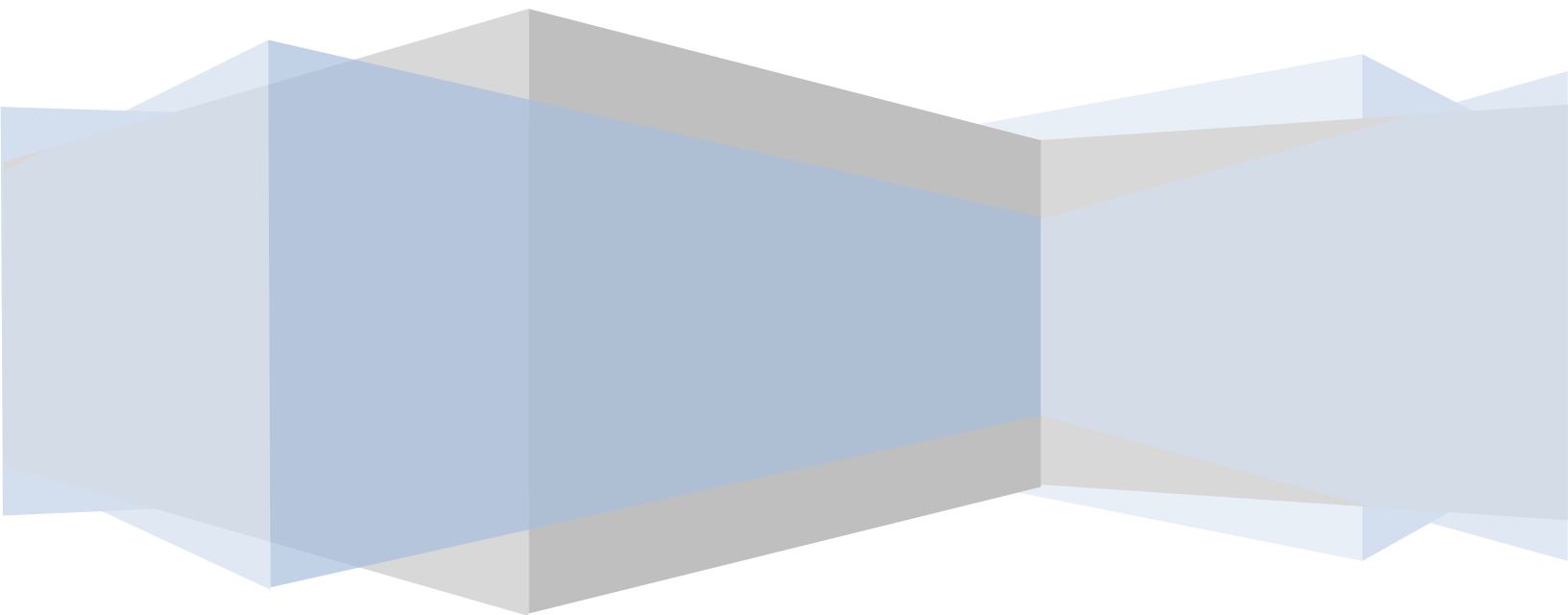


National Optician's Practical Examination

Spectacles & Contact Lenses



This is a comprehensive handbook that covers both the Spectacles and Contact Lens National Optician's Practical Examinations. The purpose of the handbook is to provide you with procedural information that will assist you in taking the Spectacles or the Spectacles and Contact Lens examination(s). The exam has two distinct sections for both Spectacles and Contact Lenses. You will first be given the multiple-choice examination followed by the skills assessment portion of the examination.

Statement of Non-Discrimination

The test administrator shall admit candidates without regard to age, sex, race, color, national origin, disability, religion, sexual orientation, or marital status to all rights, privileges, programs, and examinations. It shall not discriminate on the basis of age, sex, race, color, national origin, disability, religion, sexual orientation, or marital status in the administration of licensure.

INTRODUCTION

Multiple-Choice Examination(s)

The Spectacles and Contact Lens multiple-choice sections of the examination are comprised of the following content areas: Analyze and Interpret, Fit and Dispense Contact Lenses, Produce Eyewear and General Knowledge.

