

Refreshments at Exams

The NRC, ABDO's education events and examinations venue, are offering all exam candidates the opportunity to order a lunch option.

The lunch costs £4.50. Payment can be made in cash or card.

The lunch will include:

- a sandwich (cheese or ham) **or** a salad,
- a bag of salted crisps,
- a chocolate bar **or** fruit; and
- a drink.

Orders will **only** be accepted at the NRC in person on the day of the exam. Candidates requiring lunch should place an order by 08:45am.

The NRC also have available a chilled water dispenser for candidates to fill up their personal drinks bottle.

Candidates who will be arriving for an exam later than 08:45am are advised to take their own refreshments.

Alternatively, there is a shop within the Aston Cross Business Village where candidates can purchase snacks/drinks/stationery, etc..



**Information and guidelines for
candidates taking ABDO
Dispensing Examinations**

Venue:

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: Examination Venues for further details.

Practical Venue

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

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
- Confirmation of ABDO Membership (i.e. Membership Certificate available to download from the Members' Area on the ABDO website)
- Photographic proof of ID, (i.e. Driver's License photocard or passport)

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 Unit 12 - FQE practical examination 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.