

Registered Dental Assisting Licensure Examination – Request for Appeal

In accordance with California Code of Regulations Section 1080.3, the examination candidate identified below is hereby filing a Petition to Appeal their RDA Practical Examination results.

Examinee Name: First/Last		Date of Appeal:
Examinee Address:		
Date of Failed Examination:	Location of Examination:	Candidate ID # if known:
Specified Grounds for Appeal:	<input checked="" type="checkbox"/> Significant procedural error in the examination process <input type="checkbox"/> Evidence of adverse discrimination <input checked="" type="checkbox"/> Evidence of substantial disadvantage to the examinee	
Additional Information Requested:	<input checked="" type="checkbox"/> Evidence of the grading criteria used for the failed procedure(s) <input checked="" type="checkbox"/> Evidence of the performance objectives issued to the candidate prior to examination <input checked="" type="checkbox"/> Description of the rating system used to evaluate the procedure(s)	
Notes:		

Signature of Appealing Examinee: _____

Instructions to Appealing Examinee:

Complete the table above, writing clearly and concisely, and submit the completed form to the Dental Board, ATTN: Assistant Executive Officer, Ms. Sarah Wallace, *using all three of the following*:

1. eMail the completed form to Sarah.Wallace@dca.ca.gov
2. Fax form to the Dental Board, attention Ms. Sarah Wallace (916) 263-2140
3. Mail a copy of the appeals form to the Dental Board, return receipt requested, through the post office to:

Dental Board of California
 ATTN: Ms. Sarah Wallace – Examination Appeals
 2005 Evergreen Street, Suite 1550
 Sacramento, CA 95815

CCR Section 1080.3 states the following:

Section 1080.3. Dental Auxiliary Licensure Examination Review Procedures; Appeals.

(a) An examinee who has failed an examination shall be provided with notice, upon written request, of those areas in which he/she is deficient in the practical or clinical phases of such examination.

(b) An unsuccessful examinee who has been informed of the areas of deficiency in his/her performance on the practical or clinical phases of the examination and who has determined that one or more of the following errors was made during the course of his/her examination and grading may appeal to the board within sixty (60) days following receipt of his/her examination results:

1. Significant procedural error in the examination process;
2. Evidence of adverse discrimination;
3. Evidence of substantial disadvantage to the examinee.

Such appeal shall be made by means of a written letter specifying the grounds upon which the appeal is based. The Board shall respond to the appeal in writing and may request a personal appearance by the examinee. The Board shall thereafter take such action, as it deems appropriate.