

Basic Skills Exam Proctoring

The Missouri Dental Association is working in conjunction with Ozark Technical Community College as a proctored site for the Basic Skills Examination. MDA will provide a laptop and secure facility for an assistant to take the exam.

Scheduling and taking the Basic Skills exam with the MDA

- 1) Once Assistant has completed the review, he or she must complete an *Off Campus Proctoring Arrangement Form* and return to Janet Sell.
- 2) Once approved by Janet Sell, the Assistant will call the MDA (573-634-3436) to schedule a date and time. Exams may be scheduled on Fridays at 10 a.m., 12 p.m. or 2 p.m. *Special requests for other days will be considered on an individual basis.*
- 3) The day of the exam, the Assistant will:
 - Arrive at MDA at the scheduled time.
 - Provide identification and pay the proctoring fee (\$20).
 - Login to Blackboard (through the Internet), at which time MDA will enter the password which will allow the Assistant to begin the exam.
 - Have 90 minutes to complete the exam. After 90 minutes, the exam will close.
 - Receive “unofficial” test results immediately following completion.
- 4) After passing the exam, the Assistant will email Janet Sell to request the Basic Skills Certificate.

For questions, contact the MDA at 573-634-3436 or admin@modental.org.