

WAC 246-812-158 Examination review procedures. This section only applies to the written or practical examinations administered by the board.

(1) An applicant who fails to pass the written or clinical examination may request informal review of their examination results by the board of denturists.

(a) The request must be in writing and must be received by the department within thirty calendar days of the postmark date of the examination results letter;

(b) The board will not reverse its prior determination unless the applicant can demonstrate error in examination content or procedure, or bias, prejudice, or discrimination in the examination process; and

(c) The board will only consider any challenges to examination scores if the total revised score on any examination section would result in a passing score on that section of the examination.

(2) Procedure for filing an informal review:

(a) The applicant shall contact the denturist program at the department for an appointment to appear personally to review incorrect answers on the written portion of failed examination, and score sheets on the failed clinical portion of the examination;

(b) During the appointment, the applicant is provided a standardized form to defend their examination answers;

(c) The applicant shall specifically identify the challenged portion(s) of the examination and state the specific reason(s) as to why the applicant feels the results of the examination should be changed;

(d) The applicant is limited to two hours to complete the form for the written portion and two hours to complete the form for the clinical portion;

(e) The applicant may bring in notes, texts, or appropriate documentation to the appointment;

(f) The applicant must not bring any electronic or other equipment to the review appointment that records audio, records visual images, allows two-way communication, or otherwise retains or transmits information;

(g) The applicant may not be accompanied by another person;

(h) The applicant is not allowed to retain a copy of the examination, examination results, or the standardized form, nor take written notes or pictures from the appointment;

(i) Following the informal review, should the applicant decide not to challenge the examination results, the applicant must sign a statement on department forms indicating that the request for informal review is withdrawn. Withdrawal will not affect the right of the applicant to retake the examination at a later date.

(3) The board will only review and consider an applicant's standardized form in open session at the board's next regularly scheduled meeting. The board will notify the applicant in writing, within thirty working days of the meeting, of its decision.

(4) An applicant's failure to follow the informal review process may result in the loss of the right to formal hearing.

(5) Any applicant who has completed the informal review process and is not satisfied with the result may submit a request for a formal hearing to be held before the board of denturists.

(a) The request must be made in writing and must be received by the department within thirty calendar days of the postmark date of the results of the board's informal examination review.

(b) The written request must specifically identify the challenged portion(s) of the examination and must state the specific reason(s)

why the candidate feels the results of the examination should be changed.

(c) The board will only reverse its prior determination if the applicant shows error in examination content or procedure, or bias, prejudice, or discrimination in the examination process.

(d) The board will only consider any challenges to the written examination score if the total revised score would result in a passing score.

(6) The formal hearing will be held pursuant to the Administrative Procedure Act, chapter 34.05 RCW, and the model procedural rules for adjudicative proceeding of the department, chapter 246-11 WAC.

[Statutory Authority: RCW 18.30.065. WSR 20-04-028, § 246-812-158, filed 1/28/20, effective 2/28/20. Statutory Authority: Chapter 18.30 RCW and 2013 c 171. WSR 14-24-033, § 246-812-158, filed 11/24/14, effective 12/25/14.]