



Association of British Dispensing Opticians Examination Application Entry Form

WCSM Examinations	
Theory Papers	20-21 June 2019
Practical Exams:	
L4 Optical Technician:	2 July 2019
L4 Optical Assistants	3 July 2019

We encourage all candidates to think carefully before entering for examination and only to submit an application when they feel they are ready.

Please complete **all** sections of this form in **BLOCK CAPITALS** and return to the Examinations Department by **Recorded/Registered Post by Wednesday 27 March 2019**.

Applications received after the closing date may not be accepted due to space limitations at exam venues and will incur an additional charge of £75.00

Please return the complete form to:

Examinations and Registration Department
Association of British Dispensing Opticians
The Old Dairy
Godmersham Park
Godmersham
Canterbury
Kent CT4 7DT

Failure to return the necessary pages of this application, with payment, will result in the application not being accepted and returned to you by post.

For Office Use Only

Candidate Number:		Name:		Exam:	
Entered on DB:	NG <input type="checkbox"/>	Spreadsheet	<input type="checkbox"/>	Fee:	
Payment Method:	Cheque <input type="checkbox"/>	Card <input type="checkbox"/>	Bacs <input type="checkbox"/>	Date:	

Section 1 – Personal Details

ABDO Number:

If you do not have an ABDO membership number, one will be assigned to you when you register for an examination.

Title Mr Mrs Miss Ms

Date of Birth (D/M/Y) //

Forename(s)

Surname

Unique Learning Number (ULN)

Section 2 – Address Details

Home Address

House Name/Number

Address

Postal Code

Country

Telephone Number (Please include STD Codes)

Practice Address

Practice Name

Address

Postal Code

Country

Telephone Number (Please include STD Codes)

You may write above/below the boxes allocated for your response, if necessary.

Please confirm where you would like your examination information sent:

Home address: Practice address:

Section 3 – Email Addresses

Please confirm your email addresses for our records:

Email (Home): _____

Email (Work): _____

Section 4 – Examinations

Please tick the box below for your chosen examination and include the completed relevant appendix page:

- Level 2 Optical Support
- Level 3 Optical Support
- Level 4 Diploma for Optical Technicians (Year 1, Year 2, Fast-Track).
- Level 4 Diploma for Optical Assistants (Year 1 & 2)

Section 5 – Examinations Venue

Please tick the relevant box below for your chosen venue:

- London, University of Westminster Glasgow Caledonian University
Cardiff Metropolitan University

Exams may not be held at the Cardiff and/or Glasgow venues if there are not sufficient candidate numbers.

The WCSM encourages L2 and L3 candidates to sit their examinations online in their practice. If this is not possible, then candidates may sit their papers at one of the authorised venues listed above.

Online -at your place of work. **Section 6 below must be completed**

- Level 2
Level 3

Year 2 Practical Examinations for the L4 Diploma for Optical Technicians and the L4 Diploma for Optical Assistants will be held at ABDO College, Godmersham, Kent on the 2 and 3 July 2019 respectively.

Maps and further details will be provided with final examination instructions.

Section 6 – L2 & L3 Candidates opting for Online Examinations

Please provide the details of your **invigilator** below.

Forename(s):

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Surname:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Professional Qualification achieved:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Professional Registration or equivalent:

GOC Number: D- (DO)

Or (Optom): 01-

Or IOB Number:

Telephone Number (Please include STD Codes)

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Email: _____

Invigilator's signature

Section 7 – Fees

Payment **must** accompany this form and can only be made by cheque, credit card or BACS.

No other method of payment (including invoicing) will be accepted for examination fees. Receipts for examination fees can be obtained from ABDO Examinations and Registration.

Section 8 – Payment Details

Credit Card Payment Details

(All sections marked * must be completed).

Only the following cards will be accepted.

We cannot accept AMEX/Electron cards.

