



American Board of Dental Public Health (ABDPH)

Policies on Testing

Fairness in Testing

Standardization of examinations and administration conditions helps to ensure that all candidates are given a comparable opportunity to demonstrate what they know, and how they can perform in the areas being examined.

Fairness assures that every candidate has an opportunity to prepare for the examination and is informed about the general nature and content of the examination, as appropriate to the purpose of the exam. Fairness also extends to the accurate and timely reporting of individual and group examination results.

The ABDPH strives for fairness through the design, development, administration, and scoring of the examinations, and likewise, seeks to be fair, objective, and consistent with all examinees. The commitment to fairness includes reducing or eliminating bias in test questions and the administration of the examination, and equitable treatment of all examinees in the administration and scoring of the examination.

Testing Individuals with Disabilities

The ABDPH is committed to providing certification examinations that are fair to candidates regardless of age, gender, disability, race, ethnicity, national origin, religion, sexual orientation, linguistic background, or other personal characteristics. The ABDPH will provide reasonable procedures for accommodating candidates with disabilities who need special accommodations. The ABDPH will provide information to candidates on examination formats, including information on the use of any needed materials and equipment.

Rights of Test Takers

As a test taker, you have the right to:

1. Be informed of your rights and responsibilities as a test taker.
2. Be treated with courtesy, respect, and impartiality, regardless of your age, disability, ethnicity, gender, national origin, religion, sexual orientation, or other personal characteristics.
3. Be tested with measures that meet professional standards and that are appropriate.
4. Receive a brief oral or written explanation prior to testing about the kind(s) of tests to be used.
5. If you have a disability, you have the right to inquire and receive information about testing accommodations.
6. Know in advance of testing when the test will be administered, when test results will be available to you, and if there is a fee for testing services that you are expected to pay.
7. Have your test administered and your test results interpreted by appropriately trained individuals who follow professional codes of ethics.
8. Receive a written or oral explanation of your test results within a reasonable amount of time after testing and in commonly understood terms.
9. Have your test results kept confidential to the extent allowed by law.
10. Present concerns about the testing process or your results and receive information about procedures that will be used to address such concerns.

Responsibilities of Test Takers

As a test taker, you have the responsibility to:

1. Read and/or listen to your rights and responsibilities as a test taker.
2. Treat others with courtesy and respect during the testing process.
3. Ask questions prior to testing if you are uncertain about why the test is being given, how it will be given, what you will be asked to do, and what will be done with the results.
4. Read or listen to descriptive information in advance of testing and listen carefully to all test instructions.
5. You should inform an examiner in advance of testing if you wish to receive a testing accommodation or if you have a physical condition or illness that may interfere with your performance on the test. If you have difficulty comprehending the language of the test, it is your responsibility to inform an examiner.
6. Know when and where the test will be given, pay for the test if required, appear on time with any required materials, and be ready to be tested.
7. Follow the test instructions you are given and represent yourself honestly during the testing.
8. Be familiar with and accept the consequences of not taking the test, should you choose not to take the test.
9. Inform appropriate person(s), as specified to you by the organization responsible for testing, if you believe that testing conditions affected your results.
10. Ask about the confidentiality of your test results if this aspect concerns you.
11. Present concerns about the testing process or results in a timely, respectful way, if you have any.

Testing Individuals of Diverse Linguistic Backgrounds

The ABDPH examination is offered only in English language and translation to other languages is not available at this point. This information is available to all potential candidates in the Candidate Guide documents. As is required by the Requirements for Recognition of Dental Specialties, "Each board shall require, for eligibility for certification as a diplomate, the successful completion of an advanced education program accredited by the Commission on Dental Accreditation of two or more academic years in length, as specified by the Commission." All prospective candidates including internationals will have completed at least 12 months of specialty training conducted in English language in the U.S. or Canada before taking the examination. Further, these International candidates are required as a condition to acceptance to a US or Canadian program to demonstrate their competency in the English language by taking a test for English as a foreign language.

Citations:

A modification of the American Psychological Association (APA Online) Test Taker Rights and Responsibilities, August 1998.

ABP Policy on Rights and Responsibilities of Test Takers. 2019.

Adopted by the ABDPH, February 15, 2021