



Appeals Panel Terms of Reference

Purpose

To provide an independent mechanism for Scheme for Registration trainee and Therapeutics Common Final Assessment (Independent Prescribing) (TCFA) candidate appeals, and requests to extend or restart the Scheme for Registration, to be heard.

Objectives

To:

- Hear and determine outcomes of appeals for all College assessments and examinations including Scheme for Registration work-based and final assessments and TCFA.
- Consider and determine outcomes of applications to extend the allotted time on, or restart, the Scheme for Registration. This may only be on the grounds of disability and / or exceptional circumstances.
- Consider and determine the outcome of any appeal to an application for reasonable adjustments to Scheme for Registration assessments, or the TCFA, not agreed by the Director of Education, or their nominee.

Scope

The Panel will hear appeals and applications to extend the allotted time or restart the Scheme for Registration as described in the Scheme for Registration regulations.

The Panel will only hear appeals and applications to extend the allotted time or restart the Scheme for Registration supported by relevant evidence and the applicant's statement.

The Panel has the right to approve an application for extending the allotted time, including specifying the length of the extension, or restarting the Scheme for Registration. The panel can also refuse an application which is not valid.

Complaints and misconduct investigations are outside the panel's remit and dealt with by alternative mechanisms.

Frequency of Meetings and Lifespan of Panel

The Panel will be convened every other month to review applications. Dates of meetings and deadlines by which applications must be received will be published in advance on the College website. The Panel may delay the consideration of some applications when there is a large number of applications. In these circumstances the priority will be given according to the order of the scheme end dates.

Appointments to the Appeals Panel will be for three years, renewable for a further three years.

Authority

The Panel has authority delegated from the Education and Standards Committee. It will report to the Education and Standards Committee.

Membership

- All members should be practising optometrists familiar with optometric education.
- The panel shall appoint a Chair and Deputy Chair. This appointment will be approved by the Chair of the Education and Standards Committee.

A pool of at least five members will be retained, of whom three shall be required for quoracy. The Chair or Deputy Chair must be present at each meeting.

Members will be expected to attend at least three meetings per annum.

In attendance:

- Deputy Director of Education or Education Manager (Scheme for Registration)
- Education Coordinator (secretary)

Optional attendance:

- Lead or Deputy Assessor (for work-based assessment appeals only)
- Examinations Manager (for OSCE or TCFA appeals only)