

Level 6 – Diploma in Ophthalmic Dispensing – 2015 Syllabus

Request to Withdraw from ABDO Dispensing Examinations



abdo

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

Cont'd overleaf/...

Section 3 – Reason for Withdrawal

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

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understand, and agree to ABDO's withdrawal policy (included with this withdrawal form) and note that an admin fee per withdrawn unit will be deducted.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 (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 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, mchandler@abdo.org.uk

Miranda Richardson, mrichardson@abdo.org.uk