FACULTY OF SCIENCE

SCHOOL OF OPTOMETRY AND VISION SCIENCE

OPTM6421

‘Binocular vision, CL fitting and Low Vision’–2019 topics

Note that the official name for this course is ‘Binocular Vision, Paediatrics and Low Vision’ but Paediatrics is replaced by CL fitting in the transition years (includes 2019, the last of the ‘transition’ years)

TERM 2 2019

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Faculty of Science - Course Outline

1. Information about the Course

NB: Some of this information is available on the UNSW Handbook[1]

Year of Delivery	*2019*
Course Code	*OPTM6421*
Course Name	*Binocular Vision, Paediatrics and Low Vision (in 2019 – a transition year - the course covers Binocular Vision, Contact Lenses and Low Vision)*
Academic Unit	School of Optometry and Vision Science
Level of Course	*STAGE 1, MClinOptom*
Units of Credit	6UOC
Session(s) Offered	TERM 2
Prerequisites and co-requisites	*Prerequisite: OPTM6411 (Contact lenses) Co-requisite: OPTM6422*
Hours per Week	*6 HPW*
Number of Weeks	*10*
Commencement Date	03/06/2019

Summary of Course Structure (for details see 'Course Schedule')

Component	HPW	Time	Day	Location
Lectures	**2 - 3**			
Lecture 1: Low Vision	1	*5 - 6pm*	*Tuesday*	*OMB G31 (Weeks 1, 3 - 11)*
Lecture 2: Binocular Vision	1	*1 – 2 pm*	*Monday*	*OMB G31 (Weeks 1, 3 - 11)*
Lecture 3: Binocular Vision	1	*2 – 3 pm*	*Monday*	*OMB G31 (Weeks 1 – 10)*
Laboratory	**2 - 4**			
Lab 1: LV (Wks 6 – 10)	2	*Tues 11am, 1pm; Wed 12 pm; Fri 10 am, 12 pm depending on group*		*See table in Section 5*
Lab 2: CL (Wks 1, 2, 3, 6, 7, 8)	2	*Wed 4pm; Thurs 11am, 4pm; Fri 2 pm, 4 pm depending on group*		*Preclinic lab (RMB2.009)*
Lab 2: BV (Wks 4, 5, 9 & 10)	2			
TOTAL	**6**			
Special Details	Groups may need to be re-assigned (ie if unequal numbers, etc) once enrolments are known.			

2. Staff Involved in the Course

Staff		Role	Name	Contact Details	Consultation Times
Course Convenor			*H. Swarbrick*	*h.swarbrick@unsw.edu.au*	*Email for appointment*
	Lecturer – Binocular Vision		*L. Asper*	*l.asper@unsw.edu.au*	*Email for appointment*
Additional Teaching Staff	Lecturer – Low Vision		*M Boon*	*m.boon@unsw.edu.au*	*Email for appointment*
	Lecturer/Supervisor – Contact Lenses		*V. Maseedupally*	*vinodm@unsw.edu.au*	*Email for appointment*
	Tutors & Demonstrators		TBA		
	Technical & Laboratory Staff		Dale Larden	d.larden@unsw.edu.au	

Unfortunately, it has become necessary for me to remind you that **members of staff are human beings** who work much of the time but have an outside-of-work life as well. Therefore, while you are free to email us at any time, you are not free to expect an answer outside of working hours; nor should you expect an immediate answer during working hours.