Please tick payment card being used:

- | | |
|---------------------------------|-------------------------------------|
| <input type="checkbox"/> Access | <input type="checkbox"/> Visa |
| <input type="checkbox"/> Switch | <input type="checkbox"/> Mastercard |

Please debit the following account for the examination fees totalling £ _____**
for (name) _____

ABDO number:

** Please insert authorised amount to be debited.

Card Number:*

Issue Number:
(If applicable)

Security Number:*
(last three digits found on back of the card)

Start Date:

Expiry Date:*

Cardholder Details

Name:* (as written on card)

Address:* (must be completed, in full)

Post Code:*

Country:

Signed:*

Cardholder's signature

Date: /

Note: If any of the above details are not completed and/or a transaction is declined, this application will be returned by post, unprocessed.

BACS Payments

Only to be used for Individual Payments – NOT to be used for group payments.

Individual students can pay for their examinations by BACS using the following information:-

Account Name: ABDO

Bank: Barclays

Account No: 00972967 Sort Code: 20-03-79

- You must quote your **ABDO membership number followed by the word EXAMS** when making payment.
- Clearly indicate BACS payment above.
- You **must** attach the Payment Confirmation from the bank with this application form.
- **Failure to provide complete information of the BACS transmission with this application will delay the processing of this exam application form and it will be returned to you unprocessed.**

Section 9 – Equal Opportunities

ABDO and WCSM aim to ensure fair treatment in relation to admission and assessment of examination candidates. Neither ABDO nor WCSM will discriminate on the grounds of age, disability, gender, gender reassignment, race, religion and belief, sexual orientation, pregnancy or maternity.

From time to time, we are required to provide statistical information to the Regulatory Authorities reporting on our candidate base and the results of our efforts to ensure fair access in accordance with the Equality Act 2010. Please help us to do so by completing the form below.

White, British	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White, European Heritage	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White, Other	<input type="checkbox"/>	Bangladeshi	<input type="checkbox"/>
White, Type not known	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black, Caribbean Heritage	<input type="checkbox"/>	Other (Known)	<input type="checkbox"/>
Black, African Heritage	<input type="checkbox"/>	Student not prepared to say	<input type="checkbox"/>
Black, other	<input type="checkbox"/>		

We would like all candidates to be able to perform to the best of their ability. Please tick the appropriate box if you are affected by any of the following:

- | | |
|--|--|
| <input type="checkbox"/> You are blind or have a serious visual impairment uncorrected by glasses | <input type="checkbox"/> You have a specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |
| <input type="checkbox"/> You are deaf or have a serious hearing impairment | <input type="checkbox"/> You have physical impairment or mobility issues, such as difficulty using your arms or using a wheelchair or crutches |
| <input type="checkbox"/> You have a long-standing illness or health condition such as cancer, HIV, diabetes, chronic heart disease or epilepsy | <input type="checkbox"/> You have two or more impairments/and or disabling medical conditions |
| <input type="checkbox"/> You have a mental health condition such as depression, schizophrenia or anxiety disorder | <input type="checkbox"/> You are pregnant |
| | <input type="checkbox"/> You are currently on maternity leave |

If you feel that any of the above will affect your performance in the examination and you need extra assistance, please tick the box below and we will send you a form requesting further details.

Please send me a form requesting Reasonable Adjustment

Section 10 – Candidate Declaration

(To be signed by ALL candidates)

I declare that:

- a) The information given on this application is correct.
- b) I understand that my examination fee is non-refundable.
- c) I agree that any paperwork completed by me at the examination (i.e. orders, forms, scripts, etc.) are the property of ABDO and will not be returned to me under **any** circumstances.
- d) I have completed all necessary sections of this application and enclosed the relevant fees/documentation
- e) I understand that if I am opting to take the examination online at my place of work, an external verifier may conduct an unannounced audit whilst the exam is in progress.
- f) I understand that if this application is unsuccessful and fails to meet the necessary requirements, it will be returned by post, unprocessed.

