

NATIONAL EXAMINING BOARD FOR DENTAL NURSES

Candidate Conduct Policy

Policy	Candidate Conduct Policy
Effective Date	11 July 2017
Date Last Reviewed	December 2014
Scheduled Review Date	Every 3 years. However, a review may be commissioned earlier as necessary.
Supersedes	Candidate Conduct Policy (December 2014)
Owned by	NEBDN Diploma Committee
Monitored by	NEBDN Governance Committee
Approved by	NEBDN Board of Trustees on 11 July 2017

Purpose

The purpose of this policy is to set out the standards of professional conduct and behaviour expected of candidates at NEBDN examination centres.

Scope

This policy applies to all candidates registered with NEBDN and the policy covers all written examinations and Objective Structured Clinical Examinations (OSCEs) held by NEBDN.

Candidates, NEBDN accredited course providers and everyone who works of behalf of NEBDN, whether on a paid or voluntary basis, will need to be familiar with this policy.

Policy statement

NEBDN is committed to helping its candidates to meet their responsibilities set out in the GDC's Standards for the Dental Team by setting, communicating and monitoring expected standards of candidate behaviour and conduct at NEBDN examination centres.

Any breach of the Candidate Conduct Policy will be taken seriously and handled in line with NEBDN procedures for dealing with serious incidents in examinations. The presiding examiner or invigilator has the authority to expel a candidate from the examination room and/or centre if they are deemed to be displaying disruptive behaviour.

Candidates should be mindful that where a breach of the Candidate Conduct Policy is deemed to have brought the candidate's fitness to practise into question, NEBDN has a duty to report the matter to the GDC in line with NEBDN's Student Fitness to Practise Policy.

Responsibilities

Candidates - must:

- Read and comply with this policy;

- Ensure they are familiar with the GDC's guidance on Student Professionalism and Fitness to Practise;
- Ensure they meet their responsibilities in the GDC's Standard for the Dental Team;
- Ask their course provider for guidance if they have any questions in relation to this policy.

Accredited course providers – must:

- ensure this policy is read and understood by their candidates;
- provide guidance to their candidates on professional behaviours;
- raise any questions or concerns in regard to this policy with NEBDN.

NEBDN – will:

- make the policy publicly available on its website www.nebdn.org
- implement and communicate this policy to its staff, volunteers (including exam teams) and course providers.

The Diploma Committee will review this policy every 3 years. However, a review will be commissioned earlier should an issue arise in relation to candidate conduct or if a change by our regulator (GDC) impacts on this policy.

Definitions

Good conduct – behaving in a manner that demonstrates the professionalism, respectful attitude and attributes that you might expect of a dental professional.

Some *examples* of good conduct and behaviour are:

- treating fellow candidates, exam venue staff and members of the exam team with respect;
- being polite and courteous;
- thinking about the best way to communicate professionally, regardless of how you may feel (for example, if you are annoyed or upset);
- listening to others;
- recognising when to ask for help;
- reading and understanding any policies and procedures which apply to your examination and ensuring you prepare ahead, such as ensuring you have the required photo identification and keeping your candidate notice safe;
- Ensuring you meet the NEBDN dress code for Diploma OSCE assessment;
- maintaining confidentiality on social media.

This list of examples is not exhaustive.

Unacceptable conduct – behaviour which falls below that expected of a student preparing to become a registered dental professional.

Some *examples* of unacceptable conduct and behaviour are:

- behaving in any way which may be considered violent, indecent, disorderly, threatening or disruptive, or being likely to lead to injury or physical or emotional harm to any other candidates, volunteers or examiners;
- expressing orally or in writing offensive language or behaviour;
- cheating (suspected malpractice) in an examination. This includes conferring with others during an examination, introducing unauthorised material into an examination, impersonation, removal of a script or examination stationery from an examination room without permission and collusion;
- engaging in any form of harassment towards other candidates, volunteers or examiners;
- engaging in any activity or behaviour likely to bring NEBDN into disrepute;
- engaging in conduct which constitutes a criminal offence within the premises of the examination centre;
- being under the influence of alcohol or drugs during examinations;
- intentionally damaging or defacing any examination centre buildings or other property;
- carrying or threaten to use any offensive weapons, imitation firearms, fireworks, explosives or any highly combustible materials or any article deemed to be an offensive weapon, with intent to harm;
- using social media to disclose or discuss the content of written examination papers or practical assessments such as OSCEs.

This list of examples is not exhaustive.

References

General Dental Council:

- 'Student professionalism and fitness to practise' – guidance for students. Link [here](#)
- 'Student professionalism and fitness to practise' – guidance for training providers. Link [here](#)
- 'Standards for the dental team'. Link [here](#)
- 'Preparing for Practice'. Link [here](#)
- 'Standards for Education'. Link [here](#)
- 'Dental patients: information about receiving care and treatment from students'. Link [here](#)
- 'Guidance on using social media'. Link [here](#)

NEBDN:

- NEBDN Student Fitness to Practise Policy
- Whistleblowing Policy
- Appeals Policy
- Complaints Policy
- Exceptional Mitigating Circumstance (EMC) Policy
- Qualification Handbooks
- OSCE Handbook for the Exam Team
- Written Examinations Handbook for the Exam Team
- Social Media Policy

Questions

If you have any questions about this policy, please email NEBDN at info@nebdn.org and your enquiry will be directed to an appropriate member of staff or committee.