[1] UNSW Online Handbook: http://www.handbook.unsw.edu.au

3. Course Details

Course Description (Handbook Entry)	Note that this description has been modified from the handbook entry because 2019 is a 'transition' year into the new program. The Paediatrics component is replaced by the Contact lens component in 2019. Description: OPTM6421 will further develop the integration of student knowledge of the basic sciences with clinical competency in the areas of binocular vision, low vision and contact lenses. Students will be introduced to the care and assessment of patients with strabismus, amblyopia, nystagmus, and/or low vision or severe visual impairment. Students will need to apply knowledge from earlier courses such as ocular disease, physiology and optics in order to prescribe visual aids which best alleviate the detrimental effects of visual deficits. The contact lens component will consist primarily of contact lens fitting practical classes. The course will be delivered using lectures, tutorials, practical classes and self-directed learning. Brief Curriculum: Binocular vision: amblyopia, comitant and noncomitant strabismus. Low vision – aids, current low vision aids, adaptive technology, the multidisciplinary mode of practice. Contact lenses: Contact lens fitting.	
Course Aims	To produce a student with professional attitude and good communication skills who has the ability to integrate scientific and clinical aspects of optometry and make well-reasoned decisions. To advance student knowledge and to stimulate students' interest in optometric subspecialties such as low vision, binocular vision and contact lenses.	
Student Learning Outcomes	By the end of this course you should be able to • Demonstrate a thorough understanding of strabismus and related sensory anomalies • Choose appropriate testing to obtain an accurate diagnosis • Choose appropriate therapy for a patient with strabismus and/or amblyopia • Identify and correctly manage strabismus that may indicate pathology • Identify and appropriately mange a variety of ocular motility disorders • Demonstrate a thorough knowledge of visual disability • Accurately interpret clinical data to develop a valid clinical management plan • Be aware of the range of low vision aids and services designed to maximize independence and quality of life of people with visual disability • Identify the elements of a comprehensive management plan which may include the prescription of spectacles or other visual aids, vision therapy, referral to another appropriate professional. • Apply appropriate clinical strategies for contact lens selection, fitting and dispensing, and for patient selection, education and aftercare • To understand how to fit and manage patients in rigid and soft spherical, toric, and tinted contact lenses.	
Graduate Attributes Developed in this Course		
Science Graduate Attributes	Select the level of FOCUS *0 = NO FOCUS* *1 = MINIMAL* *2 = MINOR* *3 = MAJOR*	Activities / Assessment
Research, inquiry and analytical thinking abilities	*3*	Lectures, practical classes, assignments, all examinations
Capability and motivation for intellectual development	3	Lectures, assignments, all examinations
Ethical, social and professional understanding	3	Lectures, practical classes which will include guest workshops from allied services (e.g. Vision Australia and optical aid suppliers)
Communication	3	All practical classes and tutorials Written assignments
Teamwork, collaborative and management skills	3	All practical classes
Information literacy	3	Assignments
Other	3	Competency standards for entry-level to the Profession of Optometry 2014 Unit 1: Professional responsibilities 1.1 Maintains, develops and audits optometric knowledge, clinical expertise and skills. 1.4 Acts in accordance with the standards of ethical behaviour of the profession. 1.5 Communicates appropriate advice and information. 1.9 Provides for the care of patients with a diverse range of requirements and needs. Unit 2: Communication and patient history 2.1 Communicates with the patient 2.2 Makes general observations of the patient 2.3 Obtains the case history Unit 3: Patient examination 3.1 Formulates an examination plan 3.6 Assesses oculomotor and binocular function. Unit 4: Diagnosis and management 4.1 Establishes a diagnosis or diagnoses 4.2 Evaluates the expected prognosis of the condition 4.7 Prescribes contact lenses 4.8 Prescribes low vision devices 4.10 Manages patients requiring vision therapy **Note that at this point you will NOT be prescribing contact lenses or low vision devices without the supervision of a registered optometrist.**

Major Topics (Syllabus Outline)	*Binocular Vision:* Case analysis. Diagnosis of strabismus and associated sensory anomalies. Characteristics of strabismus and amblyopia. Treatment of strabismus and amblyopia, Aniseikonia, nystagmus, noncomitant deviations. *Low Vision*: Introduction to theoretical and practical aspects of care of the patient with low vision. Includes: epidemiology of low vision and visual impairment (definitions, NB this was covered in VISN3111 so you should revise those notes prior to attending your first low vision lecture), low vision assessment (behaviours, refraction, visual function, functional vision), prescribing optical aids for low vision (magnification determination, types of low vision aids, adaptive technology), low vision rehabilitation (multidisciplinary model of low vision rehabilitation and the role of the optometrist). *Contact Lenses:* Contact lens fitting, dispensing and after-care.
Relationship to Other Courses within the Program	OPTM6421 builds upon knowledge and skills gained in previous courses in the Optometry curriculum. In addition, new knowledge in binocular vision, low vision and contact lens fitting will be introduced.

