



Policy number	E-03
Policy name	Examination withdrawal
Approved	April 12, 2019
Last reviewed	April 9, 2021
Next scheduled review	Q2 2023

POLICY

Council of the College of Alberta Denturists is required pursuant to section s. 3(1)(c) of the *Denturists Profession Regulation*, to approve a registration examination in denturism acceptable in matters related to registration as a regulated member. Pursuant to s. 3(1)(c), the College has approved the successful completion of two components:

- ☒ either the College of Alberta Denturists multiple choice question examination (MCQ) or the Canadian multijurisdictional denturist MCQ exam, and
- ☒ the College of Alberta Denturists objective structured clinical examination.

The College of Alberta Denturists recognizes that there may be extenuating circumstances that may prevent a candidate from attempting the examination after registration and remittance of fees. A candidate may be eligible for a refund of examination fees.

Notice of intent to withdraw

The examination candidate must notify the College of their intent to withdraw from the scheduled exam for which they have remitted fees.

If a candidate does not notify the College of their intent to withdraw, and they do not show up for their scheduled component(s) of the examination, they will be considered as having forfeited one of the three possible attempts at the registration examination either in its entirety or for the component for which they did not attend.

Withdrawing due to medical or other compassionate grounds

- ☒ As soon as the candidate becomes aware that they will not be able to attempt one or both parts of the examination, they must notify the College.
- ☒ If the candidate withdraws on or before 20 business days prior to the scheduled examination date, the candidate must provide medical documentation to the Registrar to support your request to withdraw so that the withdrawal will not count as an attempt to sit the examination (or component thereof).
- ☒ Additional documentation may also be requested by the Registrar to support withdrawal.

DEFINITIONS

none

APPENDICES

none



REFERENCES

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: http://www.qp.alberta.ca/documents/Regs/2002_186.pdf

DOCUMENT HISTORY

Date	Action	Rationale
12/04/19	Initial approval	N/A
09/04/21	Review and update	Align with multijurisdictional exam policy