

ADA American Dental Association®

# **Admission Test for Dental Hygiene (ATDH)**

## 2026 Candidate Guide

# TESTING SERVICES

ADA American Dental Association®

The Department of Testing Services (DTS) is a shared service of the American Dental Association (ADA) that employs testing professionals and provides professional examination services in all relevant areas (e.g., test design, content development, administration, analysis, and reporting). At the direction of the governing bodies it supports, DTS advises on policy based on testing industry best practices and professional experience, and implements policy for the orderly, secure, and fair administration of examination programs within its charge.

**IMPORTANT NOTE:** *You are required to read this Guide before you apply to take the examination.*

***At the time of application, you will be required to confirm that you have read this Guide, understood its contents, and agree to the policies and procedures contained herein.***

*Changes to the Admission Test for Dental Hygiene (ATDH) Program may occur after publication of this Guide. Updated PDFs will be posted to [ADA.org/ATDH](https://ada.org/ATDH). You will be subject to the policies and procedures currently in effect at the time of your test administration.*

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## OVERVIEW

### ABOUT THIS GUIDE AND EXAMINATION PROGRAM

This document is the official candidate guide (“Guide”) to policies and procedures for the Admission Test for Dental Hygiene (“ATDH” or the “Examination”). It provides information such as application and testing procedures, examination content, the consequences of rules violations, and scoring. The governing body of the ATDH is the Council on Dental Education and Licensure (“CDEL” or “Governing Body”). The ATDH is implemented by the Department of Testing Services (“DTS”), which is a shared service of the American Dental Association. Examinations are administered by Prometric (“Prometric” or “Administration Vendor”). Collectively, the Governing Body, DTS, and the set of activities, policies, and procedures occurring in support of this examination are referred to as the “ATDH Program” or simply the “Examination Program.”

The ATDH Program uses arbitration to resolve legal differences relating to the ATDH. Arbitration is described more fully in the section on Arbitration Requirement and Agreement to Arbitrate in this Guide. Agreement to arbitrate is a prerequisite to taking the ATDH.

The Council on Dental Education and Licensure (CDEL) would like to thank you for your interest in this examination. CDEL appreciates the time and energy you are devoting in preparation. CDEL takes its responsibilities seriously, and works diligently to help ensure examinations provide valid, reliable and fair evaluations of candidate knowledge, skills, and abilities.

### PURPOSE OF THE EXAMINATION

The ATDH is an admission test designed to provide dental hygiene education programs with a means to assess a candidate’s potential for success in these programs. Programs use the ATDH in conjunction with other admission tools that provide insight into candidate qualifications as they relate to core program requirements.

Test results are just one factor considered in evaluating applicant potential. Validity studies show that test scores in conjunction with academic performance are useful and effective in predicting success in dental hygiene education programs. The relative importance of each factor in the admission process is determined by each educational program.

### EXAMINATION FAIRNESS

The Governing Body and DTS have devoted and continue to devote substantial time and energy to considerations involving fairness, to comprehensively consider the relevant issues and implement examination programs that are fair, valid, and reliable, providing candidates with the opportunity to demonstrate their knowledge, skills, and abilities in support of accurate and valid skill measurement. Fairness efforts are rooted in professional standards as promulgated in the *Standards for Educational and Psychological Testing*<sup>1</sup>. This document —published by the American Educational Research Association, American Psychological Association, and National Council on Measurement in Education — provides professional guidance on all aspects of testing, and specifically notes that fairness is fundamental to validity.

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<sup>1</sup> American Educational Research Association, American Psychological Association, National Council on Measurement in Education. (2014). *Standards for Educational and Psychological Testing*. Washington, DC: Author.

Fairness considerations are embedded throughout this Examination Program, affecting every aspect of how this examination is constructed, administered, scored, and reported.

## **ETHICAL CONDUCT**

Healthcare professionals play an important role in society by providing services that contribute to the overall health and well-being of individuals and their communities. In light of this responsibility, such professionals must behave ethically at all times. This obligation begins at the time of application to school and continues through the educational process, the licensure process, and the entirety of professional practice.

As professionals devoted to the prevention of disease and the promotion and improvement of the public's health, dental hygienists hold a position of trust within society. The American Dental Hygienists' Association's Code of Ethics for Dental Hygienists establishes standards of behavior to guide the public's expectations and support dental hygiene practice, laws, and regulations. By holding themselves accountable to the standards stated in the Code, dental hygienists enhance the public's trust on which their professional privilege and status are founded.

Candidates are required to abide by these ethical standards and to read, understand, and comply with the examination regulations and rules of conduct for this examination. The obligation to abide by these ethical standards includes a commitment to honesty, truthfulness, full disclosure, accuracy, fairness, and integrity in all matters pertaining to examinations completed now and, in the future (examination applications, examination procedures, applications for licensure, etc.).

Misconduct in the examination process is a very serious matter. Violation of the rules of conduct or examination regulations may result in civil liability, voiding of examination results, retest penalties, or other appropriate penalties.

The Examination Program Governing Body, licensure boards, and the profession expect strong ethical behavior from all candidates. The Governing Body annually publishes policies and procedures applicable to misconduct and irregularities in the application and examination process. This information is available in later sections of this document. The Governing Body expects all candidates to carefully read and understand this information and their obligations as candidates for this examination.

## EXAMINATION CONTENT AND PREPARATION MATERIALS

### EXAMINATION SPECIFICATIONS

The ATDH is composed of multiple-choice test questions (items) presented in Standard American English. The examination consists of six sections: Reading Comprehension, Language Usage, Quantitative Reasoning, Perceptual Ability, Biology, and General Chemistry. Both the U.S. customary system (Imperial System) and the metric system (International System) of measurement are used. Additional information on test content is provided below.

### SCOPE OF THE EXAMINATION

#### Reading Comprehension (40 items)

The reading comprehension section of the ATDH assesses the candidate's ability to read, understand, and analyze basic scientific information. The section consists of questions pertaining to reading passages on various scientific topics. Prior familiarity with the specific science topics covered in the passages is not a prerequisite to answering the questions. Reading passages are approximately 450–500 words in length, and there are typically eight (8) items associated with each passage. Items are written in Standard American English. Items are written to evaluate whether the candidate possesses reading comprehension skills at a high school graduate or first-year college student proficiency level.

TOPIC	DESCRIPTION
<b>Main Ideas</b>	Determine the main ideas and supporting details presented in an informational text (e.g., identify the main idea, identify details that support the main idea, summarize the important points of the text).
<b>Inferences and Conclusions</b>	Make inferences and draw conclusions about ideas presented in an informational text (e.g., make inferences about the author's point of view and purpose, determine whether a given statement is or is not supported by the text, use evidence from the text to support inferences and conclusions).
<b>Relationships Among Ideas</b>	Analyze relationships among ideas presented in informational text and how that text is organized (e.g., how connections are made between ideas, including compare/contrast structure, use of categories, and use of analogies; how one part of the text fits in with the whole; the structure of a particular paragraph; the purpose of transition words).
<b>Meaning of Words and Phrases</b>	Determine the meaning of words and phrases used in the context of informational text, including figurative, connotative, and technical meanings.

## Language Usage (40 items)

The language usage section of the ATDH assesses the candidate's ability to utilize English words, rules, structure, grammar, syntax, style, tone, spelling, and punctuation to facilitate effective written communication. Language usage items are written in Standard American English. Items are written to evaluate whether the candidate possesses language skills at a high school graduate or first-year college student proficiency level.