4. Rationale and Strategies Underpinning the Course

Teaching Strategies	Teaching strategies include the following: Lectures to provide the necessary background and theory underpinning the study of topics included in this course. Authentic learning in practical classes to develop basic skills and personal experience in a variety of procedures and skills and in case analysis Class exercises and assignments - self-directed learning is used to (1) reinforce and extend theoretical principles learned in lectures and (2) introduce new material Interaction with low vision patients and allied health professionals in low vision rehabilitation.
Rationale for learning and teaching in this course[7]	Learning and teaching in OPTM6421 will build upon your prior experience and knowledge obtained throughout your life, including prior visual science and clinical optometry courses. A linear model of education is followed in that the subject matter generally starts with knowledge and facts and builds towards the application of your knowledge in the broader context of patient care. You are encouraged to take responsibility for your own learning, as this will prepare you for the life-long learning that is expected from a health care professional.

5. Course Schedule

Some of this information is available on the Online Handbook and the UNSW Timetable[2].

Week	Lecture 1 (Tues 5-6 pm, OMB G31)	Lecture 2 (Mon 1-2 pm, OMB G31)	Lecture 3 (Mon 2-3 pm, OMB G31)	Prac 1, 2 hours (Tues 11am, 1pm; Wed 12 pm; Fri 10 am, 12 pm)	Prac 2, 2 hours (All preclinic lab RMB2.009) (Wed 4pm; Thurs 11am, 4pm; Fri 2 pm, 4 pm)	Assignment and Submission dates (see also 'Assessment Tasks & Feedback')
Week 1 (3-7 June)	**Intro CL lecture (online)**	**BV - Introduction to strabismus and amblyopia**	**BV - Evaluation of strabismus: Case history, VA, refraction, eccentric fixation**		CL - Rigid	End of week 1 – deadline for topic selection for BV assignment
Week 2 (10-14 June) NB: public holiday 10th June	**LV - The optometrist and low vision rehabilitation**	**Public Holiday**	**Public Holiday**		CL - SCL	
Week 3 (17-21 June)	**LV - Difficulties experienced by people with low vision**	**BV - Evaluation of strabismus: Deviation variables (magnitude, direction, frequency, variability, AC/A, etc)**	**BV - Evaluation of strabismus: Correspondence**		CL - torics	End of week 3 - deadline for annotated bibliography (first step of BV assignment)
Week 4 (24-28 June)	**LV - Low vision assessment 1**	**BV -Sensorimotor fusion;**	**BV - Diagnosis, prognosis and treatment overview**		BV	
Week 5 (1-5 July)	**LV - Low vision assessment 2**	**BV- Monofixation syndrome. Infantile strabismus**	**BV - amblyopia treatment**		BV	
Week 6 (8-12 July)	**LV - Prescribing low vision aids 1**	**BV - strabismus treatment**	**BV - surgical treatment, botulinum tx**	**LV Prac 1 (RMB2.009) Clinical Vision Assessment**	CL - Disp	
Week 7 (15-19 July)	**LV - Prescribing low vision aids 2**	**BV - Aniseikonia**	**BV - Introduction to noncomitant deviations**	**LV Prac 2 (RMB3.049) Functional vision assessment**	CL - AC1	BV assignment videos due (step 2 of assignment)
Week 8 (22-26 July)	**LV - Prescribing low vision aids 3**	**BV - Neurogenic strabismus**	**BV - Myogenic and mechanical strabismus**	**LV Prac 3 (RMB2.009/2.013) Low Vision Aids 1**	CL - AC2	BV assignment group evaluation due (step 3 of assignment) Mon LV Pracs 1 and 2 to be submitted online
Week 9 (29 July -2 Aug)	**LV rehabilitation**	**BV - Cyclovertical deviations**	**BV -Nystagmus**	**LV Prac 4 (RMB3.049) Low Vision Aids 2**	BV	BV evaluation of videos due (last step (4) of BV assignment) CL Aftercare assignment due Friday
Week 10 (5-9 Aug, Mon 12 Aug)	**LV - Managing patients with low vision**	**TBA**	**TBA**	**LV Prac 5 (RMB3.049/2.013) Low Vision Rehabilitation**	BV	Mon LV Pracs 3 and 4 to be submitted online