The development of National Optician's Practical Examination is based on the results of a national "job task analysis" survey which was distributed to licensed dispensing opticians for their feedback. The survey results identify the tasks performed most often and of greatest importance. The examination content outline is based on these results. The content outlines indicated in this book for each examination area is an excellent study aid.

Spectacles Examination Multiple-Choice Content Areas And Percent of Examination		
1	Analyze and Interpret	46%
2	Fit and Dispense	38%
3	Produce Eyewear	11%
4	General Knowledge	5%
	Total	100%

Contact Lens Examination Multiple-Choice Content Areas And Percent of Examination		
1	Contact Lenses	100%
	Total	100%

Examination Specifications

- All examinations are delivered in English.
- In addition to scored items, all candidates receive between 10-25 sample questions. While they are not identified or scored, these questions are being tested for possible inclusion in future examinations.

Examination Level	Number of Scored Questions	Examination Time
Spectacles	75	1 hour
Contact Lenses	70	1 Hour

The multiple-choice examination is a series of statements or questions followed by four possible answers. One answer is the single-best response; the others are distracters. While some answers may be partly correct, there is only one BEST answer.

Sample Multiple – Choice Item

1. The number 75 in lens prescription $-5.00 + 1.50 \times 75$ is the
 - a. power of sphere.
 - b. axis of cylinder.
 - c. interpupillary distance.
 - d. vertex distance.

Answer: B

Computer Simulated Skill Examination Construction and Scoring

The development of the National Optician's Practical Examination is based on the results of a national "job task analysis" survey which was distributed to licensed dispensing opticians for their feedback. The survey results identify the tasks performed most often and of greatest importance. The examination content outline is based on these results. The content outlines indicated in this book for each examination area is an excellent study aid.

The six (6) skills for the computer simulated Spectacles and Contact Lens portion of the skill examination are those most commonly performed by licensed opticians according to the results of the national "job task analysis".

Candidates for the Spectacles and Contact Lens Skill Examination(s) will be required to perform the following selected examination(s) as assigned.

SPECTACLES – 60 Minutes

1. Measure Pupillary Distance and Segment Height
2. Neutralization of Spectacles

CONTACT LENSES – 60 Minutes

1. Identify Contact Lens Images and Conditions of the Eye
2. Evaluate Contact Lens Fits Using a Slit Lamp
3. Identify Various Pathologies and Illuminations Using a Slit Lamp
4. Perform Corneal Curvature Measurement (Keratometry)

Preparation Strategies

Your candidate authorization letter will provide you with the test administrator's website and ID number for you to access the Spectacles and Contact Lens tutorials, as well as a procedural checklist. The checklist details the steps necessary to perform each task.

The following information may assist you in preparing for the Spectacles and Contact Lens Skill Examinations:

1. Review the tutorial carefully for critical information on the mechanics of the computer – based Spectacles and Contact Lens Skill Examinations. The tutorial allows you the opportunity to manipulate some of the dials and controls on the simulated equipment. While the tutorial is not intended to teach candidates how to perform the tasks, it will assist you in becoming familiar with how to navigate through the examination and record results.
2. Practice. Become proficient at performing the skills tested and using the equipment upon which these skills are performed.
3. Understand the purpose of the task in order to build your confidence and help you make on-the-spot decisions during the evaluation.
4. Review the procedural checklist for a detailed list of steps within the task.
5. Seek opportunities to practice the skills on actual equipment in your work setting.
6. Focus on doing your personal best; your score is not affected by anyone else's score.

CONFIDENTIALITY PROCEDURES

A number of policies and procedures have been established to ensure the integrity of the examination procedures and protect candidate privacy:

1. Performance feedback reports will be released only to the candidate.
2. All examination content and materials are strictly confidential and will not be released to anyone except those involved in the development and administration of the examination.
3. Official examination results are sent via secured server to your respective State only. (NO EXCEPTIONS)

EXAMINATION REGISTRATION REQUIREMENTS

Examination Registration Requirements

Candidates must complete the National Optician's Practical Examination registration form and include all requested information, documentation and appropriate fees. ***Unless otherwise directed by your State board, completed registration forms are to be submitted to your respective State for processing.***

Fees

Examination registration fees can be obtained from your respective State or will be included on your registration form.