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Signed by Candidate

Date / /

Level 2 Optical Support

- I am applying for the full examination.
(Mandatory Units 1, 2 & 3, and a minimum of 1 optional unit from the choice below to achieve a minimum of 26 credits)
- I am a returning candidate and wish to re-sit this examination.
- I am sitting the examination online and have completed Section 6.
- I am unable to sit the examination online and wish to sit the written examination at one of the specified venues.
Please indicate which venue in Section 5 of the Examination Application Entry Form.

Examination Fees

Mandatory units; 1, 2 and 3 - **£260.00 (inclusive)**

Optional units and Resits - **£130.00/unit**

Mandatory Units

Please indicate below which mandatory units you wish to sit along with the optional units:

- Unit 1 – Roles and Responsibilities in Optics (7 credits)
- Unit 2 – Communication in Optics (6 credits)
- Unit 3 – The Eye and Ametropia (8 credits)

Optional Units

Please indicate below which optional units you wish to sit along with the Mandatory units:

- Unit 4 – The Provision of Spectacle Lenses in Optics (8 credits)
- Unit 5 – The Provision of Spectacle Frames in Optics (7 credits)
- Unit 6 – The Provision of Contact Lenses in Optics (7 credits)
- Unit 7 – The Glazing of Spectacles (12 credits)
- Unit 8 – Supporting the Provision of Optical Screening (6 credits)
- Unit 11 – Repairing Spectacles (5 credits)
- Unit 12 – Lens Treatments and Safety Eyewear (7 credits)

Level 3 Optical Support

- I am applying for the full examination.
(Mandatory Units 1, 2 & 3, and a minimum of 1 optional unit from the choice below to achieve a minimum of 21 credits)
- I am a returning candidate and wish to re-sit this examination.
- I wish to undertake the examination online and have completed Section 6.
- I am unable to sit the examination online and wish to sit the written examination at one of the specified venues.
Please indicate which venue in Section 5 of the Examination Application Entry Form.

Examination Fees

Mandatory units; 1, 2 and 3 - **£390.00 (inclusive)**

Optional units and Resits - **£165.00/unit**

Mandatory Units

Please indicate below which mandatory units you wish to sit along with the optional units:

- Unit 1 – The Legal Requirements in Optics (3 credits)
- Unit 2 – Managing People in Optics (7 credits)
- Unit 3 – Supporting the Provision of Spectacles (8 credits)

Optional Units

Please indicate below which optional units you wish to sit along with the Mandatory units:

- Unit 4 – Supporting the Provision of Optical Screening (7 credits)
- Unit 5 – Supporting the Provision of Contact Lenses (7 credits)
- Unit 6 – Mathematics for Optics (7 credits)
- Unit 7 – The Eye and the Principles of Optics (9 credits)
- Unit 9 – Process Optical Work Instructions and Provide Technical Service (5 credits)
- Unit 10 – Spectacle Lens Production Methods (12 credits)
- Unit 11 – Assure the Quality of Spectacle Lenses (5 credits)
- Unit 12 – Supporting the Provision of Refractive Surgery (5 credits)

Level 4 Diploma for Optical Assistants

- I am a returning candidate and wish to re-sit this examination.
- I am applying for exemption(s): Unit 1 Unit 2 Unit 6
(Please read the attached Recognition of Prior Learning Guidance and complete the Exemption Form and attach it, with the relevant evidence, to this examination application)

Please note that all examinations must be taken at an authorised venue.