NB: As stated in the UNSW Assessment Policy: 'one or more tasks should be set, submitted, marked and returned to students by the mid-point of a course, and a formative assessment no later than the Census Date for the term at end of Week 4 of a 10-week session'

[2] UNSW Timetable: http://www.timetable.unsw.edu.au/

6. Assessment Tasks and Feedback

Task	Knowledge & abilities assessed	Assessment Criteria	% of total mark	Date of		Feedback		
				Release	Submission	WHO	WHEN	HOW
BV assignment: Video report – noncomitant deviations	Available 03/06/2019 with assignment	Available 03/06/19 with assignment	20	03/06/19	29/07/19 See assign for due dates for each 'step'	L. Asper	12/08/19 (each step within 2 weeks of due date)	Marks and comments on Turn-it-in/Moodle
Practical reports A: CL aftercare report	Understanding the requirements for a contact lens aftercare examination; interpretation of clinical signs and symptoms in contact lens wear	Appropriate recording and interpretation of contact lens related signs and symptoms; synthesis of aftercare findings to develop sound clinical management strategies	5	Prac in Week 8	Friday of week 8	V. Maseedupally	2 weeks after due date	Marks in Moodle, comments on assignment
Practical reports B: Low Vision reports	Practicals 1 and 2: Understanding clinical skills required in during low vision consultations, including professional behaviours that are considerate of a person's experience of vision impairment, history-taking, patient's needs, clinical visual function and functional vision assessment, recording and care planning. Practicals 3 and 4: 2: Understand how to use and prescribe different low vision aids Practical 5: Knowledge of the role of multi-disciplinary rehabilitation in the care of the patient with low vision.	Satisfactory participation in practicals (indicated by completion of work, and pdfs of corrected work submitted online). Satisfactory analysis of personal and group data.	Hurdle – satisfactory performance required	Week 5	Only online submission of pdf documents accepted: Marked practicals 1 and 2, 22/07/19 5pm. Marked practicals 3 and 4, 05/08/19 5pm. Reflection on all practicals, including practical 5, 12/08/19 5pm	M. Boon and practical instructors	During practical class, instructors will go through solutions together.	Final moodle mark -
Prac exam part A (CL) – includes a slide exam component	Competence in clinical application of contact lens related techniques; recognition of clinical signs and identification of appropriate management strategies	**Slide test:** correct interpretation of contact lens history and clinical signs **Practical exam:** competence in lens handling, ability to interpret rigid and soft lens fitting variables; instruction on lens care procedures. This will be an OSCE (Objective structured clinical examination) and marks may be moderated if multiple examiners are involved during the evaluation (see next section).	15	During exam period	During exam period	V. Maseedupally	Final marks	Final marks
Prac exam part B (LV)	Ability to administer low vision clinical tests Ability to use and explain how to use common low vision aids (telescopes, high add magnifiers, hand magnifiers, stand magnifiers, electronic vision enhancement systems) Ability to create a management plan for a low vision patient case and select appropriate low vision aids for that case.	Accuracy of answers	10	During exam period	During exam period	M. Boon	Final marks	Final marks

Theory exam part A (BV)	Material covered includes all lectures, readings, videos from video assignment and practical classes. Knowledge of basic information needed to diagnose and manage strabismus and amblyopia; ability to pass requirements of optometric professional competencies; ability to integrate knowledge to develop beneficial management routines Ability to select, describe performance, and interpret appropriate diagnostic testing and basic vision therapy tasks.	Accuracy of answers	30	During exam period	During exam period	L Asper	Final marks	Final marks
Theory exam part B (LV)	Knowledge of low vision epidemiology. Knowledge of low vision assessment methods. Ability to interpret clinical data to prescribe optical low vision aids Knowledge of how optometry interacts with the multidisciplinary care required for low vision patients	Accuracy of answers	20	During exam period	During exam period	M. Boon	Final marks	Final marks

Overall rationale for assessment

Your future patients, the general public, clinic supervisors and the profession of Optometry expect that you will be able to accurately perform and record the procedures taught in this course, interpret and relate findings to other aspects of patient care, and establish a diagnosis and treatment plan for your patient. The assessment components of this subject are designed to ensure that you will be able to meet these expectations.