Refunds

Candidates should review and be aware of the National Optician's Practical Examination refund policy on page 8 of this manual.

Incomplete Registration Forms

You will be sent a letter requesting any examination registration information that is missing on the form. If the requested information is not provided, the examination registration form will be denied and no refund will be issued. Your examination registration form must be complete before you can schedule your examination.

Name and Address Changes

Please notify the test administrator immediately of any name or address changes. Address changes may be made by phone, fax, and e-mail. Name changes must be requested in writing, by either fax or mail with your signature. Include copies of any official documentation of your name change for the examination for example a copy of marriage certificate or driver's license. Name and address changes may affect your ability to test. To be admitted to a testing center, the information on your two forms of identification and your authorization letter must match exactly.

Special Testing Accommodations

In compliance with the Americans with Disabilities Act (ADA) the test administrator will provide reasonable accommodations for persons with disabilities. If you believe that you require such accommodation, please contact the test administrator to receive a special accommodations

questionnaire. Return the completed questionnaire with your application, along with documentation of your disability from a qualified health care provider.

Examination Construction and Scoring

The examinations are developed by the test administrator which includes licensed dispensing opticians. A variety of reference materials are used to create examination questions, which are selected from a pool of items based on the examination specifications and content outlines.

The examinations are criterion-referenced which means that each candidate passes or fails based on their performance. Individual examination results are judged against an objective standard and not on the performance of others on the same examination(s).

The established passing score for the examination(s) is the minimum number of questions that must be answered correctly. Scoring is statistically adjusted to ensure that all those who pass meet the same standards of competence, regardless of which form of the examination they took.

What Score is Required to Pass the Examination?

The passing score for the examination(s) are set by a committee of experienced licensed dispensing opticians and a psychometrician (a specialist in the mathematics of examinations), using methods that are nationally accepted for professional examinations. These methods allow the board of directors to determine the minimum standard of knowledge and skill necessary to perform the dispensing optician's job. The passing score for the multiple-choice and skill examination(s) is 70%.

Your test performance is measured against the minimum standard set by this group of experts, rather than measured against other people who have taken the examination. Establishing the passing score in this way helps to ensure that only those candidates who have the knowledge are granted licenses. Passing scores are not based on straight percentage or a curve, nor does the performance of any other test-taker affect how your performance will be judged.

A modified Angoff procedure is used to establish each test question (item) passing score. In this commonly accepted psychometric procedure, content experts estimate the probability of each question being answered correctly by a person who meets the minimum eligibility requirements.

Skill Examination Scoring

The Spectacles and Contact Lens Skill Examination(s) scoring system is based on overall performance of how each task is performed.

The Spectacles and Contact Lens Skill Examination(s) include the following elements:

1. Each task is scored independently.
2. Each task is scored on the overall accuracy of performance and results in the task.

3. To evaluate the accuracy of results, a panel of subject matter experts has established tolerance ranges for each of the required categories. To achieve a passing score for the task all required results must fall within the established tolerance ranges.

Preparation Strategies

The examinations are designed to cover the knowledge and skills needed by licensed dispensing opticians in a variety of settings.

1. The examinations will include questions from every content area.
2. Multiple reference sources are used in the development of the examinations.
3. Before the examination, find the test center and locate parking areas. Knowing where to go will reduce your stress on test day.
4. Study at a pace that suits your needs and do not cram for the test.
5. Focus on doing your personal best; your score is not affected by anyone else's.

Skill Examination Tutorial

You will have 90 days from the date of your authorization letter to take the examination. Take this time to study the skill examination tutorial and paper checklist. You will be provided a secured password to access the tutorial on the NCSORB Web site.

