

# Dental Examinations Executive Terms and Conditions for Admissions

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| Author and Approval                                                    |                          |                             |
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| Role/Team                                                              | Author/Reviewer/Approval | Date                        |
| Dental Examinations Executive                                          | Author                   | 10 <sup>th</sup> March 2026 |
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| Document Revision History |                             |                                                                            |
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| Version No                | Date                        | Summary of Revisions                                                       |
| V1.0                      | 16 <sup>th</sup> March 2026 | Approved for publication                                                   |
| V1.1                      | 7 <sup>th</sup> April 2026  | Branding update – logos and reference to Secretariat amended to Executive. |
| V1.2                      | 7 <sup>th</sup> July 2026   | Addition of section 5.5.                                                   |

## 1. Overview

1.1 These Terms and Conditions govern your participation in the MFDS and Dental Specialty Fellowship Examinations as administered by the Dental Examinations Executive (“the Executive”). By applying for, enrolling in, or participating in any examination, you agree to be bound by these Terms and Conditions, the regulations, and any relevant policies.

1.2 Together, these documents form the “Contract” between you and the Executive.

## 2. Introduction

2.1 These Terms and Conditions apply to all candidates undertaking examinations offered by the Executive.

2.2 By submitting an application and/or enrolling in an examination, you confirm your acceptance of these Terms and Conditions.

2.3 The Executive reserves the right to amend these Terms and Conditions, examination regulations, and associated policies. Any significant changes will be communicated via the website or email.

### 3. Application and Admission Requirements

3.1 It is your responsibility to ensure that all information provided in your application is true, accurate, and complete.

3.2 If false, incomplete, or misleading information is identified, the Executive reserves the right to reject your application, revoke your enrolment, or disqualify you from the examination process.

3.3 All candidates must meet the published eligibility criteria outlined in the examination regulations, including but not limited to professional qualifications, registration, and payment of applicable fees. The Executive may request supporting evidence and reserves the right to reject or withdraw applications where criteria are not met.

### 4. Examination Administration

4.1 The Executive endeavours to conduct examinations as scheduled. However, it reserves the right to:

4.1.1 Amend examination formats, locations, dates, and times.

4.1.2 Postpone or cancel examinations in exceptional circumstances, including but not limited to force majeure events (refer to section 11).

4.2 Candidates will be notified of any significant changes to the examination schedule as soon as practicable.

4.3 The Executive is not liable for any costs incurred by candidates due to changes, postponements, or cancellations.

### 5. Fees, Charges, and Refunds

5.1 Examination fees must be paid in full prior to the deadlines specified in the application process. Failure to do so may result in disqualification from the examination.

5.2 Refunds will only be issued in line with the refund policy noted in the regulations. Withdrawal from an examination may result in forfeiture of fees.

5.3 Candidates are responsible for any additional costs incurred for resit examinations, appeals, or supplementary materials.

5.4 All refunds will be calculated in UK Sterling. The Executive will not refund any shortfalls due to exchange rate fluctuations or offer any compensation for any bank or other charges involved.

5.5 Fees for examinations taking place in the UK are set by the Dental Assessment Planning and Review Group and are reviewed on an annual basis.

## 6. Candidate Responsibilities

6.1 Candidates must:

6.1.1 Abide by all examination regulations, procedures, and the Code of Conduct.

6.1.2 Present valid identification as required during examinations.

6.1.3 Comply with any technical requirements for online or hybrid examinations.

6.1.4 Monitor official communications and meet all deadlines. Failure to respond or comply may result in withdrawal from the examination process.

6.2 Academic misconduct, including plagiarism, cheating, or unauthorised collaboration, will result in disciplinary action, which may include disqualification.

## 7. Data Protection and Privacy

7.1 The Executive will process your personal data in accordance with applicable data protection laws and the Privacy Statement.

7.2 Personal information provided by candidates will only be used for examination or membership administration, communication, and statistical analysis.

## 8. Disciplinary Procedures

8.1 The Executive reserves the right to take disciplinary action for breaches of these Terms and Conditions or examination regulations. Actions may include disqualification, suspension, or banning from future examinations, reporting to regulatory bodies.

## 9. Liability

9.1 Neither the Executive nor the partner Colleges accept liability beyond that permitted by law.

9.2 The Executive will not be held liable for any direct or indirect loss, damage, or injury arising from participation in its examinations unless caused by proven negligence.

## 10. Complaints and Appeals

10.1 Candidates who wish to raise a complaint or appeal an examination decision must do so in accordance with the Executive Complaints and Appeals Policy and Procedures.

## 11. Termination of Contract

11.1 The Executive may terminate this contract and withdraw your participation in the examination if:

11.1.1 You fail to meet eligibility requirements.

11.1.2 You breach examination regulations or these Terms and Conditions.

11.2 Candidates who wish to withdraw from the examination must take the appropriate steps to withdraw their application on risr/apply prior to the application window closing in order to receive a refund of their fee minus a 20% administration fee. Refunds are not permitted after the application window has closed.

## 12. Quality Assurance and Governance

12.1 Quality assurance is overseen through agreed governance structures, including human-in-the-loop review, examiner oversight, and psychometric analysis. The Executive supports and administers these processes and is responsible for confirming, recording, and issuing candidate results once academic outcomes have been determined and approved by the appropriate Examination Board(s). The Executive does not exercise independent academic judgement.

## 13. Intellectual Property

13.1 All examination materials and related content remain the intellectual property of the partner Colleges.

## 14. Force Majeure

14.1 The Executive will not be liable for any failure or delay in delivering examinations due to circumstances beyond its reasonable control, including but not limited to natural disasters, pandemics, strikes, or governmental actions.

## 15. Governing Law

15.1 These Terms and Conditions shall be governed by and interpreted in accordance with the laws of the United Kingdom.

For further information, refer to the examination regulations and policies.