TOPIC	DESCRIPTION
<b>Spelling, Punctuation, and Capitalization</b>	Identify and correct errors in spelling, punctuation, and capitalization.
<b>Word Usage</b>	Identify and correct errors in word usage.
<b>Grammar</b>	Identify and correct errors in grammar (e.g., subject-verb agreement, pronoun-antecedent agreement, verb tense).
<b>Syntax</b>	Identify and correct errors in syntax (e.g., eliminating fragments and run-on sentences, eliminating dangling and misplaced modifiers, ensuring parallel structure).
<b>Organization of Ideas</b>	Organize written ideas to facilitate effective communication (e.g., combining sentences effectively, using effective transition words and phrases, clarifying the relationship between ideas, revising awkward sentence structure).
<b>Style and Tone</b>	Maintain a formal style and objective tone in written communications. Identify and replace non-standard English words and phrases.

## Quantitative Reasoning (40 items)

Quantitative reasoning items require candidates to solve problems by applying critical thinking skills, along with knowledge of core principles in quantitative disciplines such as algebra, probability, and statistics. Items are targeted at the level of the college-ready high school graduate who has successfully completed courses in algebra I and algebra II. A digital calculator is made available to candidates for this section of the examination.

TOPIC	DESCRIPTION
<b>Algebra</b>	Solve algebraic problems involving equations and expressions, inequalities, exponential notation, absolute values, ratios and proportions.
<b>Probability and Statistics</b>	Apply probabilistic reasoning skills; calculate and interpret probabilities; calculate and interpret basic statistics such as means, medians, or ranges.
<b>Interpretation of Quantitative Information</b>	Understand and interpret quantitative data presented in graphs or tables.
<b>Word Problems</b>	Solve word problems by applying principles from algebra, probability, and statistics.

### Perceptual Ability (60 items)

The perceptual ability section of the ATDH assesses the candidate's ability to accurately perceive object dimensions and mentally manipulate objects in space. This includes, for example, the ability to differentiate among angles, or imagine how three-dimensional objects appear when viewed from different angles.

TOPIC	DESCRIPTION
<b>Apertures</b>	Evaluate a three-dimensional object and determine if it can pass through an opening.
<b>View Recognition</b>	Visualize how an object would appear if viewed from different angles.
<b>Angle Discrimination</b>	Rank a series of angles from smallest to largest.
<b>Paper Folding</b>	Mentally unfold a piece of paper that has been folded one or more times and then hole punched.
<b>Cube Counting</b>	Evaluate a stack of cubes and determine how much of each cube is exposed.
<b>Spatial Relations / 3D Form Development</b>	Identify the three-dimensional shape that a flat pattern produces when folded in a specific way.

**Prior to ATDH administrations, candidates are strongly encouraged to review the instructions associated with Perceptual Ability Test questions. This information can be found on the ATDH Program website ([ADA.org/ATDH](http://ADA.org/ATDH)).**

### Biology (30 items)

The biology section of the ATDH assesses the candidate's ability to understand, apply, and integrate introductory concepts in biology that are relevant to the health sciences. Items are targeted at the level of the college-ready high school graduate who has successfully completed a high school course in biology.

TOPIC	DESCRIPTION
<b>Cell and Molecular Biology</b>	Cell metabolism; Cellular processes; Organelle structure and function; Mitosis/meiosis; Cell structure; Biomolecules
<b>Diversity of Life: Biological Organization and Relationship</b>	Plantae; Animalia; Protista; Fungi; Eubacteria (Bacteria); Viruses
<b>Structure and Function</b>	Homeostasis; Communication; Nutrient processing; Water balance; Gas exchange; Movement
<b>Genetics</b>	Molecular genetics; Human genetics; Mendelian genetics; Gene expression
<b>Evolution and Ecology</b>	Natural selection; Ecology

## General Chemistry (30 items)

The general chemistry section of the ATDH assesses the candidate's ability to understand, apply, and integrate introductory concepts in general chemistry that are relevant to the health sciences. Items are targeted at the level of the college-ready high school graduate who has successfully completed a high school course in chemistry.

TOPIC	DESCRIPTION
<b>Stoichiometry and General Concepts</b>	Percent composition; Balancing equations; Moles, molar mass, molecular formula; Density; calculations from balanced equations; Chemical nomenclature; Oxidation-reduction reactions; Periodic properties and trends
<b>Gases</b>	Kinetic molecular theory of gases; Dalton's gas law; Boyle's gas law; Charles's gas law; Ideal gas law
<b>Liquids and Solids</b>	Intermolecular forces; Phase changes; Vapor pressure; Polarity; Properties
<b>Solutions</b>	Polarity (intermolecular forces); Colligative properties; Concentration calculations
<b>Acids and Bases</b>	pH; Strength; Brønsted-Lowry reactions; Calculations
<b>Kinetics, Thermodynamics, Equilibria</b>	Le Chatelier's principle; Laws of thermodynamics; Enthalpies and entropies; Heat transfer; Activation energy; Half-life
<b>Atomic and Molecular Structure</b>	Electron configuration; Lewis-Dot diagrams; Molecular geometry; Bond types; Sub-atomic particles
<b>Nuclear Reactions</b>	Balancing equations; Decay processes; Particles; Terminology
<b>Laboratory</b>	Basic techniques; Equipment; Error analysis; Safety; Data analysis

Below is an image of the digital calculator that is made available to candidates for both the General Chemistry and Quantitative Reasoning sections of this examination:



Below is an image of the periodic table of the elements that is made available to candidates for the General Chemistry section of this examination:

1 H Hydrogen 1.008																	2 He Helium 4.003	
3 Li Lithium 6.94	4 Be Beryllium 9.012											5 B Boron 10.81	6 C Carbon 12.011	7 N Nitrogen 14.007	8 O Oxygen 15.999	9 F Fluorine 18.998	10 Ne Neon 20.180	
11 Na Sodium 22.990	12 Mg Magnesium 24.305											13 Al Aluminum 26.982	14 Si Silicon 28.085	15 P Phosphorus 30.974	16 S Sulfur 32.06	17 Cl Chlorine 35.45	18 Ar Argon 39.948	
19 K Potassium 39.098	20 Ca Calcium 40.078	21 Sc Scandium 44.956	22 Ti Titanium 47.867	23 V Vanadium 50.942	24 Cr Chromium 51.996	25 Mn Manganese 54.938	26 Fe Iron 55.845	27 Co Cobalt 58.933	28 Ni Nickel 58.693	29 Cu Copper 63.546	30 Zn Zinc 65.38	31 Ga Gallium 69.723	32 Ge Germanium 72.630	33 As Arsenic 74.922	34 Se Selenium 78.97	35 Br Bromine 79.904	36 Kr Krypton 83.798	
37 Rb Rubidium 85.468	38 Sr Strontium 87.62	39 Y Yttrium 88.906	40 Zr Zirconium 91.224	41 Nb Niobium 92.906	42 Mo Molybdenum 95.95	43 Tc Technetium [97]	44 Ru Ruthenium 101.07	45 Rh Rhodium 102.906	46 Pd Palladium 106.42	47 Ag Silver 107.868	48 Cd Cadmium 112.414	49 In Indium 114.818	50 Sn Tin 118.710	51 Sb Antimony 121.760	52 Te Tellurium 127.60	53 I Iodine 126.904	54 Xe Xenon 131.293	
55 Cs Cesium 132.905	56 Ba Barium 137.327	* 57 - 70	71 Lu Lutetium 174.967	72 Hf Hafnium 178.49	73 Ta Tantalum 180.948	74 W Tungsten 183.84	75 Re Rhenium 186.207	76 Os Osmium 190.23	77 Ir Iridium 192.217	78 Pt Platinum 195.084	79 Au Gold 196.967	80 Hg Mercury 200.592	81 Tl Thallium 204.38	82 Pb Lead 207.2	83 Bi Bismuth 208.980	84 Po Polonium [209]	85 At Astatine [210]	86 Rn Radon [222]
87 Fr Francium [223]	88 Ra Radium [226]	** 89 - 102	103 Lr Lawrencium [262]	104 Rf Rutherfordium [267]	105 Db Dubnium [270]	106 Sg Seaborgium [269]	107 Bh Bohrium [270]	108 Hs Hassium [270]	109 Mt Meitnerium [278]	110 Ds Darmstadtium [281]	111 Rg Roentgenium [281]	112 Cn Copernicium [285]	113 Nh Nihonium [286]	114 Fl Flerovium [289]	115 Mc Moscovium [289]	116 Lv Livermorium [293]	117 Ts Tennessine [293]	118 Og Oganesson [294]
57 La Lanthanum 138.905	58 Ce Cerium 140.116	59 Pr Praseodymium 140.908	60 Nd Neodymium 144.242	61 Pm Promethium [145]	62 Sm Samarium 150.36	63 Eu Europium 151.964	64 Gd Gadolinium 157.25	65 Tb Terbium 158.925	66 Dy Dysprosium 162.500	67 Ho Holmium 164.930	68 Er Erbium 167.259	69 Tm Thulium 168.934	70 Yb Ytterbium 173.045					
89 Ac Actinium [227]	90 Th Thorium 232.038	91 Pa Protactinium 231.036	92 U Uranium 238.029	93 Np Neptunium [237]	94 Pu Plutonium [244]	95 Am Americium [243]	96 Cm Curium [247]	97 Bk Berkelium [247]	98 Cf Californium [251]	99 Es Einsteinium [252]	100 Fm Fermium [257]	101 Md Mendelevium [258]	102 No Nobelium [259]					