The skill examination tutorial is designed to familiarize you with the equipment, dials and entering of data within the computer based skill examination. The tutorial is not intended to “teach” you how to be an optician, but was designed to assist you with the operation of the computer-based skill examination.

SCHEDULING THE EXAMINATION

Examination Test Centers

The computerized examination(s) are administered by Pearson VUE conveniently located throughout the United States. You may refer to www.pearsonvue.com/NCSORB for a current list of test sites.

Authorization Letter

Candidates approved for eligibility will receive a letter within 2-4 weeks of receipt of your documentation confirming acceptance of the examination registration form. The authorization letter will provide a toll-free number to the Pearson VUE call center and other scheduling information. ***You have 90 days in which to schedule the examination with Pearson VUE Testing Services.***

To avoid scheduling complications, please schedule your examination shortly after receiving the authorization letter. The test administrator will provide each candidate with an authorization number that must be presented when you arrive at the test center on the day of your examination.

Eligibility Extensions, Appointment Changes, and Fee Refunds

The policies regarding scheduling, canceling, and changing appointments are:

1. If you fail to schedule an appointment within the 90 day eligibility period indicated in your confirmation letter, you will forfeit your examination registration fee. A new application and examination registration fee is required to reapply for the examination.
2. Requests to cancel a registration form, before you have scheduled an appointment with the testing service, must be received in writing before the end of your 90 day eligibility period. A processing fee of \$95 is retained.
3. To cancel a scheduled examination appointment without a fee, you must call Pearson VUE at the toll-free telephone number you received with your acceptance letter at least 30 days prior to your scheduled appointment. If you cancel 5 – 29 days before the scheduled test date, Pearson VUE will collect a \$25 fee. Cancellation less than five days before the test date will result in a \$95 cancellation fee which must be paid prior to rescheduling your examination.
4. If you cancel within the allowed time period, you may either reschedule with Pearson VUE or request a refund in writing from the test administrator. All requests for refunds must be received before the end of your 90 day eligibility period and a processing fee of \$95 is retained. No refunds will be issued for cancellations that do not conform to the above policy.
5. If you fail to appear for the examination or arrive at the test center more than 15 minutes late for your appointment your absence is considered a “no-show” and you will not be tested. You will be required to pay a “no-show” fee of \$95 to the test administrator prior to rescheduling your examination.
6. If you are not admitted to the test center for failure to provide proper identification, you will be charged a \$95 “no-show” fee, which must be paid prior to rescheduling your examination.
7. If you are unable to take the examination within the eligibility period indicated in your acceptance letter, you may apply for a one-time 30-day eligibility extension by submitting a written request and paying an extension fee of \$50. The written request must be received by the end of the 90 day eligibility period.

TAKING THE EXAMINATION

The test administrator and Pearson VUE have strict procedures to ensure that every test is given under the same standardized procedures for all candidates. For the best testing experience, please familiarize yourself with these procedures before you take the examination.

Admission to the Examination

Admittance to the test center requires your authorization letter and two forms of identification. One form must be a valid government issued ID containing both your picture and signature (driver's license, passport, government identification card, etc.). The second form of ID must contain at least your signature and be in a non-paper format (credit card, ATM card, etc). The

name on your two forms of ID must match the name on your authorization letter and appointment registration EXACTLY.

1. After your identity has been confirmed, you will be escorted into the testing room and assigned a testing station. You may not bring any personal items with you into the testing room. For a complete tour showing what to expect when you arrive at the Pearson VUE Center access the following link: <http://www.pearsonvue.com/ppc/>
2. The test proctor will provide you with a white board for use during testing. The white board must be returned to the test proctor after you complete the test.
3. If you have any computer-related questions or concerns during the examination, please ask the proctor for assistance.
4. One question at a time will appear on the computer screen with the option to either answer it or mark it for review. You can use either the mouse or the keyboard to enter your answer.
5. At the end of the examination, you may return to the examination items you marked, provided there is time remaining. You may also review the items you answered if time permits.
6. You must finish the examination within the time allowed. An onscreen timer will tell you how much time you have left. A warning will appear when there is only five minutes remaining on the examination.
7. After completing the examination, you will be asked to complete a short online survey about your testing experience. Comments are routinely reviewed in an effort to continuously improve the examination process; however, the test administrator will not answer individual comments.
8. After the multiple-choice portion of the examination, an unofficial results report, indicating whether you passed or failed this portion of the examination will be shown on your computer screen. A printed version of this report will be given to you upon leaving the testing center. This report will include feedback on how you performed in each content area.
9. A result report will not be provided for at the conclusion of the skills portion of the examination. You will receive an official skills area performance feedback report within four to six weeks from completion of your examination.
10. Official examination results will be provided to you by your respective State.

