

## 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 ☐ 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).*

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** Unit 1a & 1b – Theory of General Optics / Theory of Ophthalmic Lenses

☐ **FQE** Units 3&4 – Theory of Ophthalmic Dispensing / Advanced 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 Basics Principles of Contact Lens Wear

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### Section 3 – Reason for Withdrawal

Please indicate below the reason for your withdrawal and attach supporting evidence, if required.

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**Please note:** there is no automatic re-booking for the examination(s) you are withdrawing from. You will need to re-apply for the next session you wish to enter for via ABDO's online booking system.

☐

I confirm I have read, understand, and agree to ABDO's withdrawal policy (included with this withdrawal form) and note that an admin fee per withdrawn unit will be deducted.

Signed: \_\_\_\_\_

Date: //

### Withdrawal Information

Please read through ABDO's Withdrawal policy (attached) before completing this form.

- All requests to withdraw from any exam applied for must be made using this form.
- **Fees/Refund for Fee paying candidates only**  
Fee paying candidates who wish to be considered for a refund **should include** a letter to the Head of Examinations and Registration outlining the reason for withdrawal.
- Refunds will only be refunded to the original payee.
- A fee per withdrawn unit will be deducted for each refund – see next page.

#### Refunds

Please provide below the account details of the original payee, so that a BACs transfer can be made, if applicable:

Name of original payee: \_\_\_\_\_

Account Holder/Name: \_\_\_\_\_

Account Number:

Bank Sort Code: //

Signed: \_\_\_\_\_  
(by original payee)

Scanned copies will be accepted to [examinations@abdo.org.uk](mailto:examinations@abdo.org.uk) (no photographs) or post the completed withdrawal form to:

**ABDO Examinations and Registration**  
**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 due to exceptional circumstances, can apply for a partial refund, unless they fall into the categories outlined below for which no refund will be provided.
- If a candidate's refund request is successful, the candidate will be expected to re-apply for the next examination session via the online booking system 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 as soon as possible and included with the "Request to Withdraw from an Examination(s) form".
- **Exceptional Personal Circumstances, Illness or injury** - a refund may be awarded for a withdrawal on compassionate grounds, such as bereavement or personal trauma (documentary evidence must be provided with the withdrawal form, i.e. medical certificate).

### Cancellation Fees:

More than 42 days before exam	£25 per unit
29-42 days before exam	25% of exam fee per unit
15-28 days before exam	50% of exam fee per unit
8-14 days before exam	100% of exam fee per unit
Within 7 days of exam	100% of exam fee per unit

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

- Candidate not ready for examination;
- Candidate withdrawn by Training Institute;
- Candidates' PQP Portfolio not ready/not submitted by deadline;
- Submitted PQP Portfolio 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, [mchandler@abdo.org.uk](mailto:mchandler@abdo.org.uk)

Miranda Richardson, [mrichardson@abdo.org.uk](mailto:mrichardson@abdo.org.uk)