Avogadro's number	$N_A = 6.02 \times 10^{23}/\text{mol}$	speeds of light in a vacuum	$c = 3.00 \times 10^8 \text{ m/s}$
Faraday constant	$F = 96,500 \text{ C/mol}$	universal gas constant	$R = 8.314 \text{ J/(mol}\cdot\text{K)}$
Planck's constant	$h = 6.63 \times 10^{-34} \text{ J}\cdot\text{s}$		$= 0.08206 \text{ (atm}\cdot\text{L)/(mol}\cdot\text{K)}$

All examination questions are reviewed annually by a team of subject matter experts before they are used for examination purposes. This process helps to ensure that the questions reflect the most recent research and guidelines. Changes to the test specifications for the ATDH may occur after publication of this guide. If changes occur, they will be posted on the ATDH website and listed in the document entitled *Recent and Forthcoming Updates to Examinations*. This document is available at [ADA.org/education/testing](http://ADA.org/education/testing).

## CONFIDENTIALITY OF EXAMINATION MATERIALS

Examination questions represent confidential, copyrighted intellectual property. Obtaining, using, or distributing examination questions, also referred to as examination items, is strictly prohibited, regardless of the method employed (memorization, recording, copying, or other means). This prohibition includes the discussion, distribution, or online posting of memorized examination questions or answers, in whole or in part.

The use or sharing of examination items violates the examination regulations and rules of conduct of this testing program. Such activities could provide an unfair advantage and threaten the validity and credibility of the examination. Since all examinations are copyrighted property, these prohibited activities also violate federal copyright laws.

**The Department of Testing Services investigates all reports of candidates' alleged production, misuse, or sharing of current examination materials, and will pursue formal action against anyone who violates the Examination Regulations or federal copyright law. Violations could result in the voiding of examination results, legal action, or other appropriate penalties.**

## EXAMINATION PREPARATION

A number of resources are used by subject matter experts to create questions for the ATDH. These resources include the following reference texts:

- [Reference Texts](#)

The ATDH program does not endorse any specific test preparation courses and has no data on the content or efficacy of test preparation courses designed to prepare candidates for the ATDH.

## PRACTICE TEST QUESTIONS

Candidates interested in preparing for the ATDH may utilize practice test questions available at [ADA.org/ATDH](https://ada.org/ATDH). All practice test questions are copyrighted.

The intent of practice test questions is to help candidates understand the types of questions that will be asked on the examination. Practice questions are not intended to provide an indication of how candidates will perform on the ATDH. Candidates are cautioned not to limit preparation for the examination to the review of practice questions.

## TUTORIAL

At the beginning of the test administration session, candidates will be given an opportunity to review a brief tutorial before attempting any official test questions. The tutorial is designed to familiarize candidates with how to use the computer to navigate the examination.

## TEST DRIVE

Candidates can additionally become familiar with the test administration experience through Prometric's Test Drive. The Test Drive includes the following experiences candidates will encounter as part of their examination attempt:

- The scheduling and registration process.
- The complete check-in process at the test center.
- Introduction to test center staff and surroundings.
- A 15-minute sample test (a generic test, not examination-specific) demonstrating the testing process.

Visit Prometric's Test Drive on [prometric.com/test-drive](https://prometric.com/test-drive) for further details and pricing.

## SCORING AND RESULTS

### SCORING OF EXAMINATION

ATDH results are reported as scale scores. These scale scores are neither raw scores (i.e., the number of questions answered correctly) nor percentiles. The calculation of scale scores is accomplished using sophisticated psychometric equating procedures to accurately and fairly evaluate candidate skills. Through scale scores, it is possible to meaningfully compare the performance of candidates who have completed this examination, even if candidates have completed examination forms containing different examination questions. Candidates are not penalized for guessing.

Some questions on the test are experimental and are not scored. Data collected on unscored questions is used to determine whether those questions pass psychometric standards and would be appropriate for use in future test administrations. Unscored questions look the same to candidates as scored questions.

ATDH scores range from 200 to 500 and are reported in 10-point increments. Each educational program makes its own determination as to what constitutes an acceptable score. As such, there is not an official passing score for this examination.

Candidates often ask whether they have achieved a good score. To interpret the results of your examination, the Examination Program recommends consulting the most recent examination norms, which provide information on candidate's percentile standing on the examination. This information is available in the following report, which is publicly available on the Examination Program website:

[Admission Test for Dental Hygiene \(ATDH\) User's Guide](#)

The above report is also available to educational programs as they interpret and use candidate results for admission purposes.

### RESULTS AUDITS

As a routine part of quality assurance procedures, results are audited for accuracy before they are distributed. Candidates can also request to have their examination results audited or checked for accuracy an additional time, beyond that indicated above. To request this second audit, log in to your account and follow the audit request instructions. Additional fees will apply (see the Examination Fees section of this Guide). Results audits require approximately four to six weeks to complete and must be requested within 30 days of the reporting date indicated on the official report of results.

### RESULTS REPORTS

At the time of application, candidates are asked to select schools and/or programs to receive official results. In so doing, candidates grant DTS permission to release official results to these schools and/or programs. Results will be released only upon authorization, or by decision of the Examination Program in accordance with Examination Program policies (e.g., in the case of irregularities or falsification of information). Official results are reported electronically within three to four weeks of the testing date to the selected schools and will be posted to the candidate's [DENTPIN](#) account. If a candidate has tested more than once, a history of all testing attempts is reported.

If a candidate requests that scores be sent to a dental hygiene program, the testing program will also report official scores to the ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS). This will occur at the

same time results are released to the candidate's designated schools and/or programs. At least one dental hygiene program must be selected on the application to have scores sent to ADEA DHCAS.

The examination application includes a list of potential results recipients. **Reporting to schools and/or programs selected at the time of application is included in the examination fee, regardless of the number selected.** The candidate's list of designated recipients as provided at the time of application cannot be edited or cancelled after it has been submitted.

