



# Guidance for unsuccessful candidates in the November 2022 registration assessment

## About this document

We realise that not passing this sitting of the registration assessment will be very disappointing for you and that you may need some time to reflect before you decide on your next steps.

This document gives you information and guidance which you may find useful if you have been unsuccessful in the registration assessment.

You can find out more about the registration assessment in Section 5 of the [GPhC Foundation Training manual](#) and the [November 2022 registration assessment webpage on the main GPhC website](#).

## 1. Candidate results

You will receive the outcome of the sitting via myGPhC, informing you of your registration assessment results. It will tell you:

- the pass mark for part 1 and part 2 of your sitting of the assessment, and
- the marks you achieved in part 1 and part 2 of your sitting

To pass the registration assessment, you must achieve the pass mark in both parts in one sitting.

If you registered for the assessment but did not attend and did not formally notify us of your withdrawal, this is counted as a failed attempt at the registration assessment, and you should have received your failed result by or on 6 December 2022. This letter will be sent by email only and will not be appear on your myGPhC.

We will not issue any hard copy results by posted letter.

## 2. How we award marks

Each sitting of the registration assessment has two parts.

There are 40 calculation questions in the part one paper and 120 questions (90 single-best-answer questions and 30 extended-matching questions) in the part two paper.

The Board of Assessors may remove questions after the assessment – for example, because of a recent change in guidance or legislation. This means that the total marks available for a part may be less than 40 for the part one paper, and less than 120 for part two. If questions are removed, the pass mark for that part is adjusted accordingly.

## Marking individual answers

Each correct answer is awarded one mark and each incorrect answer is awarded zero marks.

We do not use negative marking – that is, marks are not taken away for incorrect answers.

## Marking each part of the assessment

The marks for correct part one answers are added together to provide your part one mark, and the marks for correct part two answers are added together to provide your part two mark.

## Passing the assessment

Each part of the assessment has a separate pass mark. This may vary between sittings depending on the difficulty of the questions in that sitting. This variable pass mark means that the standard required to pass is kept the same for different sittings.

To pass the registration assessment you must:

- achieve the pass mark or greater in part one; and
- achieve the pass mark or greater in part two.

Marks cannot be compensated between parts – high achievement in one part does not balance out lower achievement in another part. Marks cannot be transferred between sittings.

## 3. Quality assurance of candidates' marks

There are processes in place for checking of candidates' answers and the marks awarded. We are confident that these are robust, and that answers have been recorded and interpreted accurately, so we do not offer re-marking. Results are final and we will not carry out any further review of individual marks.

You can [find out more about how answers are marked and how results are awarded](#) on the *Assuring the registration assessment* page of the GPhC website.

## 4. Appealing your assessment result

Your right to appeal against an unsuccessful result is explained in [section 10 of the registration assessment regulations](#).

### Grounds for appeal

We will consider an appeal request if it meets either of the grounds for appeal:

1. Procedural grounds. This is when you feel that a registration assessment procedure was not correctly applied.
2. If there were exceptional circumstances, unique to you, that may have affected your performance during a sitting, but that you did not know about and could not have known about before or during the sitting.

## Appeals and nullification

**Important:** you cannot appeal against an unsuccessful result if you could have asked for your assessment attempt to be 'nullified' for the same reason.

Under **section 6 of the registration assessment regulations**, you can ask for an attempt to be considered for a nullification if, for example, you become ill during an assessment sitting. In effect, this means the sitting is treated as if it had never happened, and it does not count towards your number of available attempts at the assessment. If you do appeal in this situation, the GPhC will refuse your appeal.

You can submit an appeal if you have asked for your assessment attempt to be nullified but are appealing your result for a different reason.

## Appeals and applying for next assessment sitting

If you are planning to sit your second or third attempt at the next sitting, you should continue to prepare and to apply in the normal way, even if you don't know the outcome of your appeal by the time you apply.

If you have failed all three attempts, you must wait for your outcome of your appeal before you can apply for the next sitting. We encourage all candidates to send in their appeal documentation at the earliest opportunity, so that we can provide an outcome in good time before the next sitting. Please remember to always apply for the exam itself by the deadline specified on the key dates page. Having an appeal upheld or a nullification upheld is a separate process to applying for the assessment.

## Appeal outcomes

There are only two outcomes to an appeal.

1. The appeal is not upheld. When an appeal is not upheld, the fail result stands, and the candidate is deemed unsuccessful in that attempt at the registration assessment.
2. The appeal is upheld. When an appeal is upheld, the attempt is nullified. This means that it does not count towards the number of available attempts at the assessment.

There are no other appeal outcomes.

It may take some time to deal with your appeal, depending on how complicated it is. Once the registrar has decided on the outcome of your appeal, we will write to you advising of this.

If your appeal is upheld, this does not automatically mean that your time limit to apply for registration will be extended.