Examination Fees

Level 4 – **Year 1** – **£520** (Units 1-4 plus one optional unit)

Level 4 – **Year 2** – **£650** (Units 5 & 12 plus two optional units)

Theory re-sit - **£165.00/unit**

Mandatory Units

Please indicate below which mandatory units you wish to sit:

- Unit 1: The Eye and the Principles of Optics (9 credits)
- Unit 2: Principles of Optical Retail Practice Support and Management (12 credits)
- Unit 3: The Provision of Optical Screening and Clinical support (12 credits)
- Unit 4: The Provision of Spectacles in Optical Practice (12 credits)
- Unit 5: The Provision of Contact Lenses in Optical Practice (8 credits)
- Unit 12: Optical Skills in practice (Practical Assessment) (12 credits)

Optional Units

Please indicate below which optional unit you wish to sit:

- Unit 6: Mathematics for Optical Assistants (7 credits)
- Unit 7: The Provision of Low Vision Aids in Optical Practice (8 credits)
- Unit 8: Anterior Eye and Ocular Supplements (8 credits)
- Unit 9: Theory of Optics (12 credits)
- Unit 10: Theory of Ophthalmic Lenses (12 credits)
- Unit 11: Business Principles for Optical Practices (8 credits)

Level 4 Diploma for Optical Technicians

L4 – Year 1 (Theory Examination)

L4 – Year 2 (Theory Examination)

L4 – Year 2 (Practical Examination)

- I am a returning candidate and wish to re-sit this examination.
- I am applying for exemption(s): Unit 1 Unit 2
(Please read the attached Recognition of Prior Learning Guidance and complete the Exemption Form and attach it, with the relevant evidence, to this examination application)

Examination Fees

Level 4 – Year 1 - **£460.00** (Units 1-3 inclusive)

Level 4 – Year 2 – **£1040.00** (Units 4-11 and practical examination inclusive)

Theory re-sit - **£165.00/unit**

Full Practical re-sit - **£195**

Practical re-sit – if you are doing an individual section ie A1 or C1 - **£75.00/section**

Please indicate below which units you are applying for:

Year 1 (Theory Examinations)

- Unit 1 – Mathematics for Optical Manufacturing (7 credits)
- Unit 2 – The Eye and the Principles of Optics (9 credits)
- Unit 3 – The Properties of Ophthalmic Lenses (12 credits)

Year 2 (Theory Examinations)

- Unit 4 – The Theory of Lens Surfacing (10 credits)
- Unit 5 – The Properties of Ophthalmic Lenses (12 credits)
- Unit 6 – Spectacle Lens Materials (9 credits)
- Unit 7 – The Properties of Spectacle Frames and Glazing (12 credits)
- Unit 10 – Spectacle Lens Treatments (10 credits)
- Unit 11 – The Spectacle Industry and Standards (5 credits)

Year 2 (Practical Examinations)

The practical examinations will be held at a location and date to be advised.

Practical Examinations

- Unit 8 – Optical Workshop Tasks and Glazing Spectacle Frames (12 credits)
- Unit 9 – Optical Workshop Tasks and Surfacing Spectacle Lenses (12 credits)

Year 2 Practical re-sit applicants only – Please select which section you wish to re-sit

- A1 – Lens identification & workshop viva
- A2 – Problem solving viva
- A3 – Glazing viva (Fast Track only)
- B – Setting up a metal frame / 2 repairs / Frame measurements viva
- C1 – Problem solving in glazing
- C2 – Lens specifications
- C3 – Quality inspection
- D – Glazing project
- E – Surfacing project

Fast Track Technician Training for FBDOs Theory and Practical Examinations

I am a returning candidate and wish to re-sit this examination.

Examination Fees

Theory examination - **£455.00** (Units 4, 5 & 11 and practical examination inclusive)

Theory re-sits - **£165.00/unit**

Full Practical re-sit - **£175**

Practical re-sits – if you are doing an individual section ie. A1 or C1 - **£75.00/section**

Please indicate below which units you are applying for:

Theory Examinations

- Unit 4 – The Theory of Lens Surfacing (10 credits)
- Unit 5 – The Properties of Ophthalmic Lenses (12 credits)
- Unit 11 – The Spectacle Industry and Standards (5 credits)

Fast Track Practical Examinations re-sit applicants only - the practical examinations will be held at a location and date to be advised,

Please select which section you wish to re-sit

- A1 – Lens identification & workshop viva
- A2 – Problem solving viva
- A3 – Glazing viva (Fast Track only)
- C1 – Problem solving in glazing
- D – Glazing project

Please retain this page for your information

Important Notes to all Candidates

• Condition of Entry

It is a condition of entry to the ABDO Examinations that the candidate accepts that the Examiners' decisions are final.