If no schools are selected on the candidate's examination application, then permission has NOT been granted to release official scores. **If the candidate wishes to add a results recipient after the time of application, they must do so by submitting a separate score report request.**

Requests for additional score reports must be submitted by signing into your account ([ADA.org/DENTPIN](https://ada.org/DENTPIN)) and going to the 'Requests' tab. **Additional fees apply when sending reports to schools or other recipients not selected at the time of application** (see the Examination Fees section of this Guide).

Fees associated with additional service requests are nonrefundable and nontransferable. DTS suggests candidates send official scores to every dental hygiene school and/or program at the time of application.

## **ELIGIBILITY REQUIREMENTS**

The ATDH is intended for candidates who are pursuing a career in dental hygiene and are currently seeking admission into a dental hygiene education program.

Dental hygiene programs vary considerably in the level of knowledge and skills that are required at entry in order for a candidate to be suitably prepared to learn the material that will be taught. The ATDH Program has incorporated this program variability into its design. Candidates should contact programs of interest to understand program prerequisites (e.g., academic courses) and any program specific requirements that would help candidates in submitting a successful application.

Dental hygiene program applicants are encouraged to take the ATDH well in advance of the dental hygiene program admission cycle.

**The ATDH Program does not discriminate on the basis of race, ethnicity, religion, sex, age, disability, sexual orientation, or marital status.**

## FEES, APPLICATION AND TEST ADMINISTRATION

### EXAMINATION FEES

**Fees are non-refundable and non-transferable.** All fees are in US dollars. The following indicates 2026 testing fees:

FEE TYPE	DESCRIPTION	FEE AMOUNT
<b>Examination Fee</b>	This fee includes administration and score reporting to schools and programs selected at the time of application.	\$150
<b>Score Report Fee (optional)</b>	This fee covers score report requests made <u>after</u> the time of application. There is no additional charge for score report requests received at the time of application.	\$55 per report
<b>Score Audit Fee (optional)</b>	For a period of 30 days after a testing appointment, as an optional service, the program is willing to audit a candidate's results.	\$105
<b>Eligibility Extension Fee</b>	Candidates can extend their eligibility period for a fee. The extension is for 45 days and is available once per application.	\$50

#### Please note:

Candidates are encouraged to consider their test administration date carefully, as any last-minute requested changes (e.g., for medical reasons, personal reasons, or due to a missed testing appointment) may not be approved.

### ELIGIBILITY EXTENSION REQUESTS

Candidates may request a 45-day extension (weekends and holidays included) to their eligibility window by logging into their DENTPIN account. The Eligibility Extension Request is an option under 'Submit Request.' Candidates may request only one extension per application and cannot have a currently scheduled examination appointment. Any candidate with a currently scheduled appointment must cancel that appointment before proceeding with an extension request; failure to do so will result in the extension request being denied. The eligibility extension request does not supersede any other rules regarding a candidate's eligibility. Candidates interested in a 45-day extension must pay a corresponding fee. This fee must be paid at the time the extension request is submitted. This fee is non-refundable and non-transferable.

## RESCHEDULING FEES

The fee to reschedule a testing appointment is determined by the amount of notice provided before the originally scheduled administration date. Rescheduling fees are subject to change. Sales tax may apply to cancellation and rescheduling fees. Base fees are as follows:

NUMBER OF DAYS PRIOR TO TESTING APPOINTMENT	RESCHEDULING FEE
30 or more business days*	\$50
5 to 29 business days*	\$70
1 to 4 business days*	\$125

\*Saturday and Sunday are **NOT** business days.

## LATE ARRIVAL OR NO-SHOW FEES

If a candidate fails to appear for a scheduled testing appointment, OR if a candidate presents more than 30 minutes after the scheduled start time and is refused admission, then their full testing fee will be forfeited.

## PARTIAL FEE WAIVER

In cases of severe financial hardship, a limited number of partial fee waivers are available per calendar year (January-December) to candidates. The waiver covers 50% of the examination fee, which includes the fee for the test and any official score reports requested at the time of application. The waiver does not apply to any charges associated with rescheduling or score reporting after the time of initial application.

**Fee waivers are granted on a first-come, first-served basis at the beginning of each calendar year to eligible candidates who have submitted the required documents. Fee waivers will be granted beginning on January 1. Candidates who have previously received a fee waiver or who have already taken the examination are not eligible.**

The Examination Program will review all fee waiver requests and make final decisions regarding fee waivers. Candidates must register for a DENTPIN prior to submitting a fee waiver request.

Candidates may qualify for a partial fee waiver if the following requirements are met:

- Demonstrated financial hardship.
- First time taking the examination.
- Has not previously received a partial fee waiver.
- U.S. citizen or foreign national who meets either the “green card” or “substantial presence” test as described in IRS Publication 519.
- Received financial aid at their educational institution.

### **Instructions for Requesting a Partial Fee Waiver**

Candidates can request a partial fee waiver by signing into their DENTPIN account, selecting 'Submit Request' and then 'Waiver Request.' They will then be prompted to select the Examination Program for which a partial fee waiver is being requested.

The ATDH Program will review all partial fee waiver requests and make the final approval or denial decision. After the partial fee waiver request is reviewed, candidates will receive an email notification of the Examination Program's decision and instructions for submitting an ATDH application online. Please allow up to 10 business days for review of all partial fee waiver requests.

## **RETESTING POLICY**

Candidates are required to submit a new application and fee for each testing attempt. A testing attempt is defined as any test administration where the candidate has been seated at a computer at a test center and electronically agreed to the confidentiality statement to start the test.

Candidates are required to wait 60 days between testing attempts on the ATDH. Candidates who have had three or more ATDH attempts must apply to the ATDH Program for permission to test again. After a candidate's third attempt, the following applies:

- The candidate may retest only once per 12-month period.
- Any request to test must be submitted to DTS in writing.
- Such requests must include evidence demonstrating the candidate's intent to apply to a dental hygiene education program.

The preceding retest policies are not subject to appeal.

## **PARTIAL TESTING**

Partial testing is not permitted. Candidates are required to take all sections of the ATDH. The lowest possible scale score is reported for any assigned test not taken. Individuals unable to complete the ATDH must submit a new application and fee to retest.

## APPLICATION PROCEDURES

Before applying to take this examination, candidates must first obtain a Dental Personal Identification Number (DENTPIN). Candidates can register for a new DENTPIN or retrieve an existing DENTPIN at [ADA.org/DENTPIN](https://ada.org/DENTPIN).

The DENTPIN is a unique personal identifier used by U.S. dental and dental hygiene education systems and standardized testing programs, such as the Dental Admission Test (DAT), Advanced Dental Admission Test (ADAT), and the Admission Test for Dental Hygiene (ATDH)— as well as application services such as the American Dental Education Association (ADEA) Postdoctoral Application Support Service (ADEA PASS), the ADEA Associated American Dental Schools Application Service (ADEA AADSAS), the Texas Medical & Dental Schools Application Service (TMDSAS), the ADEA Centralized Application for Advanced Placement for International Dentists (ADEA CAAPID), and the ADEA Dental Hygiene Centralized Application Service (ADEA DHCAS). In each case, DENTPIN is used to uniquely identify individuals, and for the confidential and secure reporting, transmission, and tracking of test scores and academic data.

Once a DENTPIN is obtained, candidates can submit an application through the ATDH Program website. A new application must be submitted before each testing attempt. Application processing takes place Monday through Friday during standard US business hours.

After the Examination Program processes a candidate's application, that candidate is eligible to test for a six-month period, unless other considerations — including retest rules and requirements — limit the eligibility period to a shorter timeframe. Candidates are encouraged to choose their test administration date carefully, as any last-minute requested changes (e.g., for medical or personal reasons) may not be approved.