What is a pass?

The table below lists the assessment tasks and their pass criteria. You are required to pass <u>all four assessments below</u> that are marked with an *, with marks as indicated below.

If you fail any of the four areas noted with * below, you will fail the course, even if your numerical aggregate mark is >50 (or 60 or 70+). The grade you receive will be “UF” which indicates that you failed an essential component of the course.

Assessment Task	Other info
*BV theory final exam	* Must pass this with mark≥ 50%
*LV theory final exam	* Must pass this with mark≥ 50%
*LV practical exam	* Marks will be scaled for a 60% pass mark %
*CL practical exam (includes slide exam component)	* Marks will be scaled for a 60% pass mark % NB: slide test accounts for 20% and the practical exam will be 80% of this component. The overall mark is a hurdle; it is not required to pass the slide and practical exams independently
All written and prac assignments	50% pass mark

Additional assessment:

No one is automatically entitled to additional assessment.
The School Examinations Committee will decide, at the end of the exam period, who is entitled to additional assessment.

Please read carefully the pages of this course outline that give important information regarding supplementary examination, read the new SOVS supplementary assessment policy, and the UNSW 'Fit to Sit' rule as per the links below:

https://www.optometry.unsw.edu.au/files/supplementary_assessment_guidelines_v_3_sovs_2019_03_14.pdf and
https://www.optometry.unsw.edu.au/files/supplementary_examination_information_2019_final_14_03_19.pdf
https://student.unsw.edu.au/special-consideration

Scaling:

There are 2 ways in which your marks may be scaled.

1. Multiple choice tests are scaled to correct for guessing. A formula is applied to the raw mark to produce a scaled mark. This scaling will occur before marks are posted.

2. The LV practical examination mark, and the CL slide test and practical examination marks, will be scaled to a 60% pass.

Moderation of practical exam marks (or other assessment marks if marking of the same assignment is done by more than one examiner):

For each prac exam, statistical analyses will be undertaken to determine if one or more supervisors give unusually high or unusually low marks. If a particular examiner has been found to give marks outside the norm, the marks for that examination will be moderated.

Moderation of the marks will take place with consultation by at least 2 experienced faculty members who will not be informed of student or examiner names when moderating the mark. If marks must be moderated, your numerical mark may go up or may go down, depending on the situation. In the past, analyses have shown that it is very rare to have a marker that gives unusually high or low marks.

7. Additional Resources and Support

Text Books	*Low Vision:* • Low Vision Manual by Jonathon Jackson and James Wolffsohn. This is now available as an e-book from the UNSW library. • Other good textx are "The Lighthouse Ophthalmology Resident Training Manual A New Look at LowVision Care" by Lighthouse International and Low Vision, Principles and Practice by Christine Dickinson. (avail bookshop) *Binocular Vision:* • Scheiman and Wick's Clinical Management of Binocular Vision. Lippincott Williams & Wilkins (avail library and bookshop and online through the Moodle reading list)
Course Manual	*Low Vision:* Lecture handouts will be available on Moodle. A lab manual will be provided online in Moodle prior to the commencement of practical classes in Week 6. *Binocular Vision:* Lecture handouts available on Moodle. A manual for the Binocular Vision pracs will be given out during the first week of BV lectures.
Required Readings	*Low Vision:* Readings and videos will be announced during lectures, and their content will be examinable. *Binocular Vision:* You will need access to Scheiman and Wick's Clinical Management of Binocular Vision for the aniseikonia and nystagmus yopics. Other online readings will be available after week 5. You will be informed of other required reading during lectures, before week 3.
Additional Readings	*Low Vision*: Additional readings will be announced in lectures. The content of additional readings is not examinable. These will be differentiated from required readings. *Binocular Vision:* • Griffin and Grisham, Binocular Anomalies, Diagnosis and Vision Therapy, 3rd edition, Chapter 2, Vision efficiency skills • Scheiman and Wick, Clinical Management of Binocular Vision: Heterophoric, accommodative, and eye movement disorders, Chapters 5-8 (ie part II) covering vision training procedures.
Recommended Internet Sites	*Vision Australia (http://www.visionaustralia.org.au/)* *Guide Dogs NSW ACT (http://www.guidedogs.com.au/)* *QVI (http://www.qvi.org.au/low-vision.html*
Societies	Students are encouraged to become involved in professional societies and organizations. **Low Vision** • Vision Australia • Guide Dogs NSW/ACT • Retina Australia • Macular Degeneration Foundation • Fred Hollows Foundation • ICEE ***Contact Lenses*** Cornea and Contact Lens Society of Australia
Computer Laboratories or Study Spaces	*The School of Optometry and Vision Science computer lab is at OMB (old main building) LG21. The UNSW library is available for study.*

