

## Theory Examinations

### Before the Examination

1. Candidates shall be admitted to the examination room **ten minutes** before the stated time of the examination, but not until instructed to do so by an Invigilator, and must sit down quickly and quietly.
2. Candidates must not leave their places without permission of an Invigilator and this will not normally be given in the first sixty minutes or the last fifteen minutes of an examination.
3. Candidates will be reminded that:
  - the front of the exam script must be completed in full;
  - they must read the instructions on the reverse of the exam script;
  - the use of calculators is permitted, but must not be pre-set with formulas. This may be checked by the Invigilator.
  - Clear pencil cases only are permitted on the desk.
4. Candidates will be given five minutes reading time, during which no writing is permitted. Candidates must not start writing until given permission to do so by the Invigilator.
5. Candidates are only permitted to use their Candidate Number, as shown on their Examination Confirmation letter, as the only personal reference on any paperwork submitted for marking. Candidates must remain anonymous and on no account use any information which may identify them (i.e. name, employer's name, etc.).

### During the Examination

6. A candidate wishing to leave the room temporarily must seek prior permission from an Invigilator, and may be accompanied by the Invigilator or another person designated by the Invigilator throughout their absence. A candidate must observe any condition which the Invigilator may attach to the granting of permission to leave the examination room.
7. Candidates will not be permitted to leave the examination room within the first hour or during the final fifteen minutes of the examination.
8. A candidate leaving the room without the Invigilator's permission will be deemed to have withdrawn from the examination and will not be readmitted.
9. A candidate wishing to leave the room before the scheduled finish time must attract the attention of the Invigilator and have their exam script collected. The candidate must take care not to disturb other candidates when leaving and must observe examination rules until they have left the room.
10. A candidate will not be allowed to re-enter the examination room once their examination script has been collected.
11. Candidates will be given a warning when thirty minutes and five minutes are still remaining.

### After the Examination

12. The Invigilator will determine the end of the examination. Candidates must stop writing immediately they are instructed to do so by the Invigilator.
13. Any notes not intended to be marked should be clearly crossed through. Any rough paper used should be left on the desk for collection by the Invigilator. Candidates shall not be permitted to remove any examination stationery from the room.
14. Candidates must remain seated and silent at the end of the examination, until all exam scripts have been collected by the Invigilator.
15. Candidates will be permitted to leave the examination room when told to do so by the Invigilator.



## Information and guidelines for candidates taking ABDO Dispensing Examinations

## Venues:

Candidates should locate the examination venue before the allocated exam day so that they know exactly where they should be at the given time. Please refer to the Examinations Page: Examinations Venues for further details.

### Practical Venue

ABDO National Resource Centre  
4th Floor, Aqueous II  
Aston Cross Business Park  
Rocky Lane  
Aston  
BIRMINGHAM  
B6 5RQ

### Theory Venue:

Doug Ellis Sports Centre  
Birmingham City University  
150 Wellhead Lane  
Birmingham  
B42 2SY

### Examination Registration

Candidates should present themselves at the examination venue at least **30 minutes** before the examination time shown on the Examination Confirmation letter. Candidates should bring the following documents to all examinations for registration purposes:

- ABDO Examination Confirmation Letter
- ABDO Membership Card
- GOC Registration documents (Membership card or recent receipt)

All candidates will be greeted by an ABDO representative on arrival at the examination room and will be asked to show the above documents. Candidates will not be permitted to sit an examination without these.

By presenting yourself in the examination room on the day of the examination, you are deemed to be fit and well and able to take the examination.

### Dress Code

Dress should be in accordance with working in a Practice.

### Late Admissions

- Candidates shall be admitted to the examination room up to thirty minutes after the official start of the examination, subject to the authorisation of the Supervising Examiner.
- Candidates arriving later than 30 minutes will not be permitted to sit the examination. However, if there are abnormal or extenuating circumstances, the Examiner has discretion to admit candidates to sit the examination later, provided no candidate has already left.
- No additional time will be given for any candidate arriving after the start of the examination.

### Breach of Examination Regulations

If an Examiner believes a candidate to be in breach of ABDO's Examination Regulations, (i.e. copying, communicating with others or using unauthorised aids), the candidate will be warned as such and, in the case of theory examinations, the examination script marked in the appropriate place. The candidate will be allowed to continue the examination.

A candidate breaching any of these regulations will be reported to the Examination Board and the matter will be considered in accordance with the appropriate regulations.

## Practical Examinations

1. Your candidate number is the only personal reference you are permitted to use on any paperwork submitted for marking. You must remain anonymous and on no account use any information which may identify you (i.e. your name, your employer's name, etc.).
2. For practical examinations you are required to bring the following:
  - Rulers used for taking frames and facial measurements
  - Marking pens to mark up lenses
  - Any other equipment that you have been advised to bring to the examination.
3. Candidates taking FQE practical examination (2008 - Unit 11 or 2015 - Unit 12) will be sent further additional information in relation to presenting your PQP documents.
4. Candidates become subject to the authority of the Examiners upon entering the examination room, and must act according to their instructions.
5. Coats, briefcases, mobile phones/pagers, (which must all be switched off) and similar items shall be deposited in the examination room as directed by the Examiner. ABDO does not accept responsibility for personal possessions in the examination rooms.
6. Candidates must not have on/near their desk or on their person in the examination room, nor make use of, any book, manuscript, electronic devices, such as a computer/laptop, mobile phone/pager, smart watch, tablet, or any other aid which has not been specifically agreed prior to the start of the examination.
7. A candidate who brings any unauthorised item into the examination room by mistake shall inform an Examiner immediately its presence is discovered.
8. Candidates shall only use the official stationery provided. No candidate shall remove any script, rough work, official stationery or equipment from the examination room.
9. During the examination candidates shall not communicate in any way with any person other than an Examiner.
10. A candidate may attract the attention of an Examiner by raising their hand. A candidate must not leave their place without prior permission from the Examiner.
11. A candidate who, in the opinion of the Examiner causes any disturbance and continues to do so after a warning has been issued, shall be requested to leave the examination room and will not be re-admitted.
12. Smoking is not permitted in the examination room, in accordance with the regulations of the examination venue.

## Theory Examinations (ABDO College Candidates only)

Please read the notes above as well as the additional notes overleaf.