When registering for a DENTPIN and submitting an application, all provided information must be accurate. Candidates must use their legal name. When including a middle name, candidates must use either their full middle name or a middle initial.

If the name on a candidate's application fails to EXACTLY match the name appearing on IDs brought to the Administration Vendor test center, the candidate will NOT be permitted to test. As a result, the testing appointment and application fee will be forfeited, and the candidate will be required to submit a new application and fee before taking the examination.

Changes and corrections to the application (name, birthdate, etc.) must be completed at least two weeks prior to a scheduled testing appointment. Candidates are responsible for identifying any corrections or omissions and must notify the testing program at [DENTPIN@ADA.org](mailto:DENTPIN@ADA.org).

Updates made to contact information (address, email address, etc.) using the "Update Your DENTPIN" page at [ADA.org/DENTPIN](https://ada.org/DENTPIN) will NOT automatically update existing test applications and score report requests.

During the application and testing process, candidates will be required to provide their name, DENTPIN, address, date of birth, and other requested information to allow proper identification by the testing program. This information must be accurate. The falsification of personal information is a serious matter. If it is determined that a candidate deliberately falsified personal information in the DENTPIN system, examination application, or at the test center, scores will be voided, and all schools will be notified. Possible repercussions associated with deliberate falsification include a required two-year waiting period before taking the examination again, or a complete ban from the Examination Program and any other examination program implemented by DTS.

## TEST CENTER PROCEDURES

The Administration Vendor will electronically capture the identity of each candidate biometrically (e.g., through photograph, fingerprint, or palm vein scan) before candidates can proceed with testing. Candidates must consent to these procedures before they are permitted to test. Electronic capture of biometric data allows for a more efficient return to testing after breaks. Biometric and other identifying information will be retained by the Administration Vendor and will be utilized for identity verification at potential future test administrations (e.g., retesting).

Administration Vendor staff will visually inspect eyeglasses and hair accessories as part of check-in procedures. Staff may also use an electronic detection wand to scan for electronic devices. Jewelry, except for wedding and engagement rings, is prohibited. Updates to security protocols at check-in may change with little to no advance warning. Candidates can view the current check-in procedures at the Administration Vendor's website. Administration Vendor staff will observe candidates at all times during the testing appointment. This observation includes staff walking through the secure testing room, as well as video recording of the candidate's examination session. Administration Vendor staff are required to report behavior that might represent a violation of rules and regulations.

Administration Vendor staff are not authorized to answer questions from candidates regarding examination content, examination software, specific examination program policies, and scoring.

## IDENTIFICATION POLICY

When you arrive at the Administration Vendor test center to take your examination, two original and current forms of identification (ID) — one primary and one secondary — will be required. An expired ID WILL NOT be accepted, even if that ID is accompanied by temporary identification or documentation that a new, valid ID has been requested.

The primary ID must be a government-issued ID with your photograph, name, and signature. Examples of acceptable primary IDs include, but are not limited to a driver's license, passport, or passport card. All IDs, with the exception of passports, must be written in English.

The secondary ID must contain your name and signature. Examples of secondary IDs include but are not limited to the following: debit cards, library cards, or a credit card.

Only physical forms of IDs will be accepted by test center staff. Digital or paper copies of IDs will not be accepted.

**WARNING! Information in your DENTPIN record and submitted application (e.g., your name) must match your IDs exactly or you will be denied admission to testing and forfeit your testing and application fee.**

## ADMINISTRATION SCHEDULE

The table below presents the ATDH administration schedule. Candidates must report to the testing center at least 30 minutes prior to their scheduled appointment. The total administration time is four hours and 50 minutes (290 minutes), including the tutorial, scheduled breaks, and survey.

The optional breaks are the only scheduled breaks; if a candidate opts to take a scheduled break, the testing session will resume automatically after 15 minutes have elapsed.

**Taking a break at any time other than a scheduled break is considered an “unscheduled break.” During an unscheduled break, candidates may NOT access personal belongings or prohibited items, study, refer to notes or texts, use a telephone, eat or drink any food or beverages from a candidate’s locker, or leave the test center. Locker access during unscheduled breaks is strictly prohibited.**

### ATDH Administration Schedule

SECTION	ITEMS	MINUTES
Introduction and Tutorial		15
Reading Comprehension	40	50
Language Usage	40	30
Break (optional)		15
Quantitative Reasoning	40	45
Perceptual Ability	60	45
Break (optional)		15
Biology	30	30
General Chemistry	30	30
Post Examination Survey		15
<b>Total</b>	<b>240</b>	<b>290</b>

Once a candidate begins their testing session, test items will be presented one at a time on their computer screens. In some cases, candidates may experience a lag between items during testing, while a given item is loaded onto the computer screen. It is important to note that the test timer is designed to pause while items are loading on the screen. Any time that passes while items load will NOT count against the total test time.

## **RESCHEDULE OR CANCEL A TESTING APPOINTMENT**

To reschedule or cancel a testing appointment, candidates must either use the scheduling tools on the Administration Vendor website or contact the Administration Vendor using the contact information provided on the Administration Vendor website. This must be done in advance of the testing appointment. Additional fees apply and must be paid directly to the Administration Vendor (see the “Examination Fees” section of this Guide). Local test centers where candidates complete their examination cannot schedule, reschedule, or cancel your appointment. Appointments must be canceled or rescheduled by the business day prior to the scheduled test, and at least 24 hours in advance of the scheduled appointment. Candidates will receive a confirmation notice when rescheduling their testing appointment; please retain a copy of this notice.

## **NO-SHOW POLICY**

Candidates who do not appear for a scheduled testing appointment and do not cancel or reschedule their appointment by the required time in advance of the test date will forfeit all testing fees. These candidates will be required to submit a new application and provide corresponding payment to schedule a new appointment.

## EMERGENCIES ON THE DAY OF THE TESTING APPOINTMENT

If an emergency occurs on the day of a testing appointment that prevents a candidate from sitting for their examination, a written request for relief must be submitted to DTS. This request should include applicable documentation and be sent to [testingproblems@ADA.org](mailto:testingproblems@ADA.org) within five business days of the scheduled appointment.

Examples of emergencies and applicable documentation include, but are not limited to, the following:

- *Sudden illness on the examination day.* Provide a doctor's note or hospital records confirming that you were treated on the day of the examination.
- *Death in the family on the examination day.* Provide a copy of an obituary, prayer card, funeral service program, or death certificate confirming that the relative passed away or services were held on the day of the examination.

**Testing appointments affected by emergencies occurring prior to the day of the scheduled appointment should be handled through the Administration Vendor's rescheduling and cancellation process indicated previously.**

## TESTING PROBLEMS ON THE DAY OF THE TESTING APPOINTMENT

If a candidate encounters a problem during their examination, the administration should not be resumed until the issue has been documented and resolved by the test center administrator. If a candidate continues to have issues with their testing experience after having requested such assistance, they should again alert test center staff and request that staff resolve the issue. If the issue persists, the candidate should immediately discontinue testing. Candidates who continue to test despite the presence of continued, significant issues waive their right to appeal for a remedy on the basis of those encountered issues. Concerns not resolved at the time of testing must be submitted in writing within five business days of the testing appointment to [testingproblems@ADA.org](mailto:testingproblems@ADA.org).

