene
- Develop appropriate management plans
- Take upper and lower impressions
- Decontaminate impressions
- Rearticulate models
- Perform model analysis
- Modify wax set up for re-try
- Survey models
- Complete a laboratory prescription
- Record treatment notes
- Gain informed consent for all proposed treatment
- Communicate effectively
- Maintain infection control

These tasks are examples only and candidates should expect variations to this list. All tasks will be relevant to contemporary practice in Australia and are designed to reflect the skills needed to manage common or important clinical situations.

Examination conduct

Safety and quality assurance

The examination centre is an ADC run facility and ADC staff are present at all examinations. Each practical examination will be supervised by an examination convenor assisted by a team of examiners.

The examination centre is fitted with closed-circuit television (CCTV) cameras collecting both video and audio recordings. CCTV equipment is present in all common areas and all assessment areas of the centre, including rooms where you are not observed by examiners. CCTV footage is monitored live and recorded. It may be used to ensure the safety and well-being of people within the examination centre, and to preserve the integrity and validity of ADC processes. The use and storage of any data collected is detailed in the ADC's Privacy Policy.

All of the consulting rooms within the OSCE area are equipped with a call button in the event of an emergency.

Breaks

Candidates are not permitted to leave the examination centre during the examination session, but they are permitted to return to the candidate lounge and take breaks at any time. However, please note that no additional time will be awarded.

A mandatory 45-minute lunch break is scheduled and candidates can access the candidate lounge area which includes a kitchen, lounge area, male and female bathrooms, and a quiet room.

Adverse incidents

The ADC Examination Centre has been designed to provide a low-stress environment; however, all examinations can be stressful. The ADC recommends you investigate strategies to help manage your stress during the examination, as minor changes, delays or interruptions are inevitable.

Adverse incidents include situations beyond your control which are likely to affect your performance in the examination. For example, an extended power outage.

Inability to understand a task, personal illness or minor incidents are readily rectified, would not be considered an adverse incident.

Special consideration for tasks as a result of personal illness during an examination cannot be permitted.

If an event(s) occurs during an examination you believe is likely to affect your performance, it is **your responsibility** to notify an examiner immediately. The examiner, in consultation with the examination convenor, will assess the situation and will attempt to remedy any adverse incident at the time of its occurrence. You may be moved to another room to allow your examination to continue with minimal delay. If warranted, the examiner or examination convenor may complete an *Adverse incident* form.

The ADC will not be able to take into consideration any adverse incidents reported after the examination, as there is no opportunity to rectify or verify such incidents. Incidents reported by telephone or email following a practical examination will not be considered.

Time extensions

If you experience a delay which relates to an adverse incident extending beyond 30 minutes of assessment time, you can apply to the examination convenor for a time extension. The examination has 30 minutes of additional time built in and delays, which do not extend beyond 30 minutes will not qualify for a time extension.

Assessment

Assessment process

All tasks are marked by trained and calibrated examiners against a defined set of assessment criteria. Tasks are marked by an examiner at the time of the task. Different examiners mark different tasks and no one examiner on their own determines successful completion of a cluster.

Rating

Individual performance in each task is assessed using both global rating scales and checklists.

A global rating scale gives a rating of your overall performance in a task. You can receive one of five global rating grades for their overall task performance: outstanding, pass, borderline, fail or bad fail.

Examiners will also assess performance in a task using a checklist. Individual assessment criteria (or items) are presented to the examiner in the form of a checklist and are used by examiners to assess performance in a standardised and reliable manner. Examiners will rate across a range of criteria for each task. The criteria have been developed to identify the attributes of the task which will be assessed and to define what a competent candidate should be able to achieve. You can receive one of four possible grades for each checklist criterion: very good, satisfactory, borderline or unsatisfactory. Each grade relates to a numerical score of 3, 2, 1 or 0 respectively.

The grade description for each criterion may vary by task however, in broad terms, the grade descriptors are outlined below.

VERY GOOD	identifies a competent performance which is thorough, complete and well executed.
SATISFACTORY	identifies minor deviations from a very good performance which: • could be easily corrected and/or • would not significantly compromise the clinical outcome and/or • might reasonably occur on occasions when a task is undertaken by a competent operator.
BORDERLINE	identifies additional, more major deviations from a very good performance which: • should, where possible, have been corrected during the task • would compromise the clinical outcome to a minor extent and/or • should not often occur when a task is undertaken by a competent operator.
UNSATISFACTORY	identifies additional, major deviations from a very good performance which: • cannot be corrected and/or • would significantly compromise the clinical outcome and/or • should not occur when a task is undertaken by a competent operator.

Final result grade derivation

Your final result for the practical examination is calculated using a partial compensatory test scoring model. A test scoring model refers to the way task scores are combined to arrive at an overall result for the examination as a whole.

To obtain an overall "pass" in the practical examination candidates must pass all clusters being assessed. These clusters are:

- Infection control
- Communication
- Clinical information gathering

- Diagnosis and management planning
- Clinical treatment and evaluation

Getting your results

Practical examination results are generally posted on the ADC Connect. Posting of results usually occurs within six weeks of the examination but may take longer. Results will not be released by telephone, fax or email.

Repeat examinations

If you do not pass the practical examination you may apply to sit another practical examination, provided you have a valid initial and written examination.

No credits or exemptions will be given for previous attempts at the practical examination.

Review and appeal

Candidates can apply for a review of the administrative procedures of the practical examination, or an appeal against the administrative procedures of the practical examination.

Candidates should read the *Assessments and Examinations Review and Appeal Policy* for further information regarding the review and appeal processes for the practical examination.

The ADC will only take into consideration concerns relating to the administrative procedures of the practical examination formally submitted according to the *Assessments and Examinations Review and Appeal Policy*. Reports or accounts provided by telephone or email following a practical examination will not be considered and candidates will be re-directed to these policies.

How to apply for registration to practice as a dental prosthetist

If you successfully complete the ADC practical examination, you will be awarded an *ADC Certificate (Dental Prosthetist)* which is available for you to download from ADC Connect.

You are then eligible to apply to the DBA for registration. You should review the DBA's requirements for registration carefully.

The ADC provides the DBA with a list of successful candidates following each examination.