In the event of failure of any Theory Examination a report may be requested, on payment of the appropriate fee and within the timescale. No further correspondence will be entered into.

• Receipts for examination fees can be obtained from:

Examinations and Registration Department
Association of British Dispensing Opticians
The Old Dairy
Godmersham Park
Godmersham
Canterbury
Kent CT4 7DT

• Data Protection

We recognise that your privacy is important. Information provided on this form will be held securely by ABDO and used only in relation to the conduct of WCSM examinations on the basis of legitimate interest by the data controller (ABDO), the Awarding Organisation (The Worshipful Company of Spectacle Makers), government and regulatory bodies or a relevant third party (for example other educational bodies or universities and the General Optical Council (GOC)). Information given on this form will not be made available to examiners and will not affect your result. Information will not be passed to any third parties for marketing purposes. For further information, please see our GDPR guidance for examination candidates.

• Confirmation of Examination Dates

Examination Acknowledgement letters stating the date, time and venue of your examination will be sent by mail to your current registered mailing address. Once dates have been confirmed, these will not be changed under any circumstances. Please ensure you keep your letter in a safe place as you **must** present it at the examinations.

• Withdrawals

An administration charge of £20.00 will be made for all withdrawals. Withdrawals from any examination(s) **must** be made on a "Request to Withdraw from Examination(s)" form which can be downloaded from the WCSM section of the Examinations page of the ABDO website (www.abdo.org.uk) or at the back of your examination application pack. This form must be completed and returned to the Examinations Department.

❖ Non-attendance at an examination will result in losing the examination fee paid.

❖ If withdrawal from an examination(s) is for a medical reason, the Examinations Department must be informed in writing, using the "Request to Withdraw from Examination(s)" form and include a medical certificate stating that the candidate is unfit for work on the date of your examination(s).

❖ Withdrawals from the examination must be applied for on the 'Request to withdraw from Examination' form. Withdrawals on the day of the exam will be registered on to our database and a withdrawal form will be sent to the candidate.

Please retain this page for your information

Checklist

This page should be retained for your reference in the event of any query.

Please read the following checklist carefully and check that you have complied with **all** points.

- Have you completed Sections 1-10 (where applicable)?
- Have you clearly stated in Section 4 the Examinations you wish to apply for?
- If you are taking your examinations Online, has your nominated invigilator signed Section 6?
- Please ensure you sign and date the Candidate Declaration (Section 8) and return this form to the address below.
- Have you enclosed the correct examination fees with the application, either by cheque, credit card or BACS?
- I have read understood the Recognition of Prior Learning document and if applicable attached the RPL Exemption form to this application form (see attached PDF)
- I have read and understood the Reasonable Adjustments and Special Considerations Policy and Procedures and, if applicable, attached the Request for Reasonable Adjustments Form to this application form (see attached PDF)

Only the original form in its entirety will be accepted – photocopies or fax copies of any page/section of this application will not be accepted.

Closing Dates for Examination Entry Application Forms

Once completed, please send your application and full payment by **Recorded/Registered Post** to the address below or emailed to lpogson@abdo.org.uk before the closing date of **Wednesday 27 March 2019**.

Applications will be acknowledged within five working days of receipt. Applications received after the closing date may not be accepted due to space limitations at exam venues and will incur an additional charge of £75.00.

Examinations & Registration Department
Association of British Dispensing Opticians
The Old Dairy
Godmersham Park
Godmersham
Canterbury
Kent CT4 7DT