

The Association of British Dispensing Opticians (ABDO) job description for:

Chair of Examinations Board

Department

Professional qualifications and examinations

Reports to

ABDO Board of directors

Direct reports

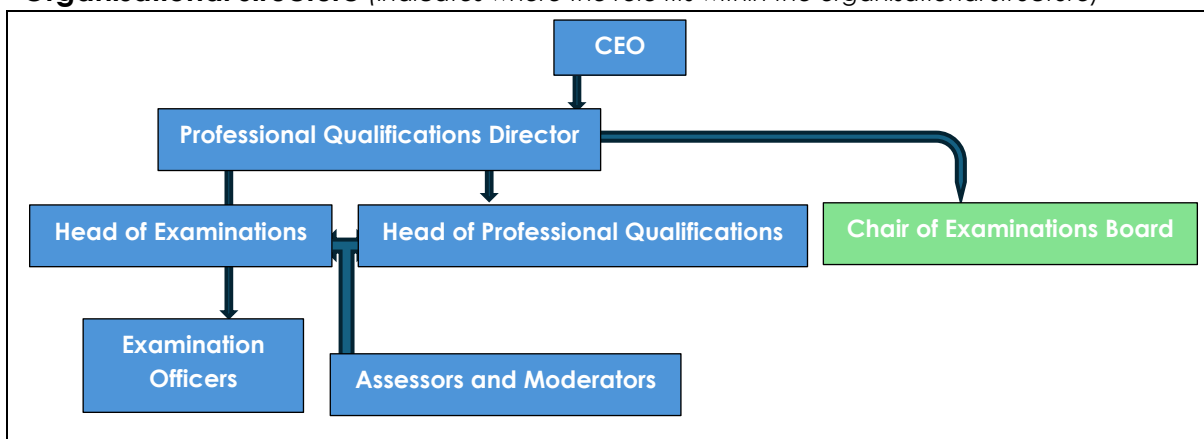
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Job Profile

Purpose of the role

The Chair of the ABDO Examination Board provides independent leadership and ensures that assessment decisions for ABDO's vocational and professional qualifications are fair, evidence based, consistent, and aligned with ABDO regulations and GOC education and training requirements. The Chair upholds the integrity of ABDO's assessment processes and ensures that decisions support safe, competent practice within the optical profession.

Organisational structure *(Indicates where the role fits within the organisational structure)*



Key relationships

The Chair will liaise with ABDO's professional qualifications director, head of professional qualifications, and head of examinations.

Authority

The Chair is authorised to convene and preside over ABDO Examination Board meetings to:

- Ensure assessments and decisions adhere to ABDO regulations, candidate rules, and quality assurance procedures
- Oversee and validate the decision-making process, including the treatment of special cases, referrals, and borderline candidates
- Require clarification, evidence, or documentation necessary for the fair determination of results
- Escalate issues of academic standards, procedural breaches, or risks to ABDO senior leadership

Working environment

The Examinations Board shall meet twice a year, with pre-agreed interim reports for resit opportunities, aligned with ABDO assessment cycles. All meetings will be held via video conference.

The professional qualifications director and Chair shall prepare an agreed format and agenda for exam board use during the fixed term period

The agenda, associated assessment documents and data shall be distributed 1 week in advance of each meeting for appropriate preparation time

Minutes shall be taken for each meeting and distributed to Exam Board members no later than 4 weeks following the meeting date

Qualifications & education

The Chair must be or have been an academic with experience in assessment and/or professional qualification processes and previous experience as chair or senior assessor leading high stakes, regulated decision making.

Experience in

- i. assessment and examination regulations,
- ii. QAA Quality Code
- iii. frameworks for Higher Education Qualifications (FHEQ)
- iv. academic and assessment regulations.

Experience & proven ability required

Essential

- Significant experience in assessment or professional qualification processes.
- Demonstrated ability to act impartially and independently
- Experienced chair or senior assessor capable of leading high stakes, regulated decision making
- Strong analytical judgement and attention to detail
- Understanding of quality assurance principles and professional standards
- Excellent communication and interpersonal skills

Desirable

- Experience with external examination, professional regulation, or GOC aligned qualification frameworks
- Experience managing complex assessment decisions or borderline cases.
- Familiarity with ABDO practice, qualification structures, and examination methodologies

Duties & key responsibilities

1. Governance, integrity & oversight

- Ensure the Examination Board is correctly constituted and operates within ABDO examination regulations and procedures
- Safeguard fairness, transparency, and equity for all candidates, ensuring decisions are reasonable, objective, and based on documented criteria
- Uphold ABDO standards for anonymity and assessment integrity, reflecting ABDO's published examination expectations

2. Examination results & decision-making

- Lead the Examination Board's consideration of results for all ABDO qualifications, including referrals, passes, fails, and special considerations.
- Review candidate outcomes ahead of the meeting, identifying borderline or complex cases requiring discussion
- Ensure all modifications, marking processes, and any irregularities have been reviewed, with supporting evidence from ABDO external moderators
- Ensure all decisions are clearly justified and recorded

3. Quality assurance

- Confirm that practical assessments, theory papers, marking processes, and moderation steps have been completed in line with ABDO requirements and quality assurance procedures
- Ensure external examiners' comments, reports, and recommendations are considered, and any required actions are implemented
- Monitor trends in candidate performance and escalate concerns about assessment quality or potential risks

4. Meeting leadership & management

- Chair ABDO Examination Board meetings efficiently, professionally, and in accordance with ABDO regulations
- Ensure all members are prepared and able to contribute expertise relevant to each qualification
- Address disagreements constructively, supporting evidence-based decision making
- Ensure minutes accurately reflect decisions and rationales

5. Collaboration & communication

- Work closely with ABDO's professional qualifications director, deputy professional qualifications director, and head of examinations
- Support effective communication of outcomes to ABDO's examinations team and relevant departments

- Provide clarity to Board members about their roles in maintaining academic and professional standards

Last edited by

Miranda Richardson

Date

20/04/2026