Candidates who encounter problems as indicated above must contact [testingproblems@ADA.org](mailto:testingproblems@ADA.org) directly, and state the specific relief being requested. Upon receipt of directly communicated information, DTS will conduct an investigation and notify the candidate of the outcome. Candidates with documented, unresolved testing issues could be offered the courtesy of a retest within 30 days. If the candidate accepts the retest courtesy, the retest will replace the results of the initial test, and the initial test results will be voided. Candidates who continue to test despite severe issues — and particularly those who continue to test, wait for their results to be released, and call DTS afterwards upon receipt of a poor score — are unlikely to obtain the remedy they seek.

Test center incident reports submitted on behalf of the candidate — and comments submitted by the candidate via post-examination surveys — are considered indirect communication to DTS. These indirect communications may be considered by DTS as part of its general quality assurance procedures but would not result in specific relief for the candidate.

Examination results cannot be canceled or adjusted under any circumstances.

## TESTING ACCOMMODATIONS

The Examination Program provides reasonable and appropriate testing accommodations in accordance with the Americans with Disabilities Act. These accommodations occur for individuals with documented disabilities or medical conditions who demonstrate a need for accommodation, request an accommodation prior to testing, and who are approved by the Examination Program to receive accommodations based on the information submitted.

Testing accommodations are offered to those with a qualified disability or a medical condition in order to offer equal access to testing. Candidates must request testing accommodations with each application. However, subsequent to approval of an accommodation for a given administration, candidates will not be required to submit additional documentation covering the same disability or condition, for future administrations.

Information concerning specific accommodations provided will not be shared outside of DTS, the test center, and the Examination Program, and will not be indicated in examination results.

In considering a request from a candidate with a disability, the Examination Program is guided by a focus on validity. Testing accommodations are provided so all candidates have the opportunity to demonstrate their knowledge and skills, as opposed to having the measurement of their knowledge and skills inappropriately reflect a disability.

To determine whether a candidate qualifies for accommodations under the Americans with Disabilities Act, or as a result of a current medical condition, the Examination Program requires a complete evaluation of the candidate, as well as a completed and signed Testing Accommodations Request Form. A health care professional appropriately qualified to evaluate the disability or medical condition must conduct the evaluation. For more information on accommodations and an explanation of how to request testing accommodations, please consult the Testing Accommodations Request area on the Examination Program website (see the section in this Guide entitled “Application Procedures”).

If you have a documented disability recognized under the Americans with Disabilities Act and require testing accommodations, you must submit the following three documents prior to testing:

1. A completed test application.
2. The Testing Accommodations Request Form through your DENTPIN account.
3. Documentation to support the testing accommodation request.

You may submit your testing accommodation request in one of the following ways.

### **Before applying to test**

- You may submit your testing accommodation request prior to submitting your examination application. The Examination Program will review your request, and if approved, the Examination Program will add the approved testing accommodation to your record after you complete your examination application.
- To submit a testing accommodation request before applying to test, please sign into your DENTPIN account and click “Submit Request” from the top ribbon menu. From the dropdown menu, select “Accommodations Request”.
- Complete and submit the Testing Accommodation Request Form. This web page includes a file uploader that will allow candidates to attach the required supporting documentation.
- Requested testing accommodations should align with the identified functional limitation(s), so that any adjustments to testing procedures comply appropriately with federal guidelines.

OR

### **While applying to test**

- During the application submission process, select “Yes” when asked “Are you requesting testing accommodations under the Americans with Disabilities Act?”
- Fill out the Testing Accommodation Request in the examination application, which will appear after the payment page. This web page will include a file uploader that will allow candidates to attach the required supporting documentation.
- Requested testing accommodations should align with the identified functional limitation(s), so that any adjustments to testing procedures comply with federal guidelines.

**Candidates can schedule a testing appointment AFTER testing accommodation requests have been approved. Testing accommodations cannot be added to a previously scheduled testing appointment. If candidates schedule testing appointments before testing accommodations are approved, candidates will be required to cancel the appointment and pay a cancellation fee. Candidates requesting accommodations must receive their eligibility email with approved accommodations before scheduling a testing appointment. Please email [testingaccommodations@ada.org](mailto:testingaccommodations@ada.org) with any questions on this process.**

### **ACCEPTABLE FORMS OF DOCUMENTATION**

- A. A copy of a current evaluation** report (within the past five years) from the appropriate healthcare professional. The document must be on an official letterhead, and should include **the professional’s credentials, signature, address, and telephone number**. The report must indicate **the candidate’s name, date of birth, and date of evaluation**. The report should include:
  - The specific **diagnostic procedures or tests** administered. Diagnostic methods used should be appropriate to the disability and in alignment with current professional protocol.
  - The **results** of the diagnostic procedures and/or tests and a comprehensive interpretation of the results.
  - The specific **diagnosis of the disability**, with an accompanying description of the candidate’s limitations due to the disability.
  - A summary of the complete evaluation with recommendations for the specific accommodations and how they will reduce the impact of identified functional limitation.
- B. Documentation of any previous accommodations** provided by educational institutions or other testing agencies. If no prior accommodations were provided, the licensed professional should include a detailed explanation as to why no accommodations were given in the past and why accommodations are needed now.

### **UNACCEPTABLE FORMS OF DOCUMENTATION**

Please do not submit the documents indicated below. They will not be accepted.

- Handwritten letters from healthcare professionals.
- Handwritten patient records or notes from patient charts.
- Diagnoses on prescription pads.
- Self-evaluations.
- Research articles.
- Original documents (submit copies only).
- Previous correspondence to the Examination Program (DTS maintains copies of all correspondence).

# EXAMINATION REGULATIONS AND RULES OF CONDUCT

## RULES OF CONDUCT

Rules have been established that govern the administration of this examination to ensure results accurately reflect candidates' skills. Examination regulations and rules of conduct help preserve the integrity of the examination process and provide standardized examination administration conditions that yield valid and reliable results.

The Examination Program bears no responsibility for inaccurate information or inappropriate permissions received from test center administrators. It is your personal responsibility to understand and comply with the examination regulations indicated in this Guide. If a candidate's conduct is determined to violate the terms set forth in this Guide, the Examination Program will act to strictly enforce its policies and procedures.

Accessing official examination content prior to testing, breaching the confidentiality of examination content, or any attempt to subvert the examination process represent violations of test regulations. Conduct occurring before, during, or after testing that violates the examination regulations and rules of conduct could result in invalidation of examination results and other penalties.

Candidates must be truthful in completing the application and must abide by all instructions regarding examination conduct. Failure to comply with the examination regulations and rules of conduct could result in a determination of the presence of an irregularity, and examination results could consequently be voided. If results are voided as a result of an irregularity, candidates could be prohibited from testing for a specified time period or, in egregious cases, from retesting at all. Additionally, candidates could face civil or criminal prosecution.

By applying for the examination, candidates agree to abide by the following Rules of Conduct:

1. The candidate certifies that they are registering for this examination for the purpose indicated in the "Examination Purpose" section of this candidate guide. The examination may not be taken on behalf of anyone else or for any reason other than for the purpose indicated. Candidates may not take the examination to practice or to obtain an advance review of the content.
2. Candidates are not allowed to complete an examination for any reason other than that indicated by the Examination Purpose. If available information suggests a previously eligible candidate might be completing an examination for other purposes, the ATDH Program may revoke the candidate's eligibility, and the candidate could be required to re-establish eligibility to take the examination.
3. Candidates will not give, receive, or obtain any form of unauthorized assistance prior to the examination, during the examination (e.g., in the testing room or when on a break), or subsequent to the examination.
4. Candidates will maintain the confidentiality of examination content at all times. Candidates will not reproduce or attempt to reproduce examination materials through memorization, recording, copying, or other means. Candidates will not provide information concerning examination content that might affect the examination's ability to accurately assess candidates' skills, or that might provide unfair advantage to other candidates. For example, Candidates will neither make use of nor participate in the sharing or distribution of information regarding examination content or answers (via electronic means or otherwise).
5. Candidates will not bring any unauthorized materials, as listed in the "Examination Regulations" and

“Rules of Conduct” section of this guide, into the secure testing area. All unauthorized materials must be placed in an assigned locker and must not be accessed during testing.