## Submitting an appeal

If you think you may have valid grounds for an appeal, you must:

1. Complete an appeal form available on the dedicated sitting page of the GPhC website and collect together and scan any evidence you have to support your request. Read the guidance available with the form to find out more about the evidence you may want to submit.
2. Send your appeal form and supporting evidence by email to [regexam@pharmacyregulation.org](mailto:regexam@pharmacyregulation.org) by **Tuesday 3 January 2023**. We will not accept appeals by any other method.

We will only consider an appeal submitted after the deadline under certain circumstances. Read **section 10.9 in the registration assessment regulations** to find out when we consider a late appeal.

Appeals submitted after the deadline about a procedural error that were known about beforehand and that impacted your performance on the day will not be considered.

## Appeal outcomes and provisional registration

If you were provisionally registered when you sat the assessment and your appeal is upheld, you will be eligible to re-join the register. We will confirm this in your outcome letter, and give you the date on which you will re-join. You will not be able to work as a provisionally registered pharmacist until you have re-joined, and your name appears on the provisional register.

## 5. Sitting the assessment again

The next assessment sitting is on Tuesday 27 June 2023.

Information about eligibility, entry deadlines and how to apply for the Summer 2023 sitting will be available on the June 2023 registration assessment website page from February 2023.

It is your responsibility to ensure that you submit the correct documentation to us and pay the assessment entry fee by the deadline dates given.

## 6. Applying for a reasonable adjustment for sittings in 2023

If you intend to sit in 2023 and would like to request a reasonable adjustment our guidance and application form will be available shortly.

You must submit your reasonable adjustment application form to **[adjustments@pharmacyregulation.org](mailto:adjustments@pharmacyregulation.org)**.

We will not accept any late applications. We will also not be able to provide comments on any adjustment applications and the decisions that may be made before it is submitted to the panel and ahead of you receiving your outcome letter.

Make sure you have read and followed the guidance correctly before submitting the form. Incomplete applications may result in your request not being granted.

If you are having difficulty in completing or obtaining the required evidence, please contact **[adjustments@pharmacyregulation.org](mailto:adjustments@pharmacyregulation.org)** before the application deadline and as soon as possible.

## 7. Registration applications

If you have submitted your registration application in advance of receiving your results, your application will remain live on myGPhC until the end of 2022. If your application was provisionally approved, and you failed the assessment, your registration applications status will be changed to *terminated*. Should you wish to reapply at a later date, you will be required to resubmit your application online.

If you want to reapply the following year, you will need to start a new application and pay the application fee again. We do not offer refunds on application fees, as these cover the costs of processing the application. Once your application has been reviewed, and approved, you will be prompted to your myGPhC account to make the necessary payment.

**Please read our guidance document** for more information about registration applications.

## 8. Help and support

We realise that being unsuccessful at attempting the registration assessment will be very disappointing, and that you may need some time to come to terms with the result.

If you have not already done so, you may want to speak to your employer about the support they may be able to offer.

We would also highlight that there may be a number of roles that you could potentially work in across pharmacy if you are not successful whilst you wait for the next sitting.

There are organisations that can help and support you, both personally and professionally, to decide on your next steps. We have listed some of these below, but you may also find more sources of help and support locally.

### **British Pharmaceutical Students Association (BPSA)**

**The BPSA** supports foundation trainees and provisional registrants through their graduate office – you can get in touch via email at [graduateofficer@bpsa.co.uk](mailto:graduateofficer@bpsa.co.uk), on Facebook at [www.facebook.com/TheBPSA](https://www.facebook.com/TheBPSA) or on Twitter at [www.twitter.com/bpsa](https://www.twitter.com/bpsa)

### **Centre for Pharmacy Postgraduate Education (CPPE)**

**The CPPE** provides educational solutions for the NHS pharmacy workforce across England to maximise its contribution to improving patient care.

### **NHS Education for Scotland (NES)**

**NHS Education for Scotland** offers learning support to trainee pharmacists in Scotland and may be able to offer you educational support to the next GPhC registration assessment sitting if you have been training or working as a provisionally registered pharmacist in Scotland. Contact them by email at [nes.ftypharmacy@nhs.scot](mailto:nes.ftypharmacy@nhs.scot)

### **Health Education and Improvement Wales**

**Health Education and Improvement Wales** offers learning support to trainees and provisional registrants in Wales.

### **The Pharmacists' Defence Association (PDA)**

**The PDA** is a not-for-profit organisation which aims to act upon and support the needs of individual pharmacists, including trainees and provisional registrants.

Contact them by email at [enquiries@the-pda.org](mailto:enquiries@the-pda.org), or phone on **0121 694 7000**.

### **Pharmacist Support**

**Pharmacist Support** is the pharmacist profession's independent charity. **Find out how they can help you on their dedicated registration assessment web page.**

## Royal Pharmaceutical Society (RPS)

The RPS offers support for you during your training and provisional registration.

## Third time sitters

As well as the organisations listed above, you may find it helpful speak to a specialist careers counsellor. They could advise you about career options which make use of your pharmacy degree, but do not need you to be registered as a pharmacist. A Citizens Advice Bureau should be able to give you the contact details of a careers counselling service in your area, or you may also be able to find help from your university careers service. **Pharmacist Support also a factsheet available for pharmacy graduates.**