



Examinations – ABDO Level 4 Diploma for Optical Assistants

This qualification is split into two pathways, *Retail Practice and Management* and *Optics and Dispensing Skills*. Irrespective of pathway all candidates sit the following Mandatory Units:

At the end of Year 1: Units 1-4

At the end of Year 2: Units 5 and 12

Units 1-5 are written examinations. Unit 12 consists of a one-day practical assessment which will include a viva based on tasks undertaken in the assessment and an evidence portfolio signed off by the candidate's supervisor, submitted in advance of the examination.

Pathway 1: Retail Practice and Management.

In addition to the Mandatory Units, candidates sit Unit 7 at the end of Year 1 and Units 8 and 11 at the end of Year 2.

Pathway 2: Optics and Dispensing Skills

In addition to the Mandatory Units, candidates sit Unit 6 at the end of Year 1 and Units 9 and 10 at the end of Year 2.

To obtain the ABDO Level 4 Diploma for Optical Assistants, candidates must gain a minimum of 88 credits by achieving all mandatory units and also achieving a pass in three of the optional units.

Unit	Level	Credits	Questions	Time
Mandatory units (65 credits)				
Unit 1: <i>The eye and the principles of optics</i>	3	9	4	1.5 hours
Unit 2: <i>Principles of optical retail practice support and management</i>	4	12	4	1.5 hours
Unit 3: <i>The provision of optical screening and clinical support</i>	4	12	5	hours
Unit 4: <i>The provision of spectacles in optical practice</i>	4	12	4	2 hours
Unit 5: <i>The provision of contact lenses in optical practice</i>	4	8	3	1.5 hours
Unit 12: <i>Optical skills in practice</i>	5	12	-	Practical assessment day
Optional units (at least 3 units must be taken)				
Unit 6: <i>Mathematics for optical assistants</i>	3	7	4	1 hour
Unit 7: <i>The provision of low vision aids in optical practice</i>	4	8	3	1.5 hours
Unit 8: <i>Anterior eye and ocular supplements</i>	4	8	3	1.5 hours
Unit 9: <i>Theory of Optics</i>	4	12	4	2 hours
Unit 10: <i>Theory of Ophthalmic Lenses</i>	4	12	4	2 hours
Unit 11: <i>Business principles for optical practices</i>	4	8	-	Extended essay/case study

Passing the examination



To obtain the qualification, a candidate must achieve a minimum of 50% in each theory and practical unit.

Candidates will only be able to retake a written or practical unit three times, and only within seven years of their first sitting the Year 1 examinations. Those who have still not achieved a pass by that stage will be required to re-sit the whole examination.

Grading

Results are not graded. A candidate either passes an examination, or fails it.

Claims for Reasonable Adjustments

ABDO will look sympathetically on all requests for reasonable adjustments to its examinations from those with disabilities or other impairments, such as dyslexia and the use of wheelchairs, and will do everything practicable within the prevailing circumstances to facilitate their sitting of the examination.

Such claims should be submitted to ABDO Examinations and Registration along with the examination application form, using the *ABDO L4 Diploma Request for Reasonable Adjustments Form*. The form must be signed by the student and must be accompanied by a statement by a GP, consultant, optometrist or other appropriately qualified professional confirming how the candidate's performance in an examination would be affected and the nature of the adjustments needed. If the employer has made adjustments in the workplace for the candidate, a statement by the employer of those adjustments should also be included.

Claims will be considered and assessed by the Head of ABDO Examinations and Registration.