6. Candidates will not remove information about the exam (written, printed, recorded, or other) from the test center.
7. Candidates will comply with Administration Vendor test center policies and procedures and will not create a disturbance in the test center.
8. Candidates will not tamper with the computer testing equipment and facilities.
9. Candidates will cooperate fully with any investigations involving testing irregularities and agree to have their examination analyzed to detect aberrancies.
10. This is a secure examination protected by U.S. copyright laws. Any unauthorized disclosure of the examination’s content could result in civil liability, criminal penalties, voiding of examination results, or other appropriate penalties.

Test content (in whole or in part) is prohibited from being disclosed before, during, or after the test to anyone, including but not limited to family, friends, classmates, colleagues, or test preparation organizations. This applies to any content disclosed through discussions, emails, in writing, online (e.g., blogs, social media, websites), or otherwise.

Candidates who receive unreleased test items should immediately contact DTS at [testsecurity@ADA.org](mailto:testsecurity@ADA.org), and should NOT review the materials they have received. Candidates who have been found to be in possession of such information or to have participated in the distribution of this information, may have their examination results voided. Penalties might be imposed subsequent to discovery and investigation of the original incident, which could occur years after the incident itself.

Candidates are encouraged to report any activities where information about examination questions is disclosed, so that DTS can investigate and take any necessary action. Report such activity to DTS at [testsecurity@ADA.org](mailto:testsecurity@ADA.org).

## **PRIVACY AND SECURITY**

The Examination Program will maintain the privacy and security of candidates’ personal information using industry standard methods. DTS will collect and retain personal information to serve candidate needs, administer the examination, fulfill Examination Program responsibilities (e.g., to maintain the integrity of the test and detect and prevent unlawful activity), and fulfill legal requirements. Examination results shall be retained indefinitely, along with testing records and candidates’ personal information to the extent consistent with applicable law.

Before the examination is administered, candidates will be required to provide a written release concerning the collection of their biometric information. Biometrics are collected by the Administration Vendor for purposes of verifying identity and detecting and preventing unlawful activity. The Administration Vendor is required to store data securely consistent with applicable law.

As applicable and in accordance with the purpose of each specific Examination Program, examination results will be released or reported to state boards, education programs, or other entities upon written candidate authorization or designation by electronic means through the electronic application or score report request form.

Examination results may be released or reported in the absence of such authorization when policies indicate that such notification is appropriate (e.g., notification of state boards concerning an irregularity). Examination results may be released to education programs to enable those programs to understand student outcomes. For research and policymaking purposes, in its sole discretion the Examination Program may release results—with personally identifying information removed — to individuals or entities that the Examination Program deems legitimately interested. Information regarding privacy policies is made available to all candidates and the public.

The ADA provides information technology support for the Examination Program and uses data security procedures to protect the integrity of personal and exam information. Security safeguards include administrative, technical, and physical safeguards over data and data processing systems. For information on policies relating to your use of the ADA website, please refer to the Privacy Notice and Terms of Use available at [ADA.org](https://ada.org).

## EXAMINATION MISCONDUCT

The Examination Program strives to report results that accurately reflect the skills and performance of each candidate. The standards and procedures for administering each examination are intended to provide candidates with a reasonable opportunity to demonstrate their skills, and to facilitate accurate evaluation of those skills.

The Examination Program reserves the right to withhold, void, or invalidate any result when, in the Examination Program's judgment, it is reasonable to question the validity of the result. Reasons for withholding, voiding or invalidating results, or imposing other appropriate penalties could include, but are not limited to, the following:

- Unusual answer patterns.
- Atypical score increases from one examination attempt to another.
- Discrepancy in, or falsification of, a candidate's identification.
- Information indicating that a candidate has engaged in misconduct or a violation of the examination regulations, rules of conduct, or test center procedures.
- Sharing remembered exam questions or answers. This includes sharing through social media platforms, online discussion forums, or other means.
- Taking an examination on behalf of another individual or having another individual take an examination on your behalf.
- Falsification of application information or supporting documents.
- Falsification of a candidate's results or results report.
- Inconsistent performance on different sections of the exam from one examination attempt to another.
- Improper access to secure exam content.
- Evidence concerning the presence of an examination administration irregularity.
- Any other information indicating the results might not be valid.

When examination results are voided or invalidated, the candidate is notified in writing. This notice includes information about the decision and the procedure for appeal. Results will remain voided until the appeal process has been completed, or the time to appeal has expired.

When previously reported results are voided, score report recipients will be notified in writing that these results have been voided.

If it is determined a candidate has engaged in irregular behavior, information regarding this determination becomes a part of the candidate's record. At its sole discretion, the Examination Program may elect to send a summary report documenting the incident to legitimately interested parties. This includes all parties to whom a candidate has instructed results be sent (both currently and in the future).

In situations where an irregularity has occurred, individuals who are involved or implicated with respect to the occurrence of the irregularity, or who are reasonably believed to have witnessed the irregularity, could be asked to provide information concerning the irregularity.

**The Examination Program reserves the right to pursue other remedies, including prosecution of anyone whose conduct unlawfully undermines the security of the examination or the integrity of the examination process.**

No personal items are permitted in the secure testing area. Any personal belongings brought to the test center must be stored in a designated locker; storage is limited. Personal belongings may be inspected. Notes or any materials accessed during the examination or on an unscheduled break could be confiscated. Accessing

personal belongings or a locker during an unscheduled break violates the examination regulations. Test administrators are NOT authorized to provide permission to candidates to access personal belongings or lockers during an unscheduled break.

Items that are prohibited from the secure testing area include, but are not limited to, the following:

- Books, notes, study materials, scratch paper, tissues, and markers.
- Personal earplugs not previously approved by the Administration Vendor. Headphones NOT provided by the Administration Vendor.
- Dental instruments, models, or materials.
- Slide rules, paper, calculating devices, rulers, and other measuring devices (except those items approved in advance under testing accommodations).
- Electronic devices such as cell phones, recording devices, iPods, tablets, and headsets.
- Tote bags, purses, wallets, backpacks, and briefcases.
- Highlighters, pens, erasers, pencils, dictionaries, and translators.
- Food, candy, gum, and beverages (except those items approved in advance under testing accommodations).
- Outerwear, such as coats, jackets, gloves, or head coverings (religious attire is allowed).
- Good luck charms, statues, religious or spiritual items, and similar objects.
- Watches (digital, analog, or smart) or timing devices (a timer is provided on the computer screen during the examination).
- Magnifying devices.
- Jewelry (except for wedding and engagement rings).

The test center will provide two note boards (without graph lines) and two low-odor fine tip markers during the examination. Used note boards will be replaced by test center staff upon request. Scratch paper, pencils, and markers not furnished by the testing center are prohibited.

Candidates may not write on the note boards before the test begins or during scheduled breaks. The note boards should not be folded, bent, distorted, or modified in any manner. Markers cannot be used on any surface other than the note boards. Candidates may not touch the monitor during the examination. All items provided must be returned to the test administrator before leaving the test center. Test center note boards will not be stored for multiple day examination use. Any notes taken will be surrendered at the end of each testing day and erased.

Candidates may not engage in conversation with others during testing or while on an unscheduled break. Discussing the examination is strictly prohibited.

Test center administrators will report the activity of candidates who take unscheduled breaks.

