

National Board Dental Hygiene Examination (NBDHE) Test Day Checklist

This checklist is a summary of the most frequent issues that create complications for candidates on the day of testing. The Joint Commission on National Dental Examinations (JCNDE) encourages you to read the entire *NBDHE Guide* and to call the JCNDE office at 800.232.1694 with any questions.

- 1. I am bringing two original, current (not expired) forms of identification (ID) to the testing center:**
 - One government issued ID, with my photograph and signature (e.g. driver license or passport)
 - One ID with my signature (e.g. social security card, credit card, debit card, library card)
- 2. The name on my application matches my IDs exactly.** I will contact the JCNDE if there is any possibility of a mismatch.

Examples:

Matching names: Joseph Anthony Smith and Joseph Anthony Smith or Joseph Anthony Smith and Joseph A. Smith

Non-matching names: J. Anthony Smith and Joseph A. Smith or Joseph Anthony Smith and Joseph Anthony Smith-Johnson

- 3. I will follow the instructions of the test administrator and rules of the testing center.**
- 4. I have left all non-essential items at home.**
- 5. I will store any personal items, such as cell phone, food, candy, beverages, pens, pencils, lip balm, wallets, keys, jackets, etc. in the assigned locker at the testing center. I understand that I may not access these items during testing or an unscheduled break.**
- 6. I will double check my pockets to ensure they are empty before I sign in to test.**
- 7. I know what to do if I encounter a problem at the Test Center.** If I experience problems with testing conditions I must notify the test administrator immediately. I understand that concerns not resolved at the testing center must be submitted in writing (via fax 312.587.4105) within five business days of my testing appointment to the Coordinator, Client Support Services.
- 8. I have made arrangements for my ride or to notify my family or friends after I complete my test and have signed out of the test center. I will not use my cell phone or other electronic devices in the test center or during my testing session.**
- 9. If my address changes after I submit my application and before my score is reported, I will update my DENTPIN record and notify the Joint Commission at nbexams@ada.org or in writing via fax 312.587.4105.**