What Happens After the Examination?

Upon completion of the multiple-choice examination, you will receive notification on your computer screen that you have either passed or failed. This is your unofficial Score Report (Pass/Fail). You will not see your actual score.

You will be provided feedback on the content areas where your performance was below the acceptable standard. This feedback is the Performance Report.

Take the opportunity to obtain your printout of your Performance Report, which is a very helpful tool to review areas in which you might need further study.

Examination results will be provided to you by your respective State, four to six weeks after the completion of your examination. Those candidates that have passed all parts of the examination will receive official documentation from your respective State.

Validation of Results

The test administrator is responsible for the validity and integrity of the examination results reported. On rare occasions, occurrences such as computer malfunction or misconduct by a candidate may cause an examination result to be suspect. The test administrator reserves the right to invalidate and/or withhold examination results if, upon investigation, violations of the test administrator's regulations are discovered. Candidates are expected to cooperate fully in the investigation.

Release of Examination Data

The test administrator will only release examination data to your respective State.

Retaking the Examination

The number of times you are eligible to retake the National Optician's Practical Examination is contingent on your specific State requirements. Once the retest registration form is processed, you will have 90 days in which to schedule and complete the examination. If you decided not to apply to retest within the 12 months of the initial examination or fail to complete the examination within the 90-day eligibility period, the initial application process begins again.

Candidates who fail any portion of the examination will be required to retake the entire examination again. For example if the candidate failed the multiple-choice portion they will need to retake both the multiple-choice and the skill examination. Please verify with your State specific examination retake policies.

Misconduct

Any candidate who engages in misconduct during the examination may be dismissed at the discretion of the test administrator and/or its testing service. In the event a candidate is dismissed, the test administrator reserves the right to cancel or invalidate the examination scores. Misconduct includes, but is not limited to, giving or receiving help during the examination, using notes or other study aids during the examination, removing or attempting to remove examination materials from the testing center, creating a disturbance, and attempting to take the examination for someone else.

Appeals

Any candidate may appeal determinations related to examination results. The appeal must be in writing and received within 30 days of being notified of examination results. The appeal should be addressed to the test administrator and include: a detailed written explanation of the grounds for the appeal, any evidence or documentation to support the reason a decision should be overturned, and the appeal fee of \$50. The burden of proof is the responsibility of the applicant. Written notification of the decision regarding the appeal will be mailed in four to six weeks after receiving the appeal. Decisions regarding appeals will be final and binding.

Confidentiality

The National Optician's Practical Examination is proprietary and confidential. The examination is available to you, the examinee, solely for the purpose of assessing your proficiency level in the content areas referenced in the examination for which you are eligible. You are expressly prohibited from disclosing, publishing, reproducing, or transmitting the examination(s) in whole or in part, in any form or by any means verbal or written, electronic or mechanical, for any purpose. You will be asked to accept this disclosure statement prior to beginning your examination. If you do not agree to the disclosure statement you will be not be able to take the National Optician's Practical Examination.

Test Administrator:

National Commission of State Opticianry Regulatory Boards (NCSORB)
2025 Woodlane Drive
Woodbury, MN 55125-2998
Phone: (855) 208-9349
Fax: (651) 731-0410
E-mail: info@ncsorb.org
Web site: www.ncsorb.org

Computer Based Testing Provider

Pearson VUE
www.pearsonvue.com

Phone - (888) 879-9099