**During an unscheduled break, candidates may NOT access personal belongings or prohibited items, study or refer to notes or texts, use a phone, eat food or drink a beverage from the candidate's locker, or leave the test center. Test administrators are NOT authorized to provide permission to engage in these activities.**

Although the examination is administered under strict supervision and with security measures in place, examination irregularities can sometimes occur. Examination results could be voided based upon a breach of examination security, invalid examination conditions, or candidate violations of the examination regulations, rules of conduct, or test center procedures. If irregularities are detected during an administration, or if evidence of

irregular behavior is disclosed when the examination is scored or afterward, those involved will have their examination results voided and face appropriate penalties.

**Failure to comply with examination regulations, rules of conduct, and test center procedures could result in a determination of the presence of an irregularity, and examination results could be withheld, canceled, considered invalid, or another appropriate penalty could be imposed. Candidates might also be directed to leave the test center before the examination is completed. If results are withheld or invalidated, or if other penalties are imposed as the result of an irregularity, candidates could be prohibited from testing and/or other appropriate penalties could be imposed.**

## IRREGULARITIES AND APPEALS

An irregularity is defined as a situation in which there could be a question about the validity of examination results in accurately reflecting the ability and skills of a candidate.

For example, such questions could be raised when:

- There is communication between candidates during the testing session.
- Unauthorized assistance occurs.
- Candidates have inappropriate access to examination content (e.g., remembered questions or answers are shared by email, online posting, or other means).
- Conduct prohibited by the examination regulations, rules of conduct, or test center procedures occurs, or examination administration disruptions are present, including natural disasters and other emergencies.

When an irregularity is identified, results for the candidate(s) involved will be voided pending resolution of the corresponding appeal(s). If an appeal is denied or no appeal is filed, the results of the candidate(s) involved could remain voided and/or other appropriate remedies imposed.

Rule violations and/or irregularities occurring in one Examination Program implemented by DTS may result in penalties that impact a candidate's ability to test in another Examination Program implemented by DTS.

Candidates whose results are subject to being voided are notified by written correspondence and provided with a copy of the *Limited Right of Appeal for Examination Candidates* (see document below). **Appeals must be submitted in writing within 30 days of notification of the irregularity. Appeals must clearly state the specific relief being requested and include corresponding arguments, evidence, and documentation in support of the request.**

The candidate will be notified of the appeal decision within 60 days after receipt of the appeal.

When considering an appeal, the Examination Program strives to ensure that examination results accurately reflect candidates' skills, and that the appealing candidate has an opportunity equal to, but not greater than, the opportunity provided to other candidates.

Results will be voided when there is a reasonable and good faith basis to do so. If it is determined that voiding results is not warranted under the circumstances, the results will be released.

Candidates should be aware that irregularities — other than natural disasters and emergencies beyond the control of the candidate — are considered a serious breach of the examination process.

The Examination Program strives to handle irregularities and their investigation in a confidential, professional, fair, and objective manner.

Candidates should be aware that reports of irregularities may have consequences beyond the voiding of results or the imposition of other appropriate penalties.

- Information regarding irregularities may be brought to the attention of school authorities, regulatory agencies, or other entities, by other sources.
- Additional information concerning a candidate may surface within the context of an investigation into an irregularity.

Candidates are encouraged to report suspicious activity and observations of rules violations to DTS at [testsecurity@ADA.org](mailto:testsecurity@ADA.org).

## LIMITED RIGHT OF APPEAL FOR EXAMINATION CANDIDATES

The Examination Program recognizes that strict application of *Rules* and/or *Policies* for the ATDH may, because of unusual circumstances, impose an unusual burden on one or more candidates. In these situations, the Examination Program may consider an appeal.

Requests for an appeal pertaining to test results must be initiated within 30 days of receiving test results or, in the case of withheld results, within 30 days of receiving written notice that results are being withheld. In the event that the Examination Program has given notice that previously released results are to be invalidated or voided, the request for appeal must be submitted within 30 days of that notice. In this case, a request for appeal will stay the action to invalidate or void the results until such time as the appeal is decided or the time for submitting a request for appeal has expired. A request for an appeal must be submitted in writing and must include adequate supporting documentation. The request for an appeal must indicate the specific relief requested.

A request for an appeal will first be screened by the designated Chair of the Governing Body, in consultation with the Senior Director of Testing Services. At the Chair's sole discretion, the Chair may 1) grant the appeal, 2) deny the appeal, or 3) forward the appeal to a designated group within the Governing Body for its consideration. If during deliberations credible information becomes available indicating an error was made in the decision involving the candidate's case, the Chair in consultation with the Senior Director may end the deliberations and grant the appeal. At the Chair's discretion, the Chair may delegate the screening of appeals to another member of the Governing Body.

In rendering a decision with respect to appeals—and particularly in situations where results have been withheld—the touchstone and foremost consideration is the validity of examination results, in alignment with the purpose of the examination. The Examination Program strives to be fair and objective in its decision-making process, as it remains true to its mission. When considering appeals, the Examination Program avoids favoritism and strives to ensure that all candidates are treated equally and fairly.

If the issue presented in an appeal is likely to recur, the Governing Body may consider a change in its *Rules* and/or *Policies*. The granting of an appeal will be considered a precedent only if a change in *Rules* and/or *Policies* is also adopted. The candidate will be notified of the Governing Body's decision within 60 days after receipt of the written request for an appeal.

## ARBITRATION REQUIREMENT

Arbitration has become an increasingly common way to resolve legal differences. Generally speaking, the advantages of arbitration over traditional lawsuits are that arbitration is less expensive and issues are resolved in less time. If a candidate wishes to pursue a dispute that has not been resolved by the appeal process mentioned above and detailed in the Limited Right of Appeal for Examination Candidates, the candidate must use the procedure described in the following Agreement to Arbitrate.

## AGREEMENT TO ARBITRATE

1. In the event that any legal dispute arises between you and the Examination Program, in connection with your participation in this Examination Program, where that dispute is not resolved by the appeals process detailed in this Guide and elsewhere, you agree that the exclusive means for resolving the dispute shall be Binding Arbitration as described by the terms of this Agreement and pursuant to applicable law. This means that you waive the rights you may have to resolve the dispute in a court of law, or by any other means that might otherwise be available to you.
2. The American Dental Association (“ADA”) agrees to be similarly bound except that the ADA reserves its full rights to pursue injunctive and other appropriate relief in any state or federal court in cases of unfair competition or violations of, or threats to violate, any intellectual property rights of the ADA. With respect to any action filed by the ADA pursuant to this paragraph 2, you consent to submit to the jurisdiction of the state or federal court in which the ADA seeks relief.
3. Arbitration proceedings initiated pursuant to this Agreement to Arbitrate shall be conducted in accordance with the then current Consumer Arbitration Rules of the American Arbitration Association. The arbitrator’s award shall be binding and may be entered as a judgment in any court of competent jurisdiction. Information about the American Arbitration Association, its rules, and its forms are available from the American Arbitration Association website: [ADR.org](https://www.adr.org).
4. In the event of Arbitration, and except to the extent the Consumer Arbitration Rules provide otherwise, the parties shall bear their own costs and attorneys’ fees associated with the Arbitration proceedings, unless the arbitrator directs one of the parties to pay the other’s costs, or attorneys’ fees, or both.
5. To the fullest extent permitted by law, no Arbitration brought pursuant to this Agreement shall be joined to any Arbitration involving any other party whether through “Class Arbitration” proceedings or otherwise.
6. This Agreement is part of the application to take this examination. Your assent to be bound by it is a requirement for taking the examination, but you can only sit for the examination if you also fulfill all other conditions imposed by the Examination Program.