# Level 6 – Diploma in Ophthalmic Dispensing – 2015 Syllabus



# Request to Withdraw from ABDO Dispensing Examinations

Section 1 - Personal Details (To be completed in BLOCK CAPITALS)		
ABDO Membership Number: Title: Mr Mrs Miss Miss Ms		
Surname: Forename(s):		
Practice Name:		
Practice Address:		
Post Code:		
Name of Course Provider: (place of study)		
Section 2 – Examination  This form must be completed if you are wishing to withdraw from any of the following examinations. (Please tick only the examination(s) you are requesting to withdraw from – if practical resits, specify which sections of the relevant unit):  Practical Exam Session:		
PQE Unit 2 - Ophthalmic Dispensing Practice (full), or the following resits  Section A  Section B or B1 B2 Section C or C1 C2 Section D  Practical Date: // (if applicable)  FQE Unit 12 - Advanced Ophthalmic Dispensing Practice (full), or the following resits:  Section A or A1 A2 A3 Section B or B1 B2 B3 Section C Section D or D1/2 D3/4 D5/6  Practical Date: // (if applicable)		
Theory Exam Session: (ABDO College students only)		
PQE Units 1a&1b – Theory of General Optics/Theory of Ophthalmic Lenses  FQE Units 3&4 – Theory of Ophthalmic Dispensing/Advance Theory in Ophthalmic Lenses  FQE Unit 5 – Abnormal Ocular Conditions & Standards of Practice  FQE Unit 6 – Ocular Anatomy  FQE Unit 9 - The Assessment & Management of Refractive Errors		
FQE Unit 10 – Low Vision in Ophthalmic Dispensing  FQE Unit 11 – The Basic Principles of Contact Lens Wear		

Section 3 – Reason for Withdrawal  Please indicate below the reason for your withdrawal and attach supporting evidence, if required.		
	omatic re-booking for the examination(s) you are withdrawing from. or the next session you wish to enter for via ABDO's online booking	
	d, understand, and agree to ABDO's withdrawal policy (included with an admin fee will be deducted.	
Signed:		
Withdrawal Information		
<ul> <li><u>All</u> requests to withdraw</li> <li>Fees/Refund for Fee paragray</li> <li>Fee paying candidates Head of Examinations of Refunds will only be refuled.</li> <li>An Admin fee of £25.00</li> <li>Refunds</li> </ul>	's Withdrawal policy (attached) before completing this form.  If from any exam applied for must be made using this form.  If ying candidates only  If who wish to be considered for a refund should include a letter to the and Registration outlining the reason for withdrawal.  Funded to the original payee.  If per withdrawn unit will be deducted for each refund.  If account details of the original payee, so that a BACs transfer can be	
Name of original payee:		
Account Holder/Name: Account Number:		
Bank Sort Code:		
Signed:	(by original payee)	
	cepted to <u>examinations@abdo.org.uk</u> (no photographs) or post the	
completed withdrawal form ABDO Examinations and Re Unit 1, Court Lodge Offices Godmersham Park Godmersham Canterbury		
Kent CT4 7DT		



## Policy for Candidates withdrawing from an ABDO Examination

A candidate who does not attend an examination can apply for a partial refund, under certain circumstances.

If a candidate's refund request is successful, the candidate will be expected to re-apply for the next examination session by submitting a new application form and enclosing the appropriate examination fee.

A cancelled entry and examination fee already paid cannot be transferred from one session to the next.

All refund requests must be made in writing and attached to this "Request to Withdraw from an Examination(s) form".

An Admin charge of £25.00 will be deducted for each withdrawal.

#### Criteria

### Illness or Injury

An examination fee refund of 80% **may** be given, provided that the withdrawal is notified to ABDO Examinations **in writing** as soon as possible and no later than five days after the examination. The withdrawal **must** be supported by a medical certificate.

## **Exceptional Personal Circumstances**

An examination fee refund of 80% **may** be given on compassionate grounds if a candidate withdraws due to exceptional personal circumstances, such as bereavement or personal trauma (documentary evidence must be provided, i.e. medical certificate).

Application for a discretionary refund should be made **in writing** as soon as possible and no later than five days after the examination, with full details substantiating the request for an exceptional refund.

### Reasons for a Withdrawal for which no refund will be made:

- Candidate not ready for examination;
- Candidate withdrawn by Training Institute;
- Candidates' PQP Folder not submitted by deadline;
- Submitted PQP folder incomplete resulting in removal from exam;
- Transport issue (Candidates sitting a morning practical examination are advised to travel the day before);
- Candidate on holiday on date of examination.

In the event a candidate needs to withdraw on the day of their Practical Examination, candidates should email the following contacts:

Mark Chandler, <u>mchandler@abdo.org.uk</u> Miranda Richardson, <u>mrichardson@abdo.org.uk</u>