

Examination Withdrawal Procedure

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Introduction

This procedure provides guidance on the withdrawal process for the ADC written and practical examinations. You should be read this document in conjunction with relevant examination resources and ensure that you have read and understood all relevant information before deciding to engage with the process or submitting an application for an examination.

Withdrawing from your examination

To withdraw from an Australian Dental Council (ADC) examination, you must submit a notification of withdrawal from an ADC examination form to the ADC.

Details of how to submit your application are provided on the [ADC website](#).

Withdrawal timeframes and refunds

If you cannot attend your written examination, you will be required to withdraw. Depending on when you withdraw from the examination, you may forfeit some, or all, of your examination fee as detailed below.

Please note, 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.

Written examination

General dentistry	% Refund
After the application has been assessed and confirmed, but prior to booking an examination venue with Pearson VUE	80%
After booking an examination venue with Pearson VUE (at least two weeks before the examination)	50%
After booking an examination venue with Pearson VUE (within two weeks of the examination)	0%
Withdrawal due to illness (supported by a medical certificate)	50% (Discretionary)

**Any refunds granted outside of this procedure are at the sole discretion of the ADC chief executive officer.*

Dental Hygiene, Dental Therapy, Combined Hygiene/Therapy & Dental Prosthetists	% Refund
After the application has been assessed and confirmed, but prior to the application period closing date for that examination	80%
After the application period closing date (at least four weeks before the examination)	50%
After the application period closing date (within four weeks of the examination)	0%
Withdrawal due to illness (supported by medical certificate)	50% (Discretionary)

**Any refunds granted outside of this procedure are at the sole discretion of the ADC chief executive officer.*

Practical examination

All professions	% Refund
After the application has been assessed and confirmed (up to six weeks before your allocated examination date)	50%
Within six weeks of your allocated examination date	0%

**Any refunds granted outside of this procedure are at the sole discretion of the ADC chief executive officer.*

If you are eligible for a refund, you must provide details of the credit card used in your practical examination application. The ADC can only credit funds back to the credit card used to pay the examination fee.