8. Required Equipment, Training and Enabling Skills

Equipment Required	*Binocular vision:* "pocket equipment" including but not limited to occluder, red/green goggles, polarisers, pen torch, and VT pocket equipment. Ophthalmoscope also needed *Low Vision:* occluder, clinical equipment when seeing LV patient in clinic *Contact lenses:* you will need your "pocket equipment", including occluder, pen torch, and PD ruler. Contact lens wearers will be required to bring their contact lens case to practical classes.
Enabling Skills Training Required to Complete this Course	Students are expected to be computer and information literate at this stage of the program. Students should have completed the ELISE course or similar information literacy courses offered by UNSW (eg LILT or BIOS). Students need to also aware that contact lens laboratories involved direct contact with the eye. The contact lens related aspects of WHS safety will be covered by Dr Maseedupally.

9. Course Evaluation and Development

Student feedback is gathered periodically by various means. Such feedback is considered carefully with a view to acting on it constructively wherever possible. This course outline conveys how feedback has helped to shape and develop this course.

Mechanisms of Review	Last Review Date	Comments or Changes Resulting from Reviews
Major Course Review	2015	The course review in 2015 resulted in changing the program to the MClinical Optometry. This resulted in moving some course content such as Paediatrics into stage 4 from stage 3. However, in the transition years, those who studied paediatrics in stage 3 are in the current course. In the place of paediatrics, CL fitting pracs are included.
myExperience		BV: face-to-face lectures have been reintroduced with more direct instruction at the beginning of pracs will be applied to keep students on task. CL Pracs: While every effort is made, there is no guarantee that CLs will arrive on time for the pracs as this is out of the control of SOVS. LV: Earlier release of prac materials to allow for better preparation by students.

10. Administration Matters

Expectations of Students	Some components of this course are compulsory, and you are expected to attend. Attendance at compulsory course components will be monitored by taking a roll. The compulsory course components, and the justification for their compulsory nature, are as follows: • All lectures given by guest lecturers. Attendance at these lectures is compulsory because of the special expertise of the presenters, which will provide information not accessible from other sources. • All practical classes in this course must be attended because they act to reinforce theoretical components of the course, while teaching critical practical clinical skills prior to use in the clinic in the final year of the program. Attempts to falsify any attendance registers or record will be managed under UNSW Student Misconduct Procedures: https://www.gs.unsw.edu.au/policy/documents/studentmisconductprocedures.pdf The University uses email as an official form of communication for students. All UNSW students have their own email account. The School of Optometry and Vision Science will also make use of this form of communication. It is extremely important that you know how to use your Zmail and ensure that you check it regularly. You are advised to link your official UNSW email address to your habitual email address (e.g. hotmail). You will miss out on vital information from the School and University if you do not check your Zmail. For more information or if you are having connection or access problems, see: IT Service Centre www.it.unsw.edu.au/ Telephone: 02 9385 1333 Email: itservicecentre@unsw.edu.au
Assignment Submissions	Assignments should be submitted via Moodle (electronic submission). The electronic submission includes completed laboratory reports and logs which should be scanned/photographed and submitted via Moodle in PDF format. Some assignments are very difficult to mark online, so your lecturer might request hard copy in addition to electronic submission. If hard copy is required, the lecturer will inform you where and when to submit the hard copy, when the assignment is given. Marked assignments can be collected from the: • School Enquiry office **during counter opening hours**. You must show a valid student card to do this. The School Policy on Submission of Assignments (including penalties for late assignments) and the Assignment Attachment Sheet are available from the School office (RMB3.003) and the School website at: https://www.optometry.unsw.edu.au/current/policies-and-procedures

