



ASSOCIATION OF HEALTH PROFESSIONS IN OPHTHALMOLOGY

Contingency and Adverse Effects Procedures

Assessments and Examinations

Disruption of Assessments and examinations

The AHPO assessor must follow AHPO guidelines for the provision of assessments and examinations. The assessor is responsible for arranging the time and place for examinations and assessments with the trainee and the trainee's line manager. If these arrangements breakdown for any reason, all parties must be notified immediately by email and/or text message, and the assessor will make rearrangements as soon as possible for the examination and/or assessment.

If there are ongoing difficulties with arrangements for examinations and assessments, whether attributable to the trainee, workplace or assessor, the AHPO examinations officer must be informed and the matter will be dealt with by the AHPO Head of Centre.

Disruption in the distribution of examination papers

The AHPO assessor will inform the AHPO examinations officer when students are due to sit examinations and will be informed that the examination papers (in electronic form) will be available. If there is a disruption to the distribution of examination papers in advance of examinations, the examinations officer will inform the assessor, and can fax examination papers to the assessor if electronic transfer is not possible.

The examinations officer will ensure that examination papers are received, made and stored under secure conditions.

Candidates unable to take examinations because of a crisis

If candidates are unable to attend the examination or assessment as normal, the candidate can apply to AHPO for special consideration. Candidates are only eligible for special consideration if they have been fully prepared and have covered the whole course but are affected by adverse circumstances beyond their control. If a candidate chooses not to sit an examination for other reasons they will be informed that special consideration rules will not apply.

Please refer to AHPO guidance on Special Consideration

Disruption to the transportation of completed examination papers

Examinations will be taken and marked with the eportfolio. If there is any disruption in electronic communication AHPO will take immediate steps to resolve the problem.

Assessment evidence is not available to be marked

If large scale damage to or destruction of completed examination scripts/assessment evidence occurs before it can be marked, AHPO will generate candidate marks for affected assessments based on other appropriate evidence of candidate achievement. The candidates can then retake affected assessments at a subsequent assessment window.

AHPO is unable to distribute results as normal

If AHPO is unable to access or manage the distribution of results to candidates, or to facilitate post results services, arrangements will be made to access results at an alternative site.

Withdrawal of Qualifications Procedure

Purpose

This procedure has been designed to protect the interests of learners in the event of AHPO withdrawing a qualification from its centre; either voluntary or upon the instruction of the Awarding Organisation.

Voluntary withdrawal

Reasons for voluntary withdrawal of qualifications

On occasion, AHPO may decide to withdraw a qualification from its centre. This would normally be for one of the following reasons:

- Lack of industry demand for the qualification
- Lack of learner registrations
- Change in the skills required by the industry leading to a qualification not being fit for purpose

Procedure

- a) The decision to withdraw a qualification will be made by the Head of Centre. This decision will be made after consultation with the relevant Head of Department and relevant staff.
- b) AHPO will take all reasonable steps to protect the interests of learners in relation to a qualification it withdraws. Existing learners will be able to complete a qualification for which they have registered or will be given a reasonable amount of notice to complete the qualification. Transition arrangements, along with a list of alternative education providers will be published and provided to learners, centres and employers, of a qualification that is to be withdrawn.
- c) AHPO will give reasonable notice to Ofqual for its intention to withdraw a qualification and will inform Ofqual of its intention prior to providing the information to learners, centres and employers.
- d) AHPO will ensure that procedures followed are in line with the relevant Awarding Organisation and comply with the General Conditions of Recognition.

Withdrawal of qualifications by an Awarding Organisation

In the event that an Awarding Organisation withdraws a qualification from AHPO the Awarding Organisation will:

- Provide effective guidance to AHPO
- Make available to AHPO any information which, for the purposes of that delivery, AHPO may reasonably require to be provided by the Awarding Organisation.

AHPO will follow the same procedure outlined in a) to d) above in order to protect the interests of its learners.