



Disciplinary Panel Terms of Reference

Purpose

To provide an independent mechanism for decisions to be made about allegations of cheating and misconduct on the Scheme for Registration or during the Therapeutics Common Final Assessment.

Objectives

To:

- Consider and decide the outcome of any allegations of cheating and misconduct by trainees on the work-based assessment of the Scheme for Registration.
- Consider and decide the outcome of any allegations of cheating and misconduct by trainees at the Final Assessment OSCE.
- Consider and decide the outcome of any allegations of cheating and misconduct by candidates sitting the Therapeutics Common Final Assessment.

Scope

The panel will consider allegations of cheating and misconduct referred by the Director of Education or nominee as described in the Scheme for Registration regulations. Complaints, appeals to results of assessments and applications to extend or restart the Scheme for Registration are outside the panel's remit and are dealt with by alternative mechanisms.

Frequency of Meetings and Lifespan of Panel

The panel will be convened as required to consider allegations of cheating and misconduct. This will be no more than once a quarter.

Appointments to the Disciplinary 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 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.

In attendance:

- Director of Education or Deputy Director of Education
- Education Coordinator (secretary)

Optional attendance:

- Lead or Deputy Assessor (for cheating and misconduct in the work-based assessment only)
- Examinations Manager (for cheating and misconduct in the OSCE or TCFA only)