Work Health and Safety [12]	Information on relevant policies and expectations is provided during General Safety Induction training. A copy of the Induction booklet distributed at this training is available from the School of Optometry and Vision Science office (RMB3.003) and the School website at: https://www.optometry.unsw.edu.au/whs/work-health-and-safety

[12] UNSW OHS Home page

Assessment Procedures

UNSW Assessment Policy

SCHOOL OF OPTOMETRY AND VISION SCIENCE, UNSW
SUPPLEMENTARY EXAMINATION INFORMATION, 2019

SPECIAL CONSIDERATION:

On some occasions, sickness, misadventure or other circumstances beyond your control may prevent you from completing a course requirement, such as attending a formal end of semester examination. In these cases you may apply for Special Consideration. **UNSW operates under a Fit to Sit/ Submit rule for all assessments. If a student wishes to submit an application for special consideration for an exam or assessment, the application must be submitted prior to the start of the exam or before an assessment is submitted. If a student sits the exam/ submits an assignment, they are declaring themselves well enough to do so**. The application must be made via Online Services in myUNSW. Log into myUNSW and go to My Student Profile tab > My Student Services > Online Services > Special Consideration. Submit the application (including supporting documentation) to UNSW Student Central.

CHRONIC ISSUES AND PRE-EXISTING CONDITIONS:

If you have chronic issues and pre-existing conditions, we recommend you apply for Educational adjustments for disability support through Disability Services.
Register for Disability Services at https://student.unsw.edu.au/disability-registration

Absence from a final examination is a serious matter, normally resulting in a Fail (FL) grade. **If you are medically unfit to attend an examination, YOU MUST CONTACT THE SCHOOL DIRECTLY ON THE DAY OF THE EXAMINATION TO ADVISE OF THIS** (telephone 02 9385 4639, email: optometry@unsw.edu.au). You must also submit a Request for Special Consideration application as detailed on the UNSW website: https://student.unsw.edu.au/special-consideration.

It is the responsibility of the student to consult the web site or noticeboard to ascertain whether they have supplementary examinations. This information WILL NOT be conveyed in ANY other manner. Interstate, overseas or any other absence cannot be used as an excuse.

This information will be available on the School web site at http://www.optometry.unsw.edu.au (do not confuse the School website with the myUNSW website) and posted on the notice board on Level 3. This information will be available as soon as possible after the School Examination Committee meeting.

SUPPLEMENTARY EXAMINATIONS FOR 2019 WILL BE HELD AS FOLLOWS:

FOR TERM 1:

- **STAGE 1-4* COURSES: FRIDAY, 24 MAY 2019 – SATURDAY, 25 MAY 2019**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 1 2019**

FOR TERM 2:

- **STAGE 1-3 COURSES: FRIDAY, 6 SEPTEMBER 2019 - SATURDAY, 7 SEPTEMBER 2019**
- **STAGE 4* COURSES: FRIDAY, 6 SEPTEMBER 2019**
- **THERE WILL BE NO SUPPLEMENTARY EXAMINATIONS FOR STAGE 5 STUDENTS IN TERM 2 2019**

FOR TERM 3:

STAGE 5 COURSES ONLY: DURING THE WEEK OF MONDAY, 9 DECEMBER 2019 – FRIDAY, 13 DECEMBER 2019.

STAGE 1-4* COURSES: FRIDAY, 20 DECEMBER 2019, SATURDAY, 21 DECEMBER AND MONDAY, 23 DECEMBER 2019.

Supplementary examinations will be held at the scheduled time only. If students who are granted supplementary examinations do not attend, a failure will be recorded for that course. **Students should not make travel arrangements, or any other commitments, before establishing whether or not they have supplementary examinations. Ignorance of these procedures, interstate, overseas or any other absence will not be accepted as an excuse. But usual Special Consideration still applies.**

If additional assessment is not scheduled, this does NOT indicate whether or not a student has passed or failed the course. Results will be received in the usual way. Please do not contact the School in this regard.

Please note the above applies to OPTM and VISN courses only. Any information on supplementary examinations for servicing courses (e.g. CHEM****) is the responsibility of the School conducting the course.

* Stage 4 includes courses in the first year of the MClinOptom program.

School of Optometry and Vision Science, UNSW, 14 March 2019

Equity and Diversity	Those students who have a disability or are dealing with personal circumstances that affect their study that requires some adjustment in their teaching or learning environment are encouraged to discuss their study needs with the course Convenor prior to, or at the commencement of, their course, or with the Equity Officer (Disability) in the Equity and Diversity Unit (9385 4734 or http://www.studentequity.unsw.edu.au/). Issues to be discussed may include access to materials, signers or note-takers, the provision of services and additional exam and assessment arrangements. Early notification is essential to enable any necessary adjustments to be made.		
Student Complaint Procedure[14]	School Contact	Faculty Contact	University Contact
	Prof. Helen Swarbrick h.swarbrick@unsw.edu.au Tel: 9385 4373	A/Prof Janelle Wheat Deputy Dean (Education) j.wheat@unsw.edu.au Tel: 9385 0752 Or Dr Gavin Edwards Associate Dean (Academic Programs) g.edwards@unsw.edu.au Tel: 9385 4652	Student Integrity Unit (SIU) Telephone 02 9385 8515, email studentcomplaints@unsw.edu.au

University Counselling and Psychological Services[15]	Information on Counselling and Psychological Services [CAPS] is available at: https://www.counselling.unsw.edu.au/ Tel: 9385 5418

11. UNSW Academic Honesty and Plagiarism

What is Plagiarism?

Plagiarism is the presentation of the thoughts or work of another as one's own.
*Examples include:

- direct duplication of the thoughts or work of another, including by copying material, ideas or concepts from a book, article, report or other written document (whether published or unpublished), composition, artwork, design, drawing, circuitry, computer program or software, web site, Internet, other electronic resource, or another person's assignment without appropriate acknowledgement;
- paraphrasing another person's work with very minor changes keeping the meaning, form and/or progression of ideas of the original;
- piecing together sections of the work of others into a new whole;
- presenting an assessment item as independent work when it has been produced in whole or part in collusion with other people, for example, another student or a tutor; and
- claiming credit for a proportion a work contributed to a group assessment item that is greater than that actually contributed.†

For the purposes of this policy, submitting an assessment item that has already been submitted for academic credit elsewhere may be considered plagiarism.

Knowingly permitting your work to be copied by another student may also be considered to be plagiarism.

Note that an assessment item produced in oral, not written, form, or involving live presentation, may similarly contain plagiarised material.

The inclusion of the thoughts or work of another with attribution appropriate to the academic discipline does *not* amount to plagiarism.

The Learning Centre website is main repository for resources for staff and students on plagiarism and academic honesty. These resources can be located via: https://student.unsw.edu.au/plagiarism

The Learning Centre also provides substantial educational written materials, workshops, and tutorials to aid students, for example, in:

- correct referencing practices;
- paraphrasing, summarising, essay writing, and time management;
- appropriate use of, and attribution for, a range of materials including text, images, formulae and concepts.

Individual assistance is available on request from The Learning Centre.

Students are also reminded that careful time management is an important part of study and one of the identified causes of plagiarism is poor time management. Students should allow sufficient time for research, drafting, and the proper referencing of sources in preparing all assessment items.

* Based on that proposed to the University of Newcastle by the St James Ethics Centre. Used with kind permission from the University of Newcastle
† Adapted with kind permission from the University of Melbourne

[15] University